

Dear Parents and/or Guardians:

For the 2020-2021 school year and moving forward, our free and reduced application will now be filled out online. Below are the steps you will need to take, in order for your ONE application for your entire household to be processed.

If you receive notice from the school that your children are currently covered through a process of direct certification related to SNAP and TANF benefits, you DO NOT need to complete the application process.

If not, you must complete this application process to be considered for benefits. Benefits from last year are held over for 30 school days this year as a grace period for completion of this process.

Step 1. Visit the link provided by your school district to access you Freedom Café Parent Portal. <http://mychalkablecafe.com/hartville>. You can also access this link on our school website at hartville.k12.mo.us.

Step 2. Click on the “Sign Up” link (below the login button) to create an account.

Step 3. Fill out all sections of the registration form and click the “Register” button to create your account.

Step 4. Verify your email you provided during registration. Once you have verified your email, please visit the above link again (<http://mychalkablecafe.com/hartville>) and log in.

Step 5. The dashboard you see after logging in will provide you with a snapshot of your child(ren)’s information once you have tied them to your account. To initiate the link with your child(ren), click the “Add Student” link.

Step 6. Once you have linked your child(ren), you can view their transactions by clicking the “ViewTransactions” button. Clicking on their name will allow you to turn on/off the option to purchase “A La Carte” items at their school and provide their school with dietary notes/allergies.

Step 7. You can begin to the process of submitting a Free and Reduced Lunch Application by pressing the “Submit Application” option. You will receive step-by-step instructions on how to submit an application from that point forward.

If for some reason, you are not able to fill this application out online, please contact the Central Office for a paper application (417) 741-7676 Ext 300. If you have any questions, or concerns please feel free to call Scott Keith at 417-741-7676 Ext 138.