

## Free and Reduced Price School Meal Application Instructions

If you, or someone in your household receives SNAP (Supplemental Nutrition Assistance Program, TANF/CO Works (Temporary Assistance for Needy Families; State Diversion or Basic Cash Assistance) or FDPIR (Food Distribution Program on Indian Reservations), follow the instructions listed below:

**STEP 1:** List all students first and last names. Optional: Provide date of birth and grade.

**STEP 2:** List a case number if you or someone in your household participates in SNAP, TANF or FDPIR

**STEP 3:** Skip.

**STEP 4:** Sign the application. Optional: Provide contact information for purposes of receiving eligibility notification.

**STEP 5:** If you **do not want your information shared** with Medicaid/SCHIP and/or school/district programs, you must complete this step.

**Optional:** Complete the Children's Racial and Ethnic Survey on the back of the application.

If you are applying for a Foster Child, a student that qualifies for your districts Head Start program or is a Runaway, Homeless or Migrant student, follow the instructions listed below:

**STEP 1:** List all students first and last names. Optional: Provide date of birth and grade.

Check the appropriate box if the student is a Foster Child, Head Start, Runaway, Homeless or Migrant.

**STEP 2:** Skip.

**STEP 3:** Skip.

**STEP 4:** Sign the application. Optional: Provide contact information for purposes of receiving eligibility notification.

**STEP 5:** If you **do not want your information shared** with Medicaid/SCHIP and/or school/district programs, you must complete this step.

**Optional:** Complete the Children's Racial and Ethnic Survey on the back of the application.

If you are applying based on income eligibility or you are applying based on income and other source categorical eligibility (i.e. Foster Child, Head Start, Runaway, Homeless or Migrant), follow the instructions listed below:

**STEP 1:** List all students first and last names. Optional: Provide date of birth and grade. Check the appropriate box if the student is a Foster Child, Head Start, Runaway, Homeless or Migrant.

**STEP 2:** Skip this part.

**STEP 3:**

A. **Student Income:** Report the combined gross income (before taxes and other deductions) for ALL students' listed in Step 1 in your household in the box marked "Student Income." Only count foster children's income if you are applying for them together with the rest of your household. It is optional for the household to list foster children living with them as part of the household. Refer to "Sources of Income for Students at the bottom of this page.

B. **All Other Household Members (including yourself):** Print the name of each household member in the boxes marked "Names of Other Household Members." Do not include people who live with you but are not supported by your household's income and do not contribute income to your household. Do not list any household members you listed in STEP 1. If a student listed in STEP 1 has income, follow the instructions in STEP 3, part A.

**Report Gross Income (total income before taxes and deductions) for each Household Member:**

- *Earnings from work:* example: See "Earnings from Work" below. If you are paid \$500.00 bi-weekly, please record \$500.00 in the income blank and mark the bi-weekly check box. If you do not normally receive over-time pay, do not include in your reported income.
- *Income from Public Assistance/Child Support/Alimony:* See "Public Assistance/Child Support/Alimony" below. List the total amount each person received from **any public assistance programs (do not include income from SNAP, TANF or FDPIR), child support or alimony.** For example: If you receive \$500.00 monthly for child support, please record \$500.00 in the income blank and mark the monthly check box.
- *Pensions/Retirement/All Other Income:* See "Pensions/Retirement/All Other Income" below. Report net income for self-owned business, farm, or rental income. Report gross income for pension or retirement income. Next to the amount, check how often the person receives it. If you are in the Military Housing Privatization Initiative, do not include this housing allowance.

**Report total household members. The total must equal all names listed within the student and household members' fields.**

**Provide the last four of the Social Security Number (SSN), or "Check if no SSN". This information is not reported to anyone.**

**STEP 4:** Sign the application. Optional: Provide contact information for purposes of receiving eligibility notification.

**STEP 5:** If you **do not want your information shared** with Medicaid/SCHIP and/or school/district programs, you must complete this step.

**Optional:** Complete the Children's Racial and Ethnic Survey on the back of the application.

### Sources of Income to Report:

#### Sources of Income for Students:

Earnings from work  
Social Security – Disability or  
Survivor's payments  
Any other type of regularly received  
income

#### Earnings from Work:

Wages/salaries/tips  
Strike benefits  
Unemployment Compensation  
Worker's Compensation  
Net income from self-owned business  
or farm

#### Pensions/Retirement/All Other Income:

Pensions  
Supplemental Security Income  
Retirement income  
Veteran's benefits  
Social Security  
Disability benefits  
Cash regularly withdrawn from savings  
Interest/Dividends  
Income from Estates/Trusts/Investments  
Regular contributions from people not living in the  
household  
Net royalties/annuities/rental income  
Any other regularly received income, whether federally  
recognized or not must be reported

#### Public Assistance/Child

#### Support/Alimony:

Public assistance payments  
Welfare payments  
Alimony payments  
Child support payments  
Social Security Benefits