

**2016-2017 Application for Free and Reduced-Price School Meals** Complete one application per household. Please use a pen (not a pencil).

Apply online at \_\_\_\_\_

**STEP 1 List ALL household members who are infants, children, and students, up to and including Grade 12 (if more spaces are required for additional names, attach another sheet of paper)**

Definition of Household Member—Anyone who is living with you and shares income and expenses, even if not related.  Children in foster care and children who meet the definition of homeless, migrant, or runaway are eligible for free meals. Read <i>How to Apply for Free and Reduced-Price School Meals</i> for more information.	Child's First Name	M I	Child's Last Name	School Name	Grade	Birth Date	Student?		Check all that apply	Foster Child	Homeless, Migrant, Runaway	
							Yes	No				

**STEP 2 Do any household members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR?**

If *No*, go to *STEP 3*. If *Yes*, write a case number here, then go to *STEP 4*. (*Do not complete STEP 3*.)

Case Number:   
 Write only one case number in this space.

**STEP 3 Report income for ALL household members (Skip this step if you answered YES to STEP 2)**

Are you unsure what income to include here?  
 Flip the page, and review the charts titled *Sources of Income* for more information.  
  
 The *Sources of Income for Children* chart will help you with the Child Income section.  
  
 The *Sources of Income for Adults* chart will help you with the All Adult Household Members section.

- A. Child Income**  
 Sometimes children in the household earn or receive income. Please include the TOTAL income received by all children in the household listed in STEP 1 here.
- B. All Adult Household Members (Including Yourself)**  
 List all household members not listed in STEP 1 (including yourself), even if they do not receive income. For each household member listed, if he/she does receive income, report gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write 0. If you enter 0 or leave any fields blank, you are certifying (promising) that there is no income to report.

Child Income
\$

How Often			
Weekly	Bi-weekly	2x Month	Monthly

Names of Adult Household Members (First and Last)

Earnings from Work	How Often			
	Weekly	Bi-Weekly	2x Month	Monthly
\$				
\$				
\$				
\$				
\$				

Public Assistance/ Child Support/ Alimony	How Often			
	Weekly	Bi-Weekly	2x Month	Monthly
\$				
\$				
\$				
\$				
\$				

Pensions/ Retirement/ All Other Income	How Often			
	Weekly	Bi-Weekly	2x Month	Monthly
\$				
\$				
\$				
\$				
\$				

Total Household Members (Children and Adults)

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member

Check if No SSN

**STEP 4 Contact Information and Adult Signature**

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of federal funds and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits and I may be prosecuted under applicable state and federal laws.

Street Address (if available)  Apt #  City  State  Zip Code  Daytime Phone and E-Mail (Optional)

Printed Name of Adult Signing the Form  Signature of Adult Completing the Form  Today's Date

# INSTRUCTIONS Sources of Income

Sources of Child Income	
Sources of Child Income	Example(s)
<ul style="list-style-type: none"> <li>Earnings from work</li> </ul>	<ul style="list-style-type: none"> <li>A child has a regular full- or part-time job where he/she earns a salary or wages</li> </ul>
<ul style="list-style-type: none"> <li>Social Security                             <ul style="list-style-type: none"> <li>—Disability payments</li> <li>—Survivor's benefits</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>A child is blind or disabled and receives social security benefits</li> <li>A parent is disabled, retired, or deceased, and his/her child receives social security benefits</li> </ul>
<ul style="list-style-type: none"> <li>Income from persons <b>OUTSIDE</b> the household</li> </ul>	<ul style="list-style-type: none"> <li>A friend or extended family member <b>REGULARLY</b> gives a child spending money</li> </ul>
<ul style="list-style-type: none"> <li>Income from any other source</li> </ul>	<ul style="list-style-type: none"> <li>A child receives income from a private pension fund, annuity, or trust</li> </ul>

Sources of Income for Adults		
Earnings From Work	Public Assistance/Alimony/Child Support	Pensions/Retirement/All Other Income
<ul style="list-style-type: none"> <li>Salary, wages, cash bonuses</li> <li><b>NET</b> income from self-employment (farm or business)</li> </ul> <p><b>If you are in the U.S. Military:</b></p> <ul style="list-style-type: none"> <li>Basic pay and cash bonuses (<i>do NOT include combat pay, FSSA, or privatized housing allowances</i>)</li> <li>Allowances for off-base housing, food, and clothing</li> </ul>	<ul style="list-style-type: none"> <li>Unemployment benefits</li> <li>Worker's compensation</li> <li>Supplemental Security Income (SSI)</li> <li>Cash assistance from state or local government</li> <li>Alimony payments</li> <li>Child support payments</li> <li>Veteran's benefits</li> <li>Strike benefits</li> </ul>	<ul style="list-style-type: none"> <li>Social Security (including railroad retirement and black lung benefits)</li> <li>Private pensions or disability benefits</li> <li>Regular income from trusts or estates</li> <li>Annuities</li> <li>Investment income</li> <li>Earned interest</li> <li>Rental income</li> <li><b>REGULAR</b> cash payments from outside household</li> </ul>

## OPTIONAL Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

**Ethnicity (Check One):**     Hispanic or Latino                       Not Hispanic or Latino  
**Race (Check One or More):**     American Indian or Alaskan Native     Asian     Black or African American     Native Hawaiian or Other Pacific Islander     White

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program, or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child, or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals and for administration and enforcement of the lunch and breakfast programs. We **MAY** share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with federal civil rights law and United States Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, office, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language [ASL]) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the **USDA Program Discrimination Complaint Form (AD-3027)** found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

- Mail: U. S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- Fax: 202-690-7442
- E-Mail: [program.intake@usda.gov](mailto:program.intake@usda.gov)                      This institution is an equal opportunity provider.

## Do not fill out For School Use Only

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12

		How Often?						Eligibility:			
Total Income	<input type="text"/>	Annually	Bi-Weekly	2 x Month	Monthly	Household Size	<input type="text"/>	Free	Reduced	Denied	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
						Categorical Eligibility		<input type="checkbox"/>			
Determining Official's Signature	<input type="text"/>	Date	<input type="text"/>	Confirming Official's Signature	<input type="text"/>	Date	<input type="text"/>	Verifying Official's Signature	<input type="text"/>	Date	<input type="text"/>