Definition You Will Need:

Household members - Anyone who is living with you and shares income and expenses, even if not related, and even if they do not have income of their own. This does not include people who live in the household, but are not supported by the household's income and do not contribute income to your household.

Definition you will need:

Child – Anyone age 18 or under and are supported with the household's income; or in your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth; or students attending high school grade or under, regardless of age

Definitions You Will need:

Foster - A child who is formally placed by a court or a State child welfare agency.
Head Start - A child that is enrolled in a Federal Head Start or State-funded pre-kindergarten program that uses eligibility criteria that is identical or more stringent than Federal Head Start *(not currently listed on the paper application)*.
Homeless - A child identified by the Local Education Agency (LEA) homeless liaison or by an official of a homeless shelter as lacking a fixed, regular, and adequate nighttime residence.
Migrant - A child identified as a migrant by the State or local Migrant Education Program coordinator or the local educational liaison, or other individual identified by FNS.
Runaway - A child identified as a runaway receiving assistance under a program under the Runaway and Homeless Youth Act, by the local educational liaison, or other individual in accordance with guidance issued by FNS.

"Why?" Behind the Requirements:

A place to indicate a child's status as foster, homeless, migrant, runaway or enrolled in a Head Start program?
Children that are determined to meet these definitions are eligible for free meals. This is referred to as categorical eligibility.

Important Things to Note:

If the application is being made **only** for a student that is a foster children, the application should only prompt for the child's **name,** an **indication of their status as a foster child, signature, date, and contact information.**

If the application is being made for children who meet the description of 'homeless', 'migrant' or 'runaway', 'Head Start participant' or where some but not all children are foster children – **all steps of the application must still be completed**.

"Why?" Behind the Requirement:

Income and frequency for each household member?
It is very important to list the frequency of household income, as a monthly income amount of $100.00 and a weekly amount of $100.00 could have an impact on the final eligibility determination.

Definitions You Will Need:

Adult income – Typically this should be income received during the *month or year prior* to the date that the application is submitted – whichever is a better reflection of the household's current annual income. If past income does not accurately reflect the household's current annual rate of income, income shall be based on the projected annual household income.

Potential sources of income include:
Earnings from Work

- Salary, wages, cash bonuses
- **Net** income from self-employment (farm or business)
- Strike benefits
- If household members are in the U.S. Military: Basic pay and cash bonuses (do **NOT** include combat pay, FSSA or privatized housing allowances)
- Allowances for off-base housing, food, and clothing

Public Assistance/Alimony/Child Support **(Should not report the value of any cash value public assistance benefits NOT listed here.)**

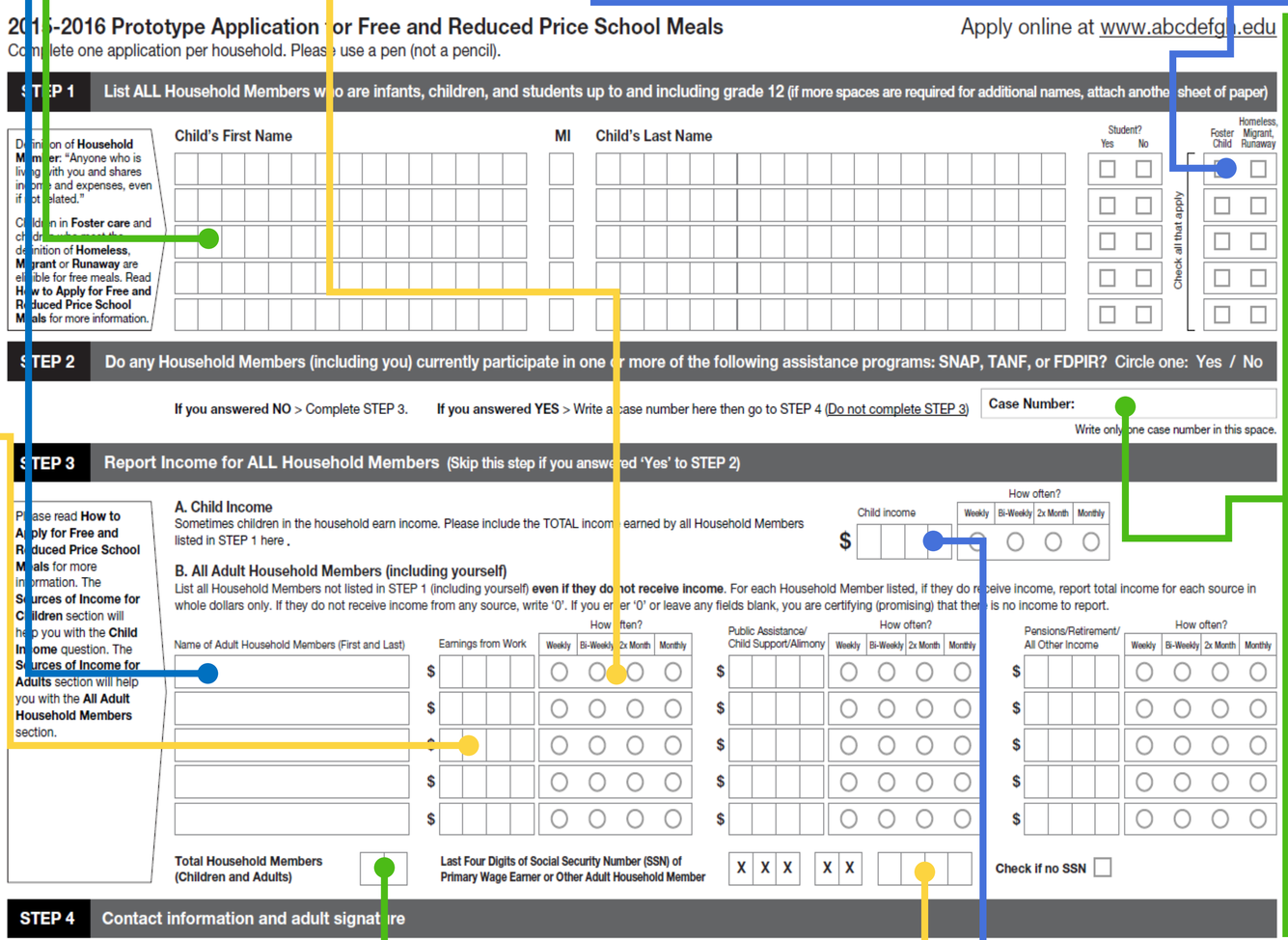
- Unemployment benefits
- Worker's compensation
- Supplemental Security Income (SSI)
- Cash assistance from State or local government
- Alimony payments (only if court-ordered)
- Child support payments (only if court-ordered)
- Veteran's benefits

