

SchoolCafé Account & Meal Application Guide

A step-by-step guide for creating a SchoolCafé account, adding an LCCTC student, and submitting a school meal benefits application.

1. Find Lancaster County CTC

Go to www.schoolcafe.com.

Forgot Username?

Forgot Password?

☐ Remember Me

Sign in

Sign in with Google

Sign in with Apple

Need to create an account or contact us?

Select your State

PA - Pennsylv...

School District

Reset

Download on the App Store

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In the School District field, enter Lancaster County CTC.

Forgot Username?

Forgot Password?

☐ Remember Me

Sign in

Sign in with Google

Sign in with Apple

Need to create an account or contact us?

Select your State

PA - Pennsylv...

School District

Reset

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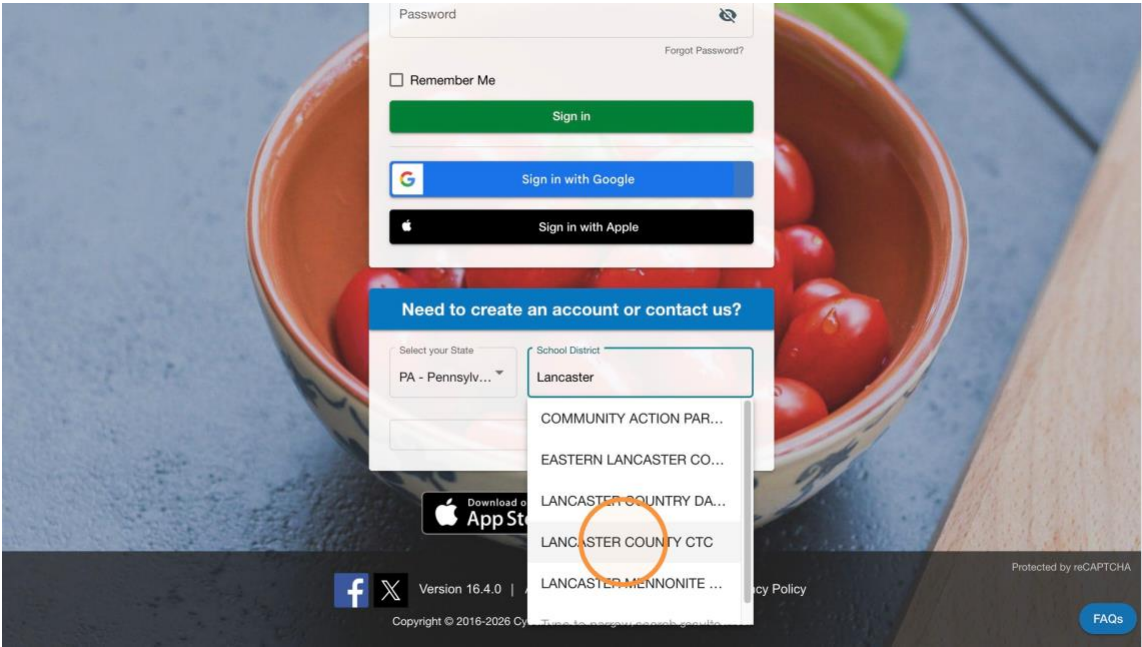
Protected by reCAPTCHA

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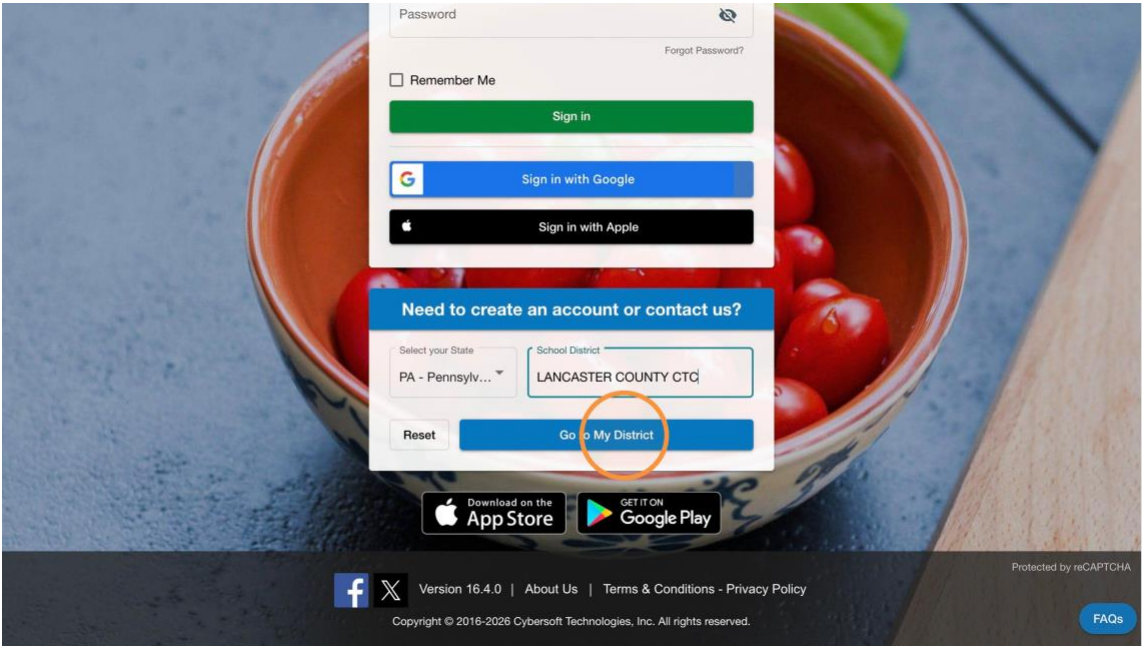
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FAQs

Select “LANCASTER COUNTY CTC.”

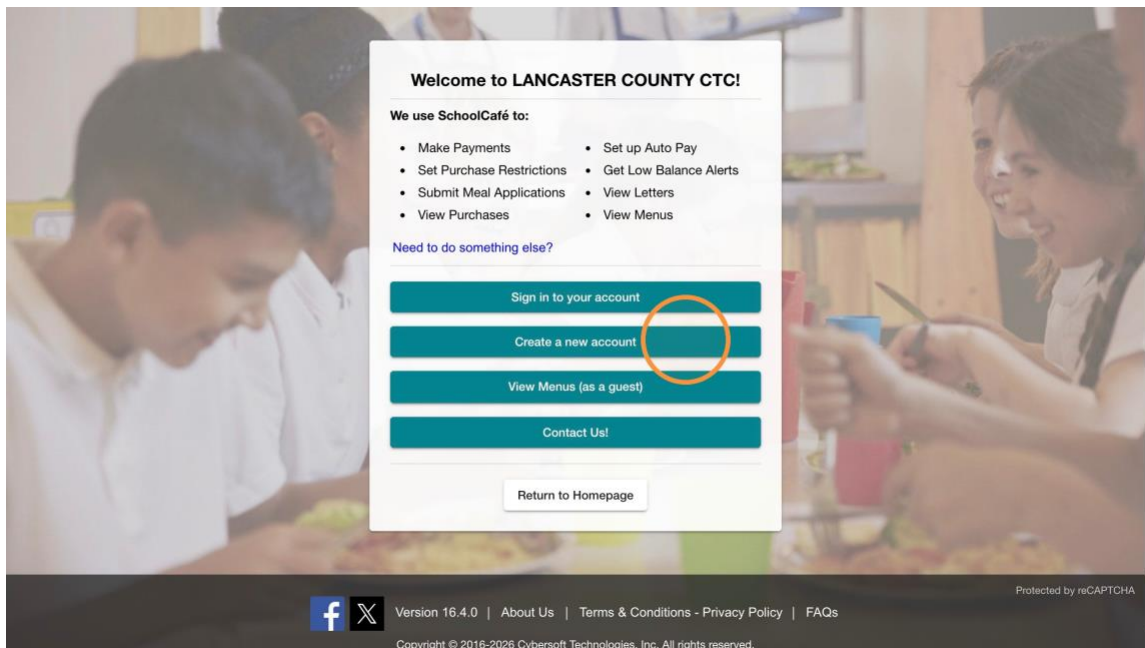


Select “Go to My District.”

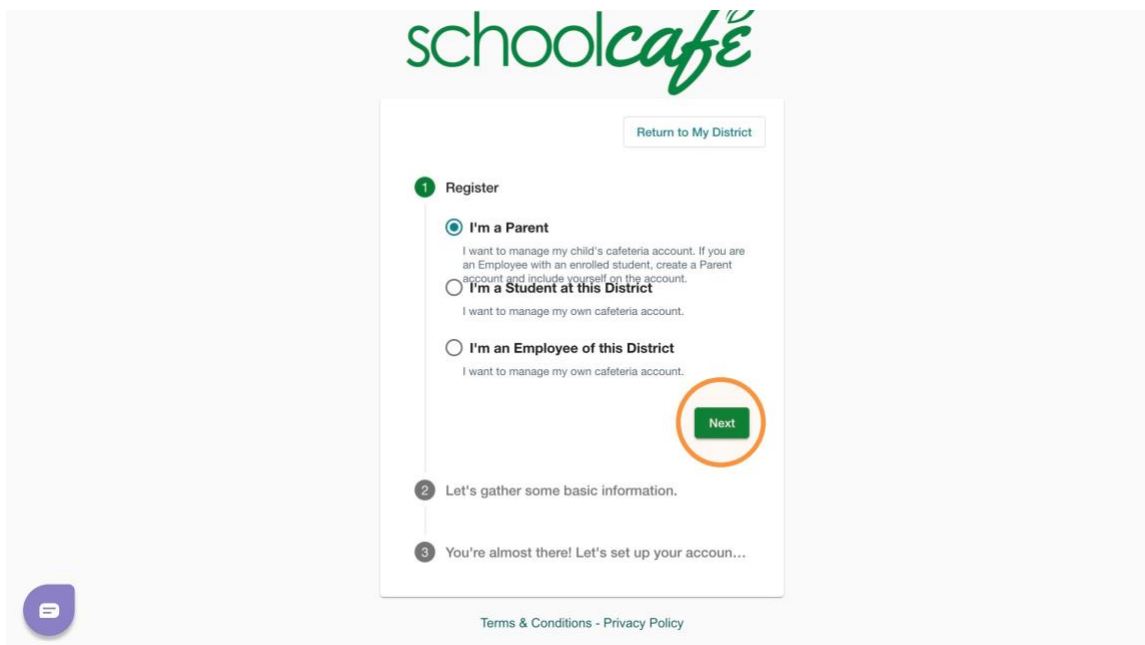


2. Create Your Account

Select “Create a new account.”



Choose the account type that applies to you. Parents/caregivers should select “I’m a Parent.” Students creating their own account should select “I’m a Student at this district.” Then select “Next.”



Enter the applicant’s first and last name, a current email address, and the best phone number to use.

Let's gather some basic information.

[Sign in with Google](#)

By continuing, you agree to SchoolCafé's [Terms & Conditions](#) - [Privacy Policy](#)

[Continue with Apple](#)

By continuing, you agree to SchoolCafé's [Terms & Conditions](#) - [Privacy Policy](#)

(Parents: Please enter **your** name, not the student's)

First Name

Last Name

Email

Phone Number

Select “Next.”

By continuing, you agree to SchoolCafé's [Terms & Conditions](#) - [Privacy Policy](#)

(Parents: Please enter **your** name, not the student's)

First Name

Test

Last Name

Parent

Email

Phone Number

Previous

Next

③ You're almost there! Let's set up your accou...

[Terms & Conditions](#) - [Privacy Policy](#)

Create a secure password.

Return to My District

✓ Register

✓ Let's gather some basic information.

3 You're almost there! Let's set up your accou...

Username

test-student@student.lancasterctc.edu

test-student@student.lancasterctc.edu is available.

✖ Password

✖ Confirm Password

🔒 Select a Security Question

✖ Answer

Select a security question.

Let's gather some basic information.

3 You're almost there! Let's set up your accou...

Username

is available.

✖ Password

.....

✖ Confirm Password

.....

🔒 Select a Security Question

✖ Answer

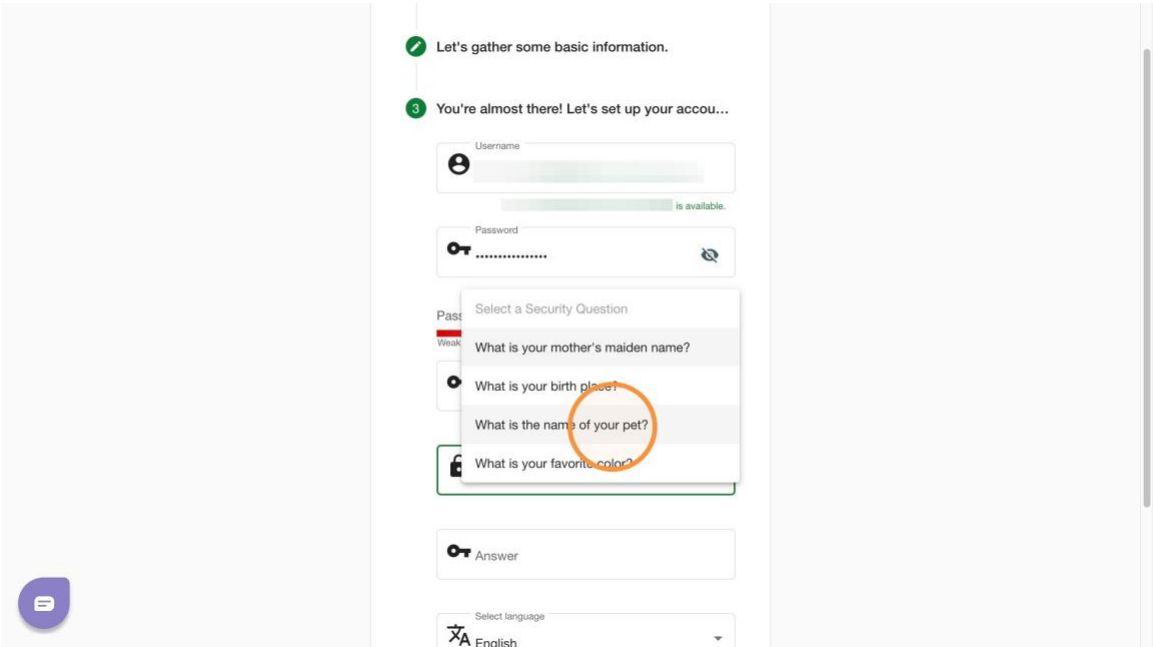
Select language

🇺🇸 English

Weak

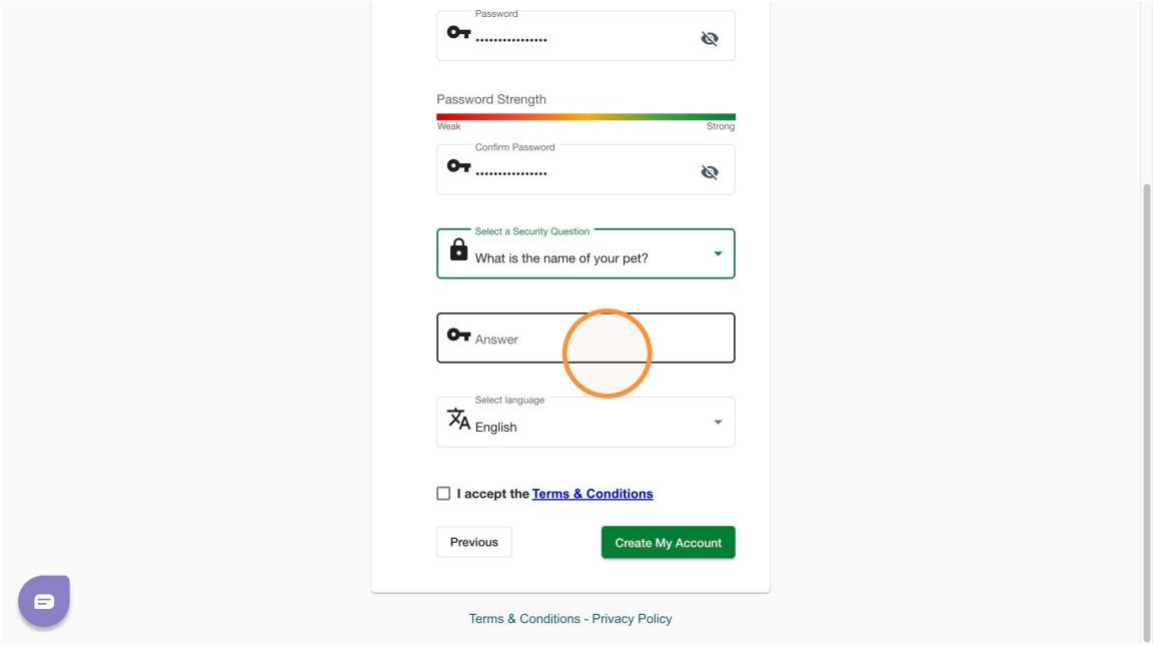
Strong

Choose the security question you want to use.



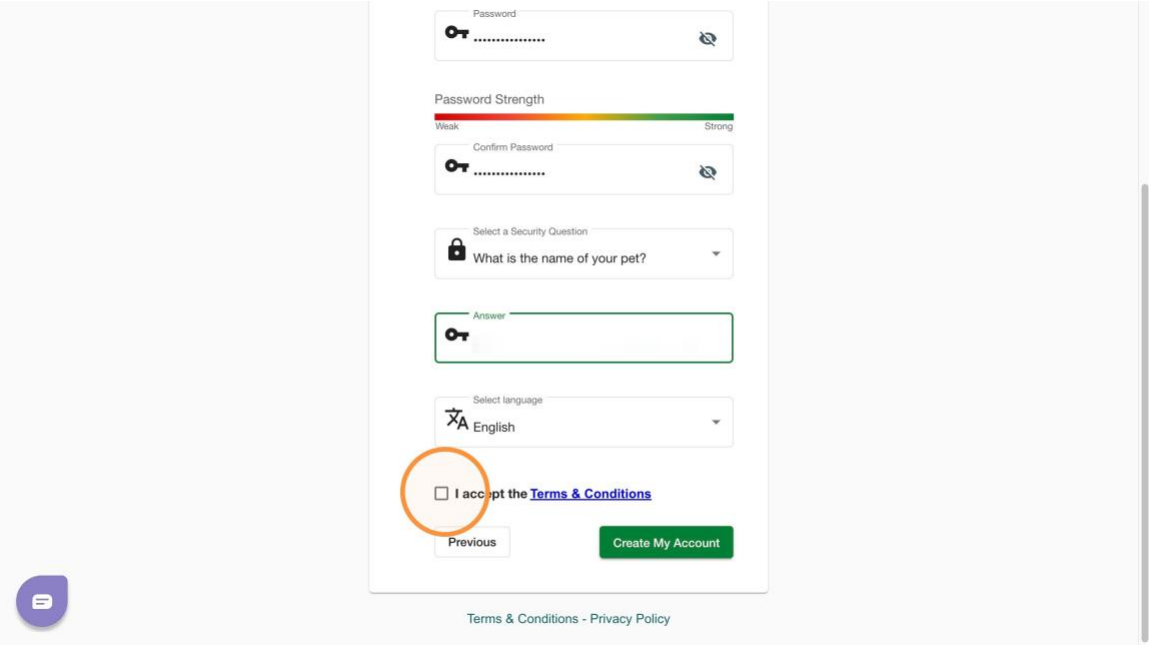
This screenshot shows the third step of account creation. At the top, a progress bar indicates the current step. Below it, there are fields for 'Username' and 'Password'. A dropdown menu titled 'Select a Security Question' is open, showing four options: 'What is your mother's maiden name?', 'What is your birth place?', 'What is the name of your pet?' (which is circled in orange), and 'What is your favorite color?'. Below the dropdown is an 'Answer' field and a 'Select language' dropdown set to 'English'.

