

Complete using your PC (RECOMMENDED)

1. Click the link on the website to open the Household Information Survey form for 2022-2023 SY. It will open in a new window.
2. Please read the beginning paragraphs.
3. Fill out Part 1.
4. Fill out Part 2.
5. Fill out Part 3.
6. Scroll to page 2 and read the paragraph on the Sharing Information with Other Programs form.
7. Check the appropriate checkboxes on Page 2.
8. Once you have filled out both pages, you can then Print it, or Save and Email it in to the appropriate person, in the following methods:

Print:

- a) If you are using Microsoft Edge or Google Chrome web browser, on the form that you have filled out, you can click the printer icon in the upper right corner of the window and print it to your Windows Default Printer.
- b) Have your student return it to your school guidance counselor, who will make sure it gets sent in to Jean Terrano at District Food and Nutrition Services.

Save and Email:

- a) From the filled out form in your web browser, click on the floppy disk icon in the upper right corner, and Save the document (typically on your desktop or documents folder).
- b) Open up your email (web based or client based).
- c) Create a new email in your email application/webpage.
- d) In the To field, type TerranoJ@citruschools.org .
- e) In the Subject field, type Household Information Survey.
- f) Attach the saved Household Information Survey to the email (that you saved to your Desktop or Documents folder on the PC).
- g) Click send to send the survey to TerranoJ@citruschools.org .

Completing by Hand (RECOMMENDED)

1. Click the link on the website to open the Household Information Survey form for 2022-2023 SY. It will open in a new window.
2. Please read the beginning paragraphs.
3. If you are using Microsoft Edge or Google Chrome web browser, you can click the printer icon in the upper right corner of the window and print it to your Windows Default Printer.
4. Fill out Part 1 by hand.
5. Fill out Part 2 by hand.
6. Fill out Part 3 by hand.
7. On page 2, read the paragraph at the top, then place a checkmark in the appropriate checkboxes.
8. Return the hand filled out form to your school guidance counselor, who will send it on to Jean Terrano in District Food and Nutrition Services.

Completing via IOS device (phone or tablet).

If scanning QR code on website, skip to Step 7.

1. Open Safari web browser on your phone or tablet.
2. In the Address bar, type www.citrussschools.org .
3. Tap on Menu.
4. Tap on + next to Departments.
5. Tap on + next to Food and Nutrition Services.
6. Tap on Household Information Survey.
7. It will open in Safari. On the bottom toolbar click on the square with the up arrow, scroll down, and click on Save to Files.
8. Save to either Icloud Drive or On my iPhone/Ipad. Your choice.
9. Slide up, or press the Home key to close the Safari windows.
10. On your phone or tablet Home screen, find Files. Tap on it.
11. Tap on CCSB Household Information Survey and it will open.
12. You can then tap on the fields or checkboxes on the PDF and fill out the appropriate information.
13. Fill out Part 1.
14. Fill out Part 2.
15. Fill out Part 3.
16. Scroll down to page 2 and tap the appropriate checkboxes.
17. Once completed, tap on Done in the upper left corner of the first page.
18. You will then be back on the screen where you can see the Household Information Survey.
19. Tap and hold on the document.
20. Tap on Share.
21. Tap on Messages or your Email, depending on what you have available on your device, and send it to TerranoJ@citrussschools.org .

Completing via Android device (phone or tablet).

Android requires you had a PDF reader application installed from Play Store (Adobe Acrobat Reader recommended)

If scanning QR code on website, skip to Step 7.

1. Open Google Chrome web browser on your phone or tablet.
2. In the Address bar, type www.citrussschools.org .
3. Tap on Menu.
4. Tap on + next to Departments.
5. Tap on + next to Food and Nutrition Services.
6. Tap on Household Information Survey.
7. Depending on your Android phone or tablet settings, it may prompt you to open with Adobe Acrobat Reader, or automatically open it.
8. Sign into Adobe Acrobat Reader with your Google account, Facebook account, Apple ID, or Adobe ID.
9. You can then tap on the fields or checkboxes on the PDF and fill out the appropriate information.
10. Fill out Part 1.
11. Fill out Part 2.
12. Fill out Part 3.
13. Scroll down to page 2 and tap the appropriate checkboxes.
14. Once completed, tap on the Share icon in the upper right of the top toolbar in Adobe Acrobat Reader.
15. Tap on Send a copy at the bottom.
16. Tap on Messages or your Email, depending on what you have available on your device, and send it to TerranoJ@citrussschools.org .