Pensions/Retirement/All Other Income

- Social Security (including railroad retirement and black lung benefits)
- Private Pensions or disability
- Income from trusts or estates
- Annuities
- Investment income
- Earned interest
- Rental income
- Regular cash payments from outside household

Income fields with a '0' or that are left blank are assumed to be a certification by the applicant that there is no income to report.

Income reported in whole dollars (no cents) and in gross amounts, meaning before taxes or deductions.



2015-2016 Prototype Application for Free and Reduced Price School Meals

Apply online at www.abcdefgh.edu

Complete one application per household. Please use a pen (not a pencil).

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 **How to Apply for Free and Reduced Price School Meals** for more information.

Child's First Name	MI	Child's Last Name	Student? Yes	Student? No	Foster Child	Homeless, Migrant, Runaway

Check all that apply

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR? Circle one: Yes / No

If you answered NO > Complete STEP 3. **If you answered 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)

Please read **How to Apply for Free and Reduced Price School Meals** for more information. The **Sources of Income for Children** section will help you with the **Child Income** question. The **Sources of Income for Adults** section will help you with the **All Adult Household Members** section.

A. Child Income
Sometimes children in the household earn income. Please include the TOTAL income earned by all Household Members listed in STEP 1 here.

Child income $ How often? Weekly Bi-Weekly 2x Month Monthly

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 they do receive income, report total income for each source in whole dollars 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.

Name 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 X X X X X

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 | Daytime Phone and Email (optional)

Printed name of adult completing the form | Signature of adult completing the form | Today's date

Definitions You Will Need:

Assistance Programs - Receipt of benefits by or participation of any household member from certain Assistance Programs conveys eligibility for free school meals to all children in the household. When certifying eligibility based on participation in these programs, determinations must be made with appropriate case numbers submitted on the application.

The Assistance Programs are:

- Supplemental Nutrition Assistance Program (SNAP) (formerly known as food stamps)
- Food Distribution Program on Indian Reservations (FDPIR)
- Temporary Assistance for Needy Families (TANF)

"Why?" Behind the Requirements:

A field for a case number for Assistance Programs (SNAP, TANF, FDPIR)?
Participation by any one household member in one of these assistance programs means all children in the household are categorically eligible.

Important Things to Note:

If the application is being made for a student who is a member of a household receiving assistance under the SNAP, FDPIR or TANF, the application should only prompt for the student's **name, program case number, signature, date, and contact information.**

Applicants should be fast-tracked to the end of the application, skipping the sections on household members, income, and social security number.

"Why?" Behind the Requirement:

Total household size?
It is necessary to list all household members, as the size of the household determines the income cutoff for free and reduced price meals.

Important Things to Note:

For the total household size, the number entered or confirmed MUST be equal to the number of household members named earlier in the in the application.

If there are discrepancies, they should be prompted to go back and update the information previously entered.

"Why?" Behind the Requirement:

An electronic signature by an adult member of the household?
An adult household member must attest (by way of signature) that the information provided is complete and correct. [Remember - Signatures do not need to be government certified for the purpose of this competition.]

The address, phone number and email address (and an indication that these fields are optional)?
To accommodate households that are homeless, these fields are optional, but the school needs up-to-date contact information for the households so they can send notice of the certification decision for free or reduced price meals. They also help school districts distinguish children and families with the same or similar names.

The city, state and zip code?
Like the information above, this is needed to contact households.

Important Things to Note:

If an adult household member does not possess a social security number, the household must be able to indicate this on the form;

United States citizenship or immigration status is not a condition of eligibility for free and reduced price benefits.

Definitions You Will Need:

Child income - Money received from outside the household that is paid *directly* to children. Examples include:

- A child has a job where they earn a salary or wages.
- 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.
- A friend or extended family member **outside of the household** regularly gives a child spending money.
- A child receives income from a private pension fund, annuity, or trust.

"Why?" Behind the Requirements:

Income and frequency for each household member?
It is very important to list the frequency of household income, as a monthly income amount of $100.00 and a weekly amount of $100.00 could have an impact on final eligibility determination.