Enter your answer to the security question.



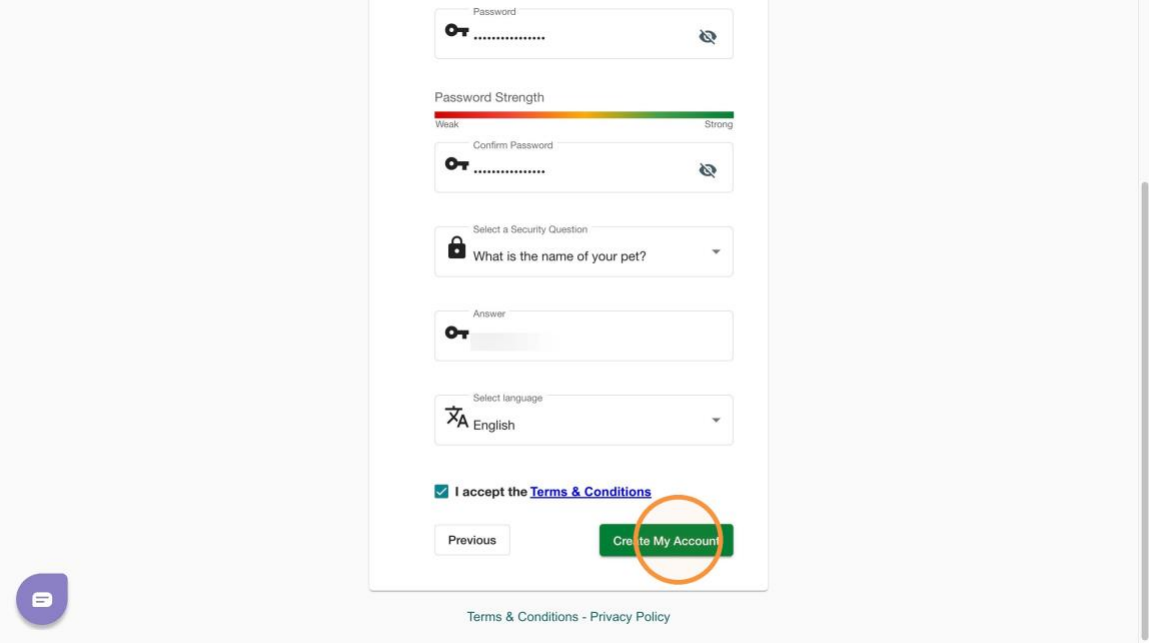
This screenshot shows the next step in account creation. It features a 'Password' field, a 'Password Strength' indicator (a bar from red to green), and a 'Confirm Password' field. The 'Select a Security Question' dropdown is now closed, and the 'What is the name of your pet?' option is selected. Below this is the 'Answer' field, which is circled in orange. At the bottom, there is a checkbox for 'I accept the Terms & Conditions' and two buttons: 'Previous' and 'Create My Account'.

Review and accept the Terms & Conditions.



This screenshot shows the account creation form. The fields include Password, Password Strength (with a visual strength indicator), Confirm Password, Select a Security Question (with the question "What is the name of your pet?"), Answer, Select language (set to English), and a checkbox for "I accept the Terms & Conditions". The checkbox is highlighted with an orange circle. Below the checkbox are "Previous" and "Create My Account" buttons. A purple chat icon is on the left, and "Terms & Conditions - Privacy Policy" is at the bottom.

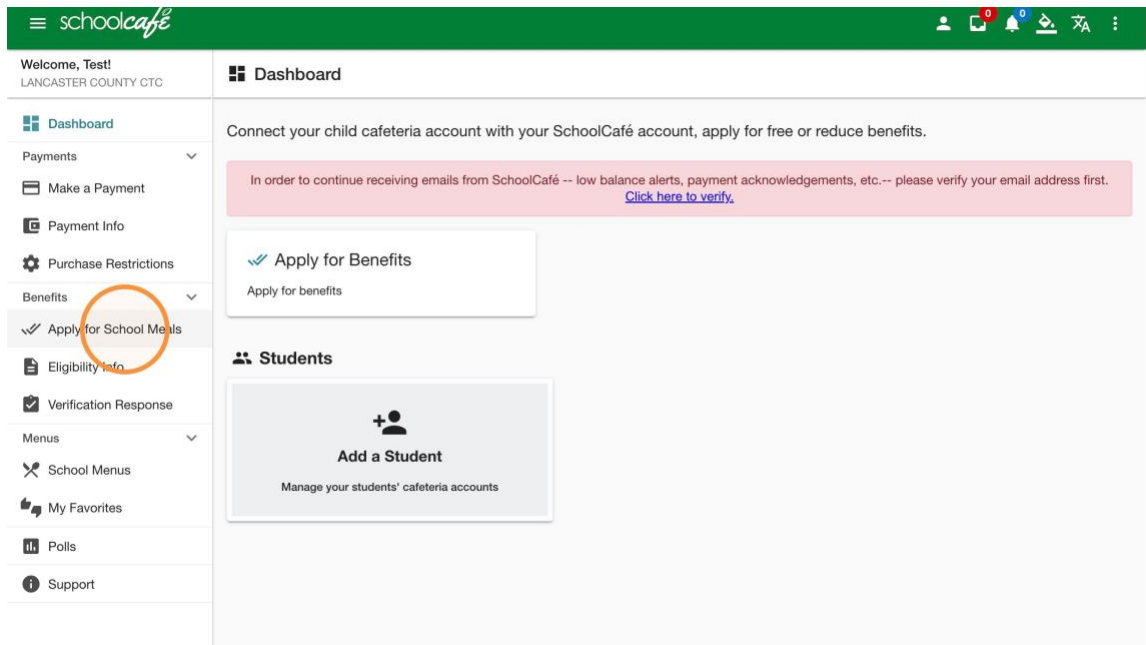
Select “Create My Account.”



