

INSTRUCTIONS FOR APPLYING

To apply for free or reduced-price meals, complete the form using the instructions below. Sign the form and return it to the school. Complete a separate application for each foster child. Call the school office if you need help .

PART 1 – STUDENT INFORMATION - ALL HOUSEHOLDS COMPLETE

1. Print the names of the student(s) you are applying for.
2. List the birthdate, grade, and school for each student.

PART 2 – FOOD STAMP AND TEMPORARY CASH ASSISTANCE (TCA) HOUSEHOLDS COMPLETE

1. List your household Food Stamp or TCA number (Assistance Unit ID# on the food stamp letter).
2. Skip Parts 3 and 4. You do not need to list names of household members or income if you list a Food Stamp or TCA number for the household.
3. An adult household member must sign the application in Part 5. A Social Security Number is not necessary.

PART 3 – COMPLETE ONLY IF APPLYING FOR A FOSTER CHILD

1. Check the box and list the personal use monthly income, if any, for the student.
"Personal use" income is: a) Money given by the Department of Social Services identified by category for the personal use of the student, such as for clothing, school fees, and allowances; and b) All other money the student(s) gets, such as money from his/her family and money from the full-time or regular part-time jobs of the student(s).
2. Skip Part 4. Do not list any other student(s), household members, or income.
3. A foster parent or other official representing the student(s) must sign the application in Part 5. A Social Security Number is not necessary.

PART 4 – TOTAL HOUSEHOLD GROSS INCOME

1. List the first and last name of everyone in your household, whether they get income or not. Your household includes all those living as one economic unit. Include yourself, all children living with you, and any other person living in your household, related or not (such as grandparents, other relatives, or friends). Do not list foster children; complete a separate application for each foster child as directed in Part 3. Attach another sheet of paper if necessary.
2. Next to each person's name list each type of income received last month, and how often it was received. You must indicate how much (the dollar amount), and how often received (weekly, every other week, twice a month, or monthly). If a household member has no income—indicate this by writing \$0.
3. Report all income as **gross income**, except as noted. Gross income is the amount earned before taxes and other deductions. This is not the same as take-home pay. For self-owned business, farm, or rental income, report income as **net income**.
4. If you are in the Military Housing Privatization Initiative, do not include this housing allowance.

PART 5 – SIGNATURE AND SOCIAL SECURITY NUMBER - ALL HOUSEHOLDS COMPLETE

1. All forms must have the signature of an adult household member.
2. The form must have the Social Security Number of the adult who signs unless the adult does not have a Social Security Number. Write "none" to show that the adult does not have a Social Security Number. A Social Security Number is not needed if you listed a Food Stamp or TCA number for the household or if you are applying for a foster child.

INCOME TO REPORT

Earnings from Work

Wages/salaries/tips

Additional Income

Child Support
Alimony
TCA payments
Pensions
Retirement
Social Security

All Other Income

Disability benefits
Cash withdrawn from savings
Interest/Dividends
Income from Estates/Trusts/
Investments
Regular contributions from
persons not living in the household
Net royalties/annuities/
net rental income
Strike benefits
Unemployment compensation
Workers compensation
Net income from self-owned business or farm
Supplemental Security Income (SSI)
Veterans benefits (VA)