HOW TO COMPLETE THE
SY 2023 FREE AND REDUCED-PRICE SCHOOL MEAL HOUSEHOLD APPLICATION

STEP 1: STUDENT INFORMATION: List all students living in the household

(a) List all students living in the household
(b) Include the name of the school they attend (if known)
(c) If the student is a Foster, Homeless or Migrant child, check the applicable box.
(d) Foster, migrant, homeless, and runaway children, and children enrolled in a Head Start program are categorically eligible for free meals. If you are completing an application for these children, contact the school for more information.
(e) If the student is a Foster child, their foster parent or other official representing the child must sign the form in step 4. You do not have to list a social security number.
(f) Foster children should be included as a household member. This may help other household members qualify for benefits.

STEP 2: ASSISTANCE PROGRAMS:

(a) If any member of the household currently participates in SNAP, TANF or FDPIR, provide the case number and name of the person receiving these benefits. Skip step 3. An adult household member must sign the form in Step 4 but does not have to list a social security number.
(b) If no one in the household participated in SNAP, TANF or FDPIR, proceed to step 3.

STEP 3: HOUSEHOLD INCOME: List all Household Members including yourself & students listed in step 1. List gross income for each person.

(a) Write the names of <u>each</u> person living in your household. A household is a person(s) living together that shares income and expenses, even if not related.
(b) Write the amount of gross income each person receives before taxes and other deductions. Each income amount should be entered in the appropriate column.
(c) Check the box for how often each income is received.
(d) If self-employed, write the amount of income the person earns from self-employment; for example, income from being a family day care home provider, or operating a farm. Please call the school if you need help.
(e) <u>Any income field left blank is a positive indication there is no income to report</u>.
(f) Report total household size. This number must equal the number of household members listed in section 3.

STEP 4: *Required* - ADULT SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER

The form must have the **signature** of an adult household member.

(a) The adult household member who signs must include the **last four digits of his/her social security number**. *If he/she does not have a social security number, check the appropriate box.* A social security number is not needed if you listed a SNAP or TANF case number or if you are applying for a foster child.

STEP 5: *Optional* - CHILDREN'S ETHNIC and RACIAL IDENTITIES: You are not required to answer this question, but completion of this information will help ensure everyone is treated fairly.

INCOME TO REPORT

Earnings from Work	*Public Assistance/Child Support/Alimony Received*	**Pensions/Retirement/Social Security & Other Income**
-Salary, wages, cash bonuses -Net income from self-employment (farm or business) If you are in the military: -Basic pay and cash bonuses (do not include combat pay, FSSA or privatized housing allowances) --Allowances for off-base housing, food and clothing	-Unemployment benefits -Worker's compensation -Social Security Income (SSI) -Cash assistance from State or local government -Alimony payments -Child support payments -Veteran's benefits -Strike benefits	-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