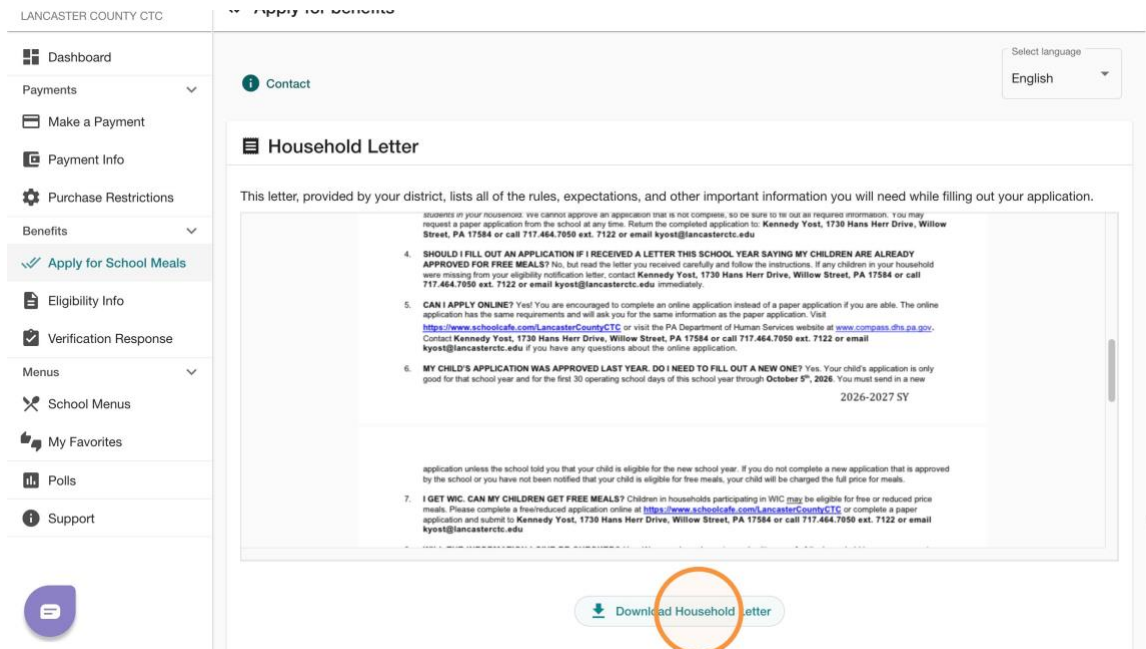
This screenshot shows the same account creation form, but the checkbox "I accept the Terms & Conditions" is now checked. The "Create My Account" button is highlighted with an orange circle. All other elements, including the chat icon and footer text, remain the same.

3. Start the Meal Benefits Application

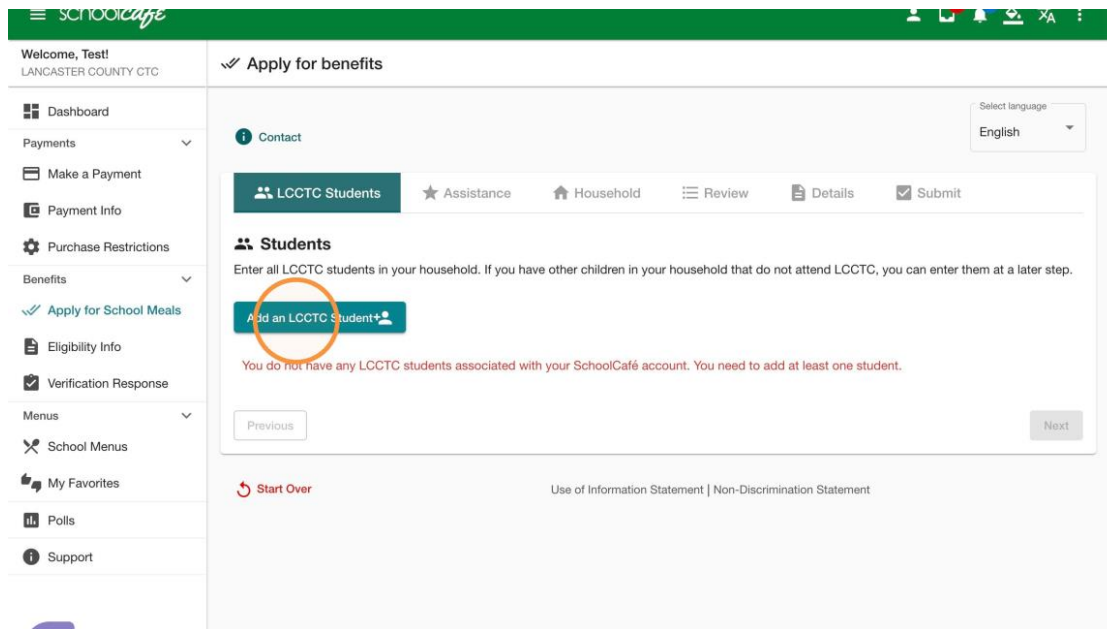
From the dashboard, select “Apply for School Meals.”



Download or review the Household Letter, then select “Next.”



- Click Save Applicant Information.
- Check the certification statement promising that all reported information is accurate.
- Click Next.
- Click Add an LCCTC Student.



2. Input Student Information

- Type your student's ID, First Name, and Last Name.

Review the applicant information and select “Save Applicant Information.”

Read the certification statement carefully. If the information is accurate, check the certification box.

LANCASTER COUNTY CTC

Dashboard

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Make a Payment

Payment Info

Purchase Restrictions

Benefits

Apply for School Meals

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Verification Response

Menus

School Menus

My Favorites

Polls

Support

Apply for Benefits

Contact

Certify

Please provide honest acknowledgement of the terms and conditions for this application before proceeding.

Test Parent

PA

()

☐

I certify (promise) that all information on this application is true and that all income is reported (where required). I understand that the school will receive the information I gave. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children will lose benefits, and I may be prosecuted.

required

Previous

Next

Start Over

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Select “Next.”

LANCASTER COUNTY CTC

Dashboard

Payments

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Payment Info

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4. Add Your LCCTC Student

Select “Add an LCCTC Student.”

The screenshot shows the 'Apply for benefits' page in the SchoolCafé system. The left sidebar contains a navigation menu with options like Dashboard, Payments, Purchase Restrictions, Benefits, and Menus. The main content area is titled 'Apply for benefits' and includes a 'Contact' section. Below this, there are tabs for 'LCCTC Students', 'Assistance', 'Household', 'Review', 'Details', and 'Submit'. The 'LCCTC Students' tab is active, showing a section titled 'Students' with instructions to enter all LCCTC students in the household. A button labeled 'Add an LCCTC Student' is circled in orange. Below the button, a message states: 'You do not have any LCCTC students associated with your SchoolCafé account. You need to add at least one student.' There are 'Previous' and 'Next' buttons at the bottom of the section.

