

INSTRUCTIONS FOR FREE & REDUCED PRICE SCHOOL MEAL APPLICATIONS

Complete ONLINE APPLICATIONS at schollunchapp.com for quick results!

OR follow the instructions below to fill out the paper application attached, sign & return it to school.

If you need assistance, call the School Nutrition Office at 626-2468 Ext. 1141

Step 1: STUDENT INFORMATION: List all students living in the household

- (a) List all students living in the household
- (b) Include the name of the school they attend (if known)
- (c) If the student is a Foster, Homeless or Migrant child, check the applicable box.
- (d) Foster, migrant, homeless, and runaway children, and children enrolled in a Head Start program are categorically eligible for free meals. If you are completing an application for these children, contact the school for more information.
- (e) If the student is a Foster child, their foster parent or other official representing the child must sign the form in step 4. You do not have to list a social security number.
- (f) Foster children should be included as a household member. This may help other household members qualify for benefits.

Step 2: BENEFITS

- (a) Check the appropriate box (Y/N) if you or any members of your household receive SNAP, TANF or FDPIR assistance.
- (b) If no, proceed to step 3.
- (c) If yes, provide the case number and name of the person receiving these benefits. Skip step 3. An adult household member must sign the form in Step 4 but does not have to list a social security number.

Step 3: INCOME List all Household Members include yourself & students listed in step 1. List gross income for each person.

- (a) Write the names of each person living in your household. A household is a person(s) living together that shares income and expenses, even if not related.
- (b) Write the amount of gross income each person receives before taxes and other deductions. Each income amount should be entered in the appropriate column.
- (c) Check the box for how often each income is received.
- (d) If self-employed, write the amount of income the person earns from self-employment; for example, income from being a family day care home provider, or operating a farm. Please call the school if you need help.
- (e) Any income field left blank is a positive indication there is no income to report.

Step 4: Required - Adult signature and last four digits of social security number

- (a) The form must have the **signature** of an adult household member.
- (b) The adult household member who signs must include the **last four digits of his/her social security number**. *If he/she does not have a social security number, check the appropriate box.* A social security number is not needed if you listed a SNAP or TANF case number or if you are applying for a foster child.

Step 5: Optional - CHILDREN'S ETHNIC and RACIAL IDENTITIES: You are **NOT required** to answer this question, but completion of this information will help ensure everyone is treated fairly.

INCOME TO REPORT

<u>Earnings from Work</u>	<u>Public Assistance/Child Support/Alimony Received</u>	<u>Pensions/Retirement/Social Security & Other Income</u>
-Salary, wages, cash bonuses -Net income from self-employment (farm or business) If you are in the military: -Basic pay and cash bonuses (do not include combat pay, FSSA or privatized housing allowances) --Allowances for off-base housing, food and clothing	-Unemployment benefits -Worker's compensation -Social Security Income (SSI) -Cash assistance from State or local government -Alimony payments -Child support payments -Veteran's benefits -Strike benefits	-Social Security (including railroad retirement and black lung benefits) -Private pensions or disability benefits -Regular income from trusts or estates -Annuities-Investment income -Earned interest -Rental income -Regular cash payments from outside household