



Marcellus
COMMUNITY SCHOOLS

August 28, 2025

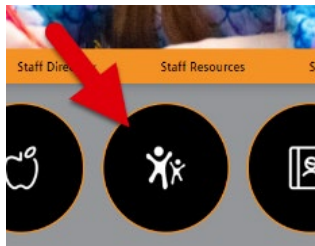
Dear Parent or Guardian,

I'm writing today to inform you of a new tool available to assist us in the collection of Education Benefit Forms, included in your child/students welcome packet. It is highly critical that we collect as many of these completed submissions as possible, because the responses and volume directly impact the educational funding available to Marcellus Community Schools.

In the past, the documents have been filled out by hand, and submitted back to a teacher with the student/child. This is time-consuming, and has occasionally resulted in lost or damaged papers, or delays in them being received if they are being held in the chain of control by a student or staff member. Also, we formerly used two different form types, depending on the building your child was enrolled in. Since the entire district is now participating in the Community Eligibility Provision, Education Benefit Forms will be used by all. We only need ONE submission per family, listing ALL MCS students on a single document. Please do NOT complete multiple documents for each child/student (if applicable).

Fortunately, there is a NEW resource for families to fill out their Education Benefit Form ONLINE! It's not required that families use this method, but it will likely be faster for all parties involved, and drastically cut down on errors, and time required for employees to enter the information. Here is a quick summary of how a parent can do this.

INSTRUCTIONS:



The link is posted on the District website under the "Lunch Payments" link, which is part of the Quick Links Circles menu. Navigate there, then click the link. <https://marcellus.familyportal.cloud/>

For this process EVERYONE can select "Apply for Benefits" The screen will display the sites Terms of use, Privacy Policy, a message from myself stating that this document is critical for school program funding annually, and the USDA nondiscrimination statement. Accept or hit next on each page.

You will arrive at a screen with "Children" in the top left corner. This is where you add ALL the MCS students in your home. You will have to input first name, last name, school building, grade, and "living status" (which is just if the child is homeless, foster, runaway, or migrant) If a child is not classified as any status, select NONE. Repeat that step for every student. Once that is complete, select "next".

Next, it will ask if any household member is receiving benefits, and what type. SNAP, TANF, and Food Distribution Program on an Indian Reservation are all listed. If a program is selected, it will request the case number for verification. If a family does not receive benefits, select NONE and then next when complete.

Next, you will list your Household Size. **IMPORTANT:** A household includes **EVERY** person consistently living at the address. A Grandparent who lives in the home, another family member, or even non-relative should be counted. Non-MCS students should be counted as a household member if residing there. **Example: Two parents, two children, a Grandparent, and a brother of one parent all live in the same home. That is a household of 6. Example 2: A single parent with 3 children. Two are MCS students, one is enrolled elsewhere. That is a household of 4**

Once that is completed, it will populate income ranges that relate to the household size. Please select the range that fits your **TOTAL** household income **annually**.

You will then progress to the "Head of Household" page. Whomever is filling out the information should input their First and Last name.

You will enter your contact information next. A complete address is required. Phone and e-mail are optional but would be appreciated in the event we need to reach you to discuss information submitted.

Once that is completed it will display a general review of the information you have provided, prior to submitting. If something is incorrect, you can use the "back" button to return to that section and make correction.

Lastly, you will "digitally sign" with a click on the following page. Then click "FINISH"

If you have any questions, or require assistance with this process, please reach-out to me at the number listed below. It has been an honor to serve as the Foodservice Director with Marcellus Community Schools the past two years, and myself and the cafeteria staff are looking forward to seeing your students back dining and learning with us! Please assist us in obtaining the maximum value of funding for MCS via the submission of this document, whichever method you chose to employ.

Sincerely,



Sarah Guritz

Food Service Director
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