

## APPLYING FOR MEAL BENEFITS ONLINE

- 1) Go to <http://colonialhtsva.heartlandapps.com> and review the Terms of Service.
  - Once you have made your choice, click Next.
- 2) **Letter to Households**
  - Once you have completed reading, click Next.
- 3) **Special Circumstances**
  - If any of these apply please complete, otherwise click Next.
- 4) **Child Information**
  - Input the number of children in your household that attend school within the school system.
  - Once completed, click Next.
- 5) **Child Information (cont.)**
  - Input the child(ren) information. If they receive any income, input it on this page.
- 6) **Household Members and Income**
  - Input the number of other people in your household. Do not include the child(ren) listed in the previous step.
  - Once completed, click Next.
- 7) **Household Members and Income (cont)**
  - Input gross income for all household members. Do not include the child(ren) in the previous step.
  - Once completed, click Next.
- 8) **Adult Signer Information**
  - Whomever is completing the application, input your information.
  - Don't forget your e-mail address, food service can send important information about your child's account via e-mail.
  - Once completed, click Next.
- 9) **Demographic Information**
  - We are required to ask for this information however it is optional to complete.
  - Once completed, click Next.
- 10) **Submit & Review**
  - Review the information you input for accuracy.
  - If you need to make any changes, click the back arrow.
  - Once completed, click Next.
- 11) **Finish & Submit**
  - Congratulations! Your child(ren) meal application has been submitted. Within 10 business days you will receive a letter to your address on file with the status of your application.
  - Until your status has been determined, you should be prepared to fund your child's meal account.

If you have any questions or need further assistance on each page there is an Instructions dropdown that can provide more information or feel free to contact the food service office at 804-524-3453.