Enter the student's LCCTC ID number.

Enter the student's first name as requested.

The screenshot shows the 'Add an LCCTC Student' form. The form is titled 'Add an LCCTC Student' and contains several input fields: 'Student ID' (with the value 000000003), 'First Name' (circled in orange), 'Last Name' (marked as required), 'Middle Name', 'Date of Birth' (with a calendar icon), and 'School' (a dropdown menu). Below these fields, there are two questions: 'Is this student a Foster, Homeless, Migrant, Runaway, Head Start child?' and 'Does this student receive income?'. Both questions have radio button options for 'Yes' and 'No', and the second question is marked as required. The background shows the same 'Apply for benefits' page as the previous screenshot, but it is faded out.

Enter the student's date of birth.

The screenshot shows the 'Add Student' form in the SchoolCafé application. The form includes fields for Student ID (00000003), First Name (LCCTC), Last Name (Hawks), Middle Name, Date of Birth, and School. The 'Date of Birth' field is highlighted with an orange circle. Below these fields are two questions: 'Is this student a Foster, Homeless, Migrant, Runaway, Head Start child?' with radio buttons for 'Yes' and 'No', and 'Does this student receive income?'. At the bottom are 'Cancel', 'Save Student', and 'Save & Add More' buttons. The background shows the application's sidebar menu and a 'Submit' button on the right.

Use the date picker or enter the date in MM/DD/YYYY format.

This screenshot shows the same 'Add Student' form, but with the date picker open for the 'Date of Birth' field. The date picker displays a grid of years from 2003 to 2026. The 'Date of Birth' field is highlighted with an orange circle. The background shows the application's sidebar menu and a 'Submit' button on the right.

Select “School.”

The screenshot shows the 'Add Student' form in the SchoolCafé application. The form includes fields for Student ID (000000003), First Name (LCCTC), Last Name (Hawks), Middle Name, Date of Birth (10/26/2009), and a dropdown menu for 'School'. The 'School' dropdown is highlighted with an orange circle. Below the dropdown, there are two questions: 'Is this student a Foster, Homeless, Migrant, Runaway, Head Start child?' with radio buttons for 'Yes' and 'No', and 'Does this student receive income?'. At the bottom of the form are buttons for 'Cancel', 'Save Student', and 'Save & Add More'. The background shows the application's sidebar with various navigation options like Dashboard, Payments, and Benefits.

Choose the LCCTC campus the student attends.

This screenshot shows the 'Select School' dropdown menu that appears after clicking on the 'School' field in the previous form. The dropdown lists three options: 'BROWNSTOWN CAMPUS', 'MT JOY CAMPUS', and 'WILLOW ST CAMPUS'. The 'WILLOW ST CAMPUS' option is highlighted with an orange circle. The background shows the same application interface as the previous screenshot, with the 'Add Student' form partially visible.

Select “Grade” and choose the student’s current grade.

This screenshot shows the 'Add Student' form in the SchoolCafé system. The form is a modal window with a white background, overlaid on a grey sidebar and a blurred background page. The sidebar on the left contains a navigation menu with items like 'Dashboard', 'Payments', 'Purchase Restrictions', 'Benefits', 'Eligibility Info', 'Verification Response', 'Menus', 'School Menus', 'My Favorites', 'Polls', and 'Support'. The form itself contains several input fields: 'Student ID' (000000003), 'First Name' (LCCTC), 'Last Name' (Hawks), 'Middle Name' (empty), 'Date of Birth' (10/26/2009), 'School' (WILLOW ST CAMPUS), and 'Grade' (a dropdown menu). The 'Grade' dropdown is highlighted with an orange circle. Below the form fields are three buttons: 'Cancel', 'Save Student', and 'Save & Add More'. At the bottom of the modal, there is a copyright notice: 'Copyright © 2016-2026 Cybersoft Technologies, Inc. All rights reserved.'

Answer the foster, homeless, migrant, runaway, or Head Start question accurately for the student.

This screenshot shows the same 'Add Student' form, but now the 'Grade' dropdown is set to '12'. Below the 'Grade' field, there are two questions with radio button options. The first question is 'Is this student a foster, homeless, migrant, runaway, or Head Start child?' with 'Yes' and 'No' options. The 'Yes' option is highlighted with an orange circle. The second question is 'Does this student receive income?' with 'Yes' and 'No' options. Both questions are marked as '* required'. Below these questions is a text box with the instruction: 'To ensure that we can match your students, please enter as many details as possible.' At the bottom of the form are the same three buttons: 'Cancel', 'Save Student', and 'Save & Add More'. The copyright notice is also present at the bottom.

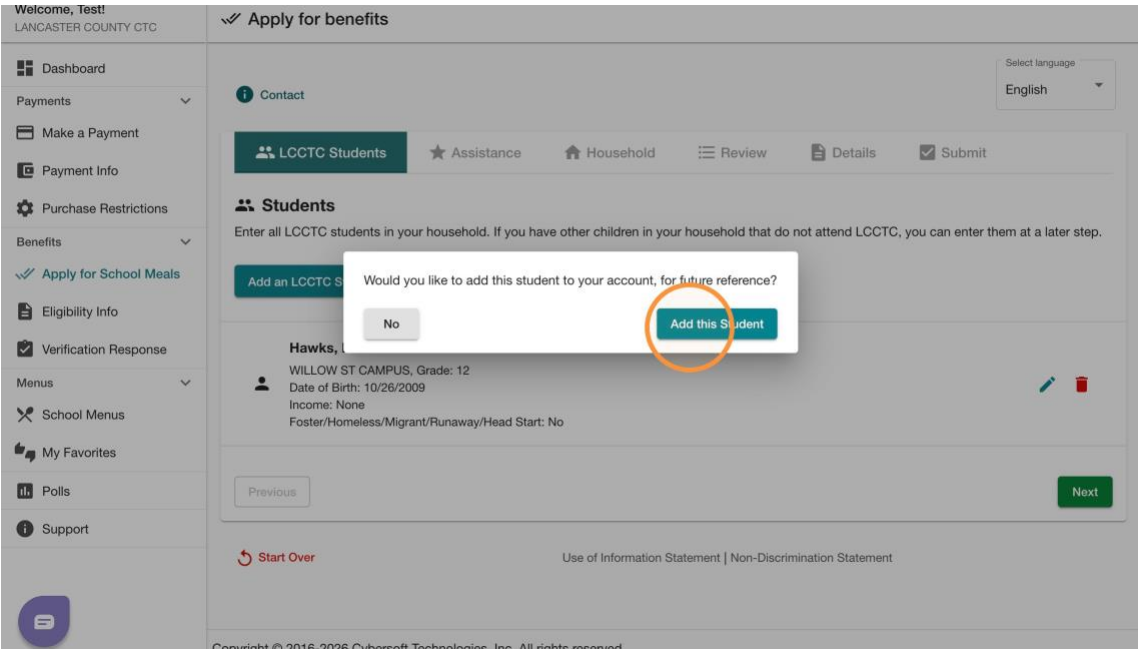
Indicate whether the student receives income by selecting “Yes” or “No,” as appropriate.

This screenshot shows the 'Add Student' form in the SchoolCafé application. The form includes fields for Last Name (Hawks), Middle Name, Date of Birth (10/26/2009), School (WILLOW ST CAMPUS), and Grade (12). It also contains two yes/no questions: 'Is this student a Foster, Homeless, Migrant, Runaway, Head Start child?' (with 'No' selected) and 'Does this student receive income?' (with 'No' selected and circled in orange). A red asterisk and the word 'required' are next to the second question. Below the questions is a text box with the instruction: 'To ensure that we can match your students, please enter as many details as possible.' At the bottom are three buttons: 'Cancel', 'Save Student', and 'Save & Add More'. The background shows a sidebar menu with options like Dashboard, Payments, and Benefits, and a main area with a 'Submit' button and a 'Next' button.

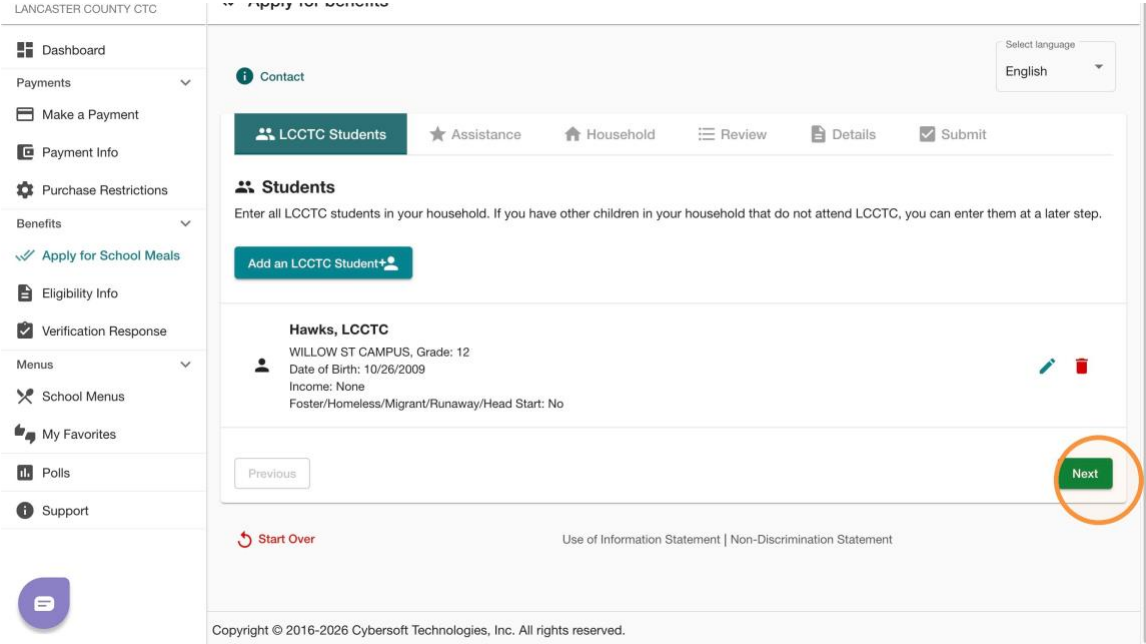
Select “Save Student.”

This screenshot is identical to the one above, showing the 'Add Student' form. The 'Does this student receive income?' question is still highlighted with an orange circle. In this version, the 'Save Student' button at the bottom is also circled in orange, indicating the next step in the process. The rest of the form and the background interface remain the same.

Select “Add this Student.”



Select “Next.”



5. Complete Household & Income Information

Indicate whether anyone in the household receives SNAP, TANF, FDPIR, or Medicaid assistance. If you select “Yes,” you may be asked for a Case ID. If you select “No,” the application will continue to household income questions.

schoolcafé

Welcome, Test!
LANCASTER COUNTY CTC

Apply for benefits

Select language
English

LCCTC Students Assistance Household Review Details Submit

★ Assistance

Do you receive any assistance from SNAP, TANF, or FDPIR?

☒ Yes ☐ No

Benefits Received * required

What type of benefits do you receive?

☐ SNAP ☐ TANF ☐ FDPIR

Previous Next

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Select “Next.”

LANCASTER COUNTY CTC

Apply for benefits

Select language
English

LCCTC Students Assistance Household Review Details Submit

★ Assistance

Do you receive any assistance from SNAP, TANF, or FDPIR?

☐ Yes ☒ No

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Indicate whether the applicant receives income by selecting the answer that applies.

The screenshot shows the 'Update Applicant' modal form for 'Test Parent'. The form asks 'Does this member receive income?' with two radio button options: 'Yes' and 'No'. The 'Yes' option is selected and circled in orange. Below the radio buttons are 'Cancel' and 'Save Member' buttons. The background shows the 'Apply for benefits' page with a sidebar menu and a 'Household' section. A red box highlights the 'Total Household members (Students, Children and Adults)' field.

If income is reported, select the appropriate income field (for example, Income from Work).

The screenshot shows the 'Update Applicant' modal form for 'Test Parent' with the 'Yes' option selected. Below the radio buttons, a message states: 'If this household member receives income, please enter the GROSS (pre-tax) amount and frequency.' There are three input fields for income: '\$ Income (Work)', '\$ Income (Assistance)', and '\$ Income (Other)'. Each field has a 'Frequency' dropdown menu to its right. The '\$ Income (Work)' field is circled in orange. Below the input fields are 'Cancel' and 'Save Member' buttons. The background shows the 'Apply for benefits' page with a sidebar menu and a 'Household' section. A red box highlights the 'Total Household members (Students, Children and Adults)' field.

Enter the applicable income amount.

Select “Frequency.”

The screenshot shows the 'Update Applicant' modal window for 'Test Parent'. The 'Does this member receive income?' question is answered 'Yes'. Below this, a text instruction states: 'If this household member receives income, please enter the GROSS (pre-tax) amount and frequency.' There are three input rows: 'Income (Work)' with a value of '\$ 1000', 'Income (Assistance)', and 'Income (Other)'. Each row has a 'Frequency' dropdown menu. The 'Frequency' dropdown for the 'Income (Work)' row is highlighted with an orange circle. The background shows a sidebar with navigation links like 'Dashboard', 'Payments', 'Benefits', and 'Apply for School Meals', and a main area with 'Household' and 'Student' sections.

Choose how often the income is received.

This screenshot is similar to the previous one, but the 'Frequency' dropdown menu for the 'Income (Work)' row is open, showing a list of options: 'Monthly', 'Weekly', 'Every 2 Weeks', 'Twice per Month', and 'Annually'. The 'Weekly' option is highlighted with an orange circle. The rest of the form and background elements are the same as in the previous screenshot.

Select “Save Member.”

Update Applicant

Name: **Test Parent**

Does this member receive income?

☒ Yes ☐ No

If this household member receives income, please enter the **GROSS (pre-tax)** amount and frequency.

Income (Work) \$ 1000 Frequency Every 2 Weeks X

Monthly: \$2,166.67 | Annually: \$26,000.00

Income (Assistance) \$ Frequency X

Income (Other) \$ Frequency X

Annual Income: \$26,000.00

Cancel Save Member

Enter the total number of people in the household, including students, children, and adults. (The example shown uses 2 household members.)

LANCASTER COUNTY CTC

Dashboard Payments Make a Payment Payment Info Purchase Restrictions Benefits Apply for School Meals Eligibility Info Verification Response Menus School Menus My Favorites Polls Support

Please list all household members, including any students not at LCCTC, and any income they may receive below so that we can determine your household size/income. To speed things up we've already added your LCCTC students that you entered earlier.

Add Household Member

Parent, Test (applicant)
Income: \$1,000.00 (Every 2 Weeks)

Students

Hawks, LCCTC
WILLOW ST CAMPUS, Grade: 12
Date of Birth: 10/26/2009
Income: None
Foster/Homeless/Migrant/Runaway/Head Start: No

Total Household members (Students, Children and Adults) 2

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Select “Next.”

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Please list all household members, including any students not at LCCTC, and any income they may receive below so that we can determine your household size/income. To speed things up we've already added your LCCTC students that you entered earlier.

Add Household Member

Parent, Test (applicant)

Income: \$1,000.00 (Every 2 Weeks)

Students

Hawks, LCCTC

WILLOW ST CAMPUS, Grade: 12

Date of Birth: 10/26/2009

Income: None

Foster/Homeless/Migrant/Runaway/Head Start: No

Total Household members (Students, Children and Adults)

2

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Review the information on the next screen and select “Next” to continue.

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Hawks, LCCTC

WILLOW ST CAMPUS, Grade: 12

Date of Birth: 10/26/2009

Income: None

Foster/Homeless/Migrant/Runaway/Head Start: No

★ Assistance

Go Back to Assistance

You have indicated that you did not receive any assistance from SNAP, TANF, FDPIR or MEDICAID.

🏠 Household

Go Back to Household

Household Size (including students listed above): 2.

Parent, Test (applicant)

Income: \$1,000.00 (Every 2 Weeks)

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Review the consent statement about sharing meal eligibility with other programs. Check the box only if you choose to provide consent.

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Support

☐ Not Hispanic or Latino

Racial Identity

☐ Asian

☐ American Indian or Alaskan Native

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ White

Consent to Release Meal Eligibility

At this time, no optional programs exist that might request your information, so you can ignore this section.

Information Sharing

☐ By checking this box, you voluntarily consent to let your child(ren)'s school share your child(ren)'s meal eligibility with any program(s) indicated (checked) above. You acknowledge that you have read and understood all information listed.

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Select “Next.”

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Support

☐ Not Hispanic or Latino

Racial Identity

☐ Asian

☐ American Indian or Alaskan Native

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ White

Consent to Release Meal Eligibility

At this time, no optional programs exist that might request your information, so you can ignore this section.

Information Sharing

☒ By checking this box, you voluntarily consent to let your child(ren)'s school share your child(ren)'s meal eligibility with any program(s) indicated (checked) above. You acknowledge that you have read and understood all information listed.

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6. Sign & Submit

Open the “Submit” section.

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Contact

Select language
English

LCCTC Students Assistance Household Review Details Submit

Submit

Test Parent

Before submitting, please fill in a few details about yourself. This information will not be shared but helps the food service office contact you with the results of your application.

An adult household member must electronically sign the application. If the household member inform section is completed, the adult signing this application should have a social security number or mark the "I do not have a SSN" box.

Law requires us to capture the last 4 digits of your social security number for applying. If you do not have a social security number you may indicate that below.

Do you have an SSN?

☐ Yes ☐ No

Please select the applicant signing the application:

☐ Test Parent

Previous

Submit My Application

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Enter the last four digits of the applicant’s Social Security number, if requested. Follow the on-screen option if the applicant does not have a Social Security number.

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Select language
English

LCCTC Students Assistance Household Review Details Submit

Submit

Test Parent

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Law requires us to capture the last 4 digits of your social security number for applying. If you do not have a social security number you may indicate that below.

Do you have an SSN?

☒ Yes ☐ No

Enter the last 4 digit of your Social Security ...

Please select the applicant signing the application:

☐ Test Parent

Select the applicant's name.

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Submit

Test Parent

Before submitting, please fill in a few details about yourself. This information will not be shared but helps the food service office contact you with the results of your application.

An adult household member must electronically sign the application. If the household member inform section is completed, the adult signing this application should have a social security number or mark the "I do not have a SSN" box.

Law requires us to capture the last 4 digits of your social security number for applying. If you do not have a social security number you may indicate that below.

Do you have an SSN?

☒ Yes ☐ No

Enter the last 4 digit of your Social Security Number

1234

Please select the applicant signing the application:

☐ Test Parent

Select "Sign."

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Submit

Test Parent

Before submitting, please fill in a few details about yourself. This information will not be shared but helps the food service office contact you with the results of your application.

An adult household member must electronically sign the application. If the household member inform section is completed, the adult signing this application should have a social security number or mark the "I do not have a SSN" box.

Law requires us to capture the last 4 digits of your social security number for applying. If you do not have a social security number you may indicate that below.

Do you have an SSN?

☒ Yes ☐ No

Enter the last 4 digit of your Social Security Number

1234

Please select the applicant signing the application:

☒ Test Parent

Sign

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Select “Submit My Application.”

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Test Parent

Your application was successfully verified and signed via IP Address 50.202.58.42:55089.

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I need to apply for more LCCTC students. Start another application.

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