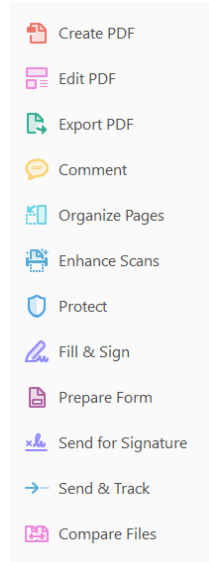


Instructions for fillable PDF Lunch Form

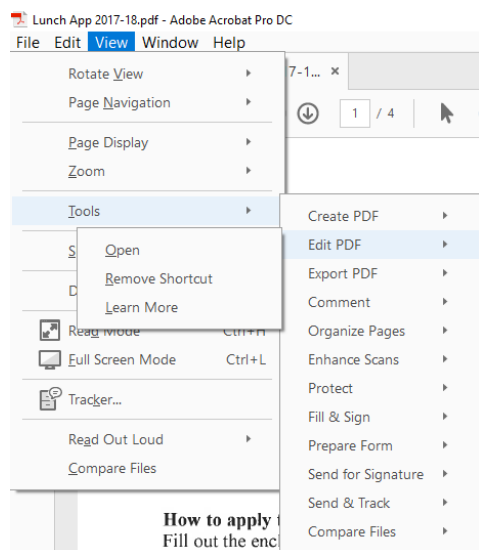
At the top of the 2017-18 Confidential Family Application for Free and Reduced Meals there is a spot for an application number. Please leave that space blank. A number will be assigned by the system.

Please be advised that the 2017-18 Confidential Family Application for Free and Reduced Meals as well as the Sharing Free or Reduced Price Information with Other Programs form have been created in a format that allows you to type the information on the highlighted boxes. However, there are some boxes that were not highlighted, therefore you will not be able to select the box or be able to enter an "x." For those instances, please follow the steps that are provided below.

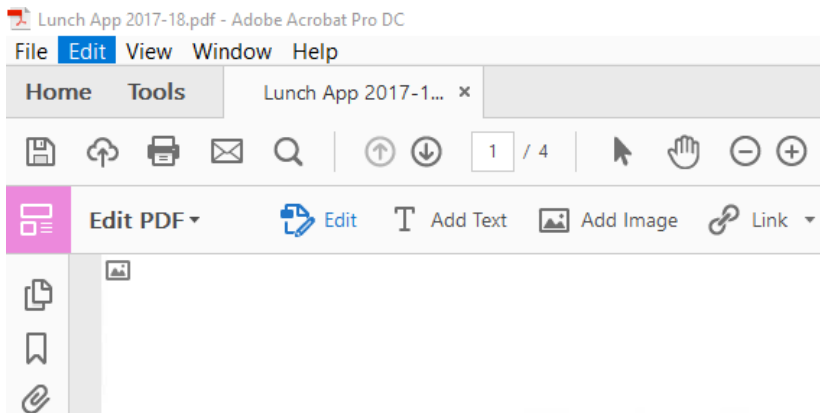
Depending on the Adobe Acrobat version that you have, you will see options to edit the document, and those options appear on the right hand side of the form. Go ahead and click on Edit PDF.



If you don't see the options above, you can go to the menu bar of your document, go to view, scroll down to tools, select Edit PDF, and then select open.



Additional options will appear below the main toolbar.



Select Add Text, this will enable you to add an “X,” “Yes,” or “No” on the boxes that are not highlighted in blue, and that is applicable to you.

Save the document and return the completed forms to the Food Services Bookkeeper, Heidi Garcia. You can do it in one of three ways:

Return completed forms to your student’s school.

E-mail the completed forms to Heidi.garcia@hermiston.k12.or.us.

Take the forms to the District Office located at 305 SW 11th Street, Hermiston.