Family Income Inquiry Form
A Guide for Scanning at Schools
NYCDOE piloted a program in September and October of school year 2017-18 which enabled staff to scan meal applications at their schools using their ATS Lexmark scanners.

This new process expedites eligibility determinations by eliminating the need for schools to send paper forms to OFNS through interoffice mail using the weekly courier service.

Family Income Inquiry Forms can be scanned using the following ATS Lexmark Scanners:

*Lexmark X748, CX725, MX711, MX511, MX522, MX722*
Before Scanning Forms to OFNS

The following steps have not changed and should continue prior to scanning:

1. Check the ATS RMEL
2. Only scan form for students who are meal code 5.
3. Forms received from students already listed in ATS as Meal Code A or 1, should filed at the school or returned to the parent, **do not** submit them to OFNS.
4. Families of students who are meal code 4 and submitted a second form should be instructed to contact the OFNS Eligibility Office to update their current application.
Batch Cover Sheet

**Batch Cover Sheet**, this is unique for your school.

To print the Batch Cover Sheet, access the Family Income Inquiry Form Ordering System using your school’s ATS code as your username and your OPT/OFNS password.

One sheet can be used for the entire year as long as the barcode is in good condition and scannable.

1. Log into the Ordering System
2. Click on *School Shipping Reports*
3. Print the **Batch Cover Sheet**.
Lexmark Scanning

1. Make sure the batch cover sheet is on top of the document stack.
2. Load documents on the scanner.
3. Press Scan Meal Applications.

4. Press the green “Scan” button

Note: Make sure the batch cover sheet is on top of the document stack.
Lexmark Scanning

Processing Documents:
System will perform the following steps:
• Read barcode to identify your school
• Convert applications to images
• Combine images to a batch
• Upload to OFNA

Scan Results:
Results will display on the scanner screen.

If the batch cover sheet is not present or damaged, the results will state “Rejected”.

Processing Documents
Reading barcode on batch cover sheet - Done
Converting Images to BW - Done
Combining images - Done
Uploading scanned images - Done

Scan Results
Pages Scanned: 22
Pages Processed: 22
Pages Rejected: 0
Upload Results: Upload Successful
See printed status page for more detail.
Confirmation Pages

**Upload Successful**
Expect to see ATS updates in 3-5 business days.

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**Upload Failure**
Error message and description indicate what went wrong and how to correct it.

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SchoolFood Meal Application Scanning Confirmation Page

05/24/2017 10:38:50 AM

<table>
<thead>
<tr>
<th>Status</th>
<th>Pages Scanned</th>
<th>Pages Processed</th>
<th>Pages Rejected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

**Send Results to SchoolFood**

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success</td>
<td>Upload Successful</td>
</tr>
</tbody>
</table>

**Additional Help:**
- For meal eligibility support, contact SchoolFood Customer Information at (718) 707-4400.
- For scanner hardware support, contact DIT at (718) 935-5100.
- For training materials, visit SchoolFood [http://www.schoolfoodnyc.org](http://www.schoolfoodnyc.org). Log in using your ATS code as your username and OPI/SchoolFood password.

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SchoolFood Meal Application Scanning Confirmation Page

05/25/2017 09:21:32 PM

<table>
<thead>
<tr>
<th>Status</th>
<th>Pages Scanned</th>
<th>Pages Processed</th>
<th>Pages Rejected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failed</td>
<td>4</td>
<td>0</td>
<td>4</td>
</tr>
</tbody>
</table>

**Errors**

<table>
<thead>
<tr>
<th>Barcode Read Error</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unable to read barcode on first page</td>
<td></td>
</tr>
</tbody>
</table>

**Send Results to SchoolFood**

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failed</td>
<td>Upload Failed - Unable to read barcode on batch cover sheet, verify that the batch cover sheet is the first page and scan again.</td>
</tr>
</tbody>
</table>

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Scanned Forms Record Retention

• Original forms should be retained at the school for the school year in which they were obtained.
• They should **not** be submitted to OFNS via the courier service.
• Original forms should be shredded at the end of the school year prior to disposal since the forms contain information that is regarded as highly confidential.
References

Family Income Inquiry Form Ordering System:

https://www.opt-osfns.org/osfns/Resources/SchoolMealsApplicationOrderingSystem

• To reset your username or password, contact DIIT Service Desk

CONTACT INFORMATION

• Student meal eligibility support Customer Information - 718-707-4400
• Scanner hardware support - DIIT - 718-935-5100