

School Year 2018-2019 Application for Free and Reduced Price School Meals

Important: Complete one application per household. Carefully follow instructions. Error messages will display in blank space below.
Use the <Tab> key or arrow keys to move from field to field, and your mouse to click on checkboxes and selection boxes.

STEP 1. List ALL Household Members who are infants, children, and students up to and including grade 12. If more space is needed, attach another sheet of paper.

A "household member" is anyone who lives 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. Please read **How to Apply for Free and Reduced Price School Meals** for more information.

Child's First Name (A)	MI (B)	Child's Last Name (C)	Child's School (D)	Student? (E)		Foster Child? (F)		Homeless, Migrant, Runaway? (G)	
				YES	NO	YES	NO	YES	NO
				<input type="checkbox"/>	<input type="checkbox"/>				
				<input type="checkbox"/>	<input type="checkbox"/>				
				<input type="checkbox"/>	<input type="checkbox"/>				
				<input type="checkbox"/>	<input type="checkbox"/>				
				<input type="checkbox"/>	<input type="checkbox"/>				

STEP 2. Do any household members currently participate in one or more of the following assistance programs:

A. Food Assistance, TANF or FDIPIR? >>>

B. If you answered NO, complete Step 3. If you answered YES, enter a case number in the box to the right, SKIP Step 3 and go to Step 4. Case Number >>>

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

STEP 3. Report ALL Household Members' Income. If you answered YES in Step 2, skip this step and go to Step 4.

* For help with part A. Child Income, read How to Apply for Free and Reduced Price Meals, Sources of Income for Children.
* For help with part B. All Adult Household Members, read How to Apply for Free and Reduced Price Meals, Sources of Income for Adults.

A. Child Income - Enter the TOTAL (gross) income earned and/or received by all infants, children and students listed above in Step 1.	Total Child Income>>>	Amount		How Often?
	\$0			Select One

B. All Adult Household Members' Income - List all household members not listed in Step 1 (including yourself) even if they do not receive income. Report as explained below for each member listed.

* If a household member receives income, report TOTAL (gross) income for each source in whole dollars only.
* If a household member does not receive income from any source, enter '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

B1. All Adult Household Members	Earnings from Work		Public Assistance Child Support / Alimony		Pensions / Retirement All Other Income			
	First Name	Last Name	Amount	How Often?	Amount	How Often?	Amount	How Often?
				\$0	Select One	\$0	Select One	\$0
			\$0	Select One	\$0	Select One	\$0	Select One
			\$0	Select One	\$0	Select One	\$0	Select One
			\$0	Select One	\$0	Select One	\$0	Select One
			\$0	Select One	\$0	Select One	\$0	Select One

B2. Total Household Members (Children and Adults) >>>		B3. Last 4 digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member >>>	xxx - xx -	B4. Check if no SSN >>>	<input type="checkbox"/>
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STEP 4. Contact Information & 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 and State 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 Federal and State laws.

Street Address (if available) / Apt. No.	City	State	Zip	Daytime Phone (optional)	Email (optional)
Print Name of Adult Completing the Form	Signature of Adult Completing the Form			Today's Date (MM/DD/YY)	

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Optional - Children's Racial & Ethnic Identifiers - 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 Alaska Native Asian Black or African American Native Hawaiian or Pacific Islander White

Sources of Income for Children	
Sources of Child Income	Example(s)
<ul style="list-style-type: none"> • Earnings from work 	<ul style="list-style-type: none"> • A child has a regular full or part-time job where they earn a salary or wages
<ul style="list-style-type: none"> • Social Security <ul style="list-style-type: none"> - Disability Payments - Survivor's Benefits 	<ul style="list-style-type: none"> • A child is blind or disabled and receives Social Security benefits • A Parent is disabled, retired, or deceased, and their child receives Social Security benefits
<ul style="list-style-type: none"> • Income from person outside the household 	<ul style="list-style-type: none"> • A friend or extended family member regularly gives a child spending money
<ul style="list-style-type: none"> • Income from any other source 	<ul style="list-style-type: none"> • A child receives regular income from a private pension fund, annuity, or trust

Sources of Income for Adults		
<ul style="list-style-type: none"> • Salary, wages, cash bonuses • Net income from self-employment (farm or business) <p style="font-size: small;">If you are in the U.S. Military:</p> <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

Income from Self Employment: Self-employed persons may use income tax records for the preceding calendar year as a base to project the current year's net income, unless the current monthly income provides a more accurate measure. Report income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home payments, medical expenses, and other similar non-business deductions are not allowed in reducing gross business income. Additional income from other kinds of employment must be treated as separate and apart from the income generated or lost from your business venture. For example, if you operated a business at a net loss, but held additional employment for which a salary was received, the income for purposes of applying for reduced price or free meals would be the income from the salary only. The loss from the business cannot be deducted from a positive income earned in other employment.

For purposes of this application, it is not possible to report a negative income from any business venture. The least income possible is zero (no income). The necessary information for arriving at allowable income from private business operation may be taken from your most recent U.S. Individual Income Tax Return - Form 1040. Add together the amounts reported on the following lines:

LINE 12	\$ _____	Business Income or (Loss)
LINE 13	\$ _____	Capital Gain or (Loss)
LINE 14	\$ _____	Other Gains or (Losses)
LINE 17	\$ _____	Rental real estate, royalties, partnerships, S corporations, trusts, etc.
LINE 18	\$ _____	Farm Income or (Loss)
TOTAL	\$ _____	Gross Annual Income Before Any Deductions.
Computed Monthly Income	\$ _____	Gross Annual Income ÷ 12 = Computed Monthly Income. Report in Step 3.

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 Food Assistance, 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 U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and 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, audiotope, American Sign Language, etc.), 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](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: 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:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.