

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, of more spaces are requested 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.	Child's First Name	MI	Child's Last Name	School Name	Grade	Birth Date	Student?		Check all that apply											
							Yes	No	Foster Child	Homeless, Migrant, Runaway										
Children in foster care and children who meet the definition of homeless, migrant, or runaway are eligible for free meals. Read How to Apply for Free and Reduced-Price School Meals for more information.																				

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

Names of Adult Household Members (First and Last)	Earnings from Work	How Often			Public Assistance/ Child Support/ Alimony	How Often			Retirement/ All Other Income	How Often										
		Weekly	Bi-Weekly	2x Month		Monthly	Weekly	Bi-Weekly		2x Month	Monthly	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	Example(s)
Earnings from work	A child has a regular full- or part-time job where he/she earns a salary or wages
Social Security — Disability payments — Survivor's benefits	A child is blind or disabled and receives social security benefits A parent is disabled, retired, or deceased, and his/her child receives social security benefits A friend or extended family member REGULARLY gives a child spending money
Income from persons OUTSIDE the household	A child receives income from a private pension fund, annuity, or trust

Earnings From Work	Public Assistance/Alimony/Child Support	Pensions/Retirement/All Other Income
<ul style="list-style-type: none"> Salary, wages, cash bonuses NET income from self-employment (farm or business) If you are in the U.S. Military: <ul style="list-style-type: none"> Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances) Allowances for off-base housing, food, and clothing 	<ul style="list-style-type: none"> Unemployment benefits Worker's compensation Supplemental Security Income (SSI) Cash assistance from state or local government Alimony payments Child support payments Veteran's benefits Strike benefits 	<ul style="list-style-type: none"> 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

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 **WILL** share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, authors 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_csr.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: 202-696-7442
 - E-Mail: 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

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