

2008-2009 HOUSEHOLD APPLICATION FOR FREE AND REDUCED PRICE MEALS

Office Use Only

COMPLETE ONE APPLICATION PER HOUSEHOLD

Complete sign, and return the application to any school in the division. Please read the instructions on the back of this form. Call the school nutrition office if you need help completing this form.

Part 1. Children in School. (Use a separate application for each foster child.)

	LAST NAME	FIRST NAME	M.I.	GRADE	SCHOOL	STUDENT ID # (if applicable)	LIST FOOD STAMP or TANF CASE NUMBER (if applicable)
1							
2							
3							
4							
5							
6							

If you are getting FOOD STAMPS or TANF for your child(ren), list the case number(s) above. DO NOT complete Parts 2, 3, or 4. Go to Part 5.

Part 2. If the child you are applying for is **homeless, migrant, or a runaway**, check the appropriate box and **call your school to talk to the homeless liaison or migrant coordinator. Complete Parts 1, 4, 5, 6, 7.**

- Homeless Migrant Runaway

Part 3. If this is a **FOSTER CHILD**, who is the legal responsibility of the courts, **check here** and write the child's monthly "personal use" income here: \$ _____. Write "0" if the child has no personal use income. **DO NOT complete Part 4. Go to Part 5.**

Part 4. ALL OTHER HOUSEHOLDS: (Complete this part only if you did not complete Part 3 or if you did not list a Food Stamp or TANF case number in Part 1.) List **gross** income before any deductions and tell us **how often** it was received.

Names of all Household Members List all household members, including the child(ren) listed above. Do Not Complete if this is a Foster Child, or if you listed a Food Stamp or TANF case number in Part 1.	Age	List Gross Income (before any deductions) in whole dollars. Write in how often income is received, for example: (W) = Weekly (E) or (2W) = Every 2 Weeks (T) or (2M) = Twice a Month (M) = Monthly (Y) = Yearly					Check if No Income
		Earnings from Work <u>Before</u> Deductions, Wages, Salaries, and Tips, or Strike Benefits, Unemployment Benefits, Worker's Compensation or Earnings from Self-owned Business.		Welfare, Child Support, Alimony	Pensions, Retirement, Social Security	All Other Income (See Back of Form)	
		Job 1 \$ Amount / How Often	Job 2 \$ Amount / How Often	\$ Amount / How Often	\$ Amount / How Often	\$ Amount / How Often	
1		/	/	/	/	/	<input type="checkbox"/>
2		/	/	/	/	/	<input type="checkbox"/>
3		/	/	/	/	/	<input type="checkbox"/>
4		/	/	/	/	/	<input type="checkbox"/>
5		/	/	/	/	/	<input type="checkbox"/>
6		/	/	/	/	/	<input type="checkbox"/>
7		/	/	/	/	/	<input type="checkbox"/>
8		/	/	/	/	/	<input type="checkbox"/>

Part 5. RACIAL IDENTITIES: You are not required to answer this question. If you choose to do so: Please mark one or more of the following racial identities:

- American Indian / Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White Other

ETHNIC IDENTITIES: Please mark one of the following ethnic identities: Hispanic or Latino Not Hispanic or Latino

Part 6. OTHER BENEFITS: Medicaid & Health Insurance: Your child may be eligible for other benefits. The school is allowed to share the information on this application with Medicaid and the Virginia children's health insurance program called FAMIS. If you do not want this information shared you must tell us by checking the NO block below. Your decision will not affect your child's eligibility for free or reduced price meals.

No, I do not want school officials to share information from my free or reduced price meal application with Medicaid or FAMIS.

Part 6b. Others: Your permission is required for the school to use this information for other benefits. **YES**, I give permission for the information provided on this application to be used only for the program(s) checked. I understand that I give up rights to confidentiality for this specific purpose only.

- FREE BUS TICKETS _____ _____ _____ _____

Part 7. SIGNATURE & SOCIAL SECURITY NUMBER: An adult must sign the application and provide a social security number before it can be approved. (See Privacy Act Statement on back.)

PENALTIES FOR MISREPRESENTATION: I certify that all of the above information is true and correct and that the food stamp or TANF number is correct or that all income is reported. I understand that this information being given for the receipt of Federal funds; that institutional officials may verify the information on the statement and that the deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws.

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Social Security # of Adult Signing Application

I Do Not Have A Social Security Number

SIGN HERE

Signature of Adult Household Member

Date _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____

DO NOT WRITE BELOW THIS LINE – SCHOOL USE ONLY – Yearly Income Conversion for Approving Official When Different Income Frequencies are Reported: Weekly X 52 Every 2 Weeks X 26 Twice a Month X 24 Monthly X 12								
Total Income / How Often: \$ _____ / _____	Approved: <input type="checkbox"/> Free <input type="checkbox"/> Temp. Free, <input type="checkbox"/> Reduced Expires: _____	<input type="checkbox"/> Denied Reason: <input type="checkbox"/> Income too High <input type="checkbox"/> Incomplete Application	<input type="checkbox"/> Food Stamp <input type="checkbox"/> TANF <input type="checkbox"/> Foster Child	Date Approval / Denial Notice Sent to Household: _____	Signature of Approving Official: _____			
STUDENT TRANSFER INFORMATION: Transferred / Withdrawn Date: _____		Transferred To: _____						
VERIFICATION SUMMARY: Date Selected: _____ Date Response Due: _____ Date Confirmed: _____ Date of 2 nd Notice: _____ Confirmers Initials: _____ Date Results Notice Sent: _____		Verification Results: <input type="checkbox"/> No Change <input type="checkbox"/> Free to Reduced <input type="checkbox"/> Reduced to Free <input type="checkbox"/> Free to Paid <input type="checkbox"/> Reduced to Paid		Reason for Change: <input type="checkbox"/> Income <input type="checkbox"/> Household Size <input type="checkbox"/> Refused to Cooperate <input type="checkbox"/> Change in Food Stamp / TANF		Date Completed: _____ Verifying Official's Signature: _____		

INSTRUCTIONS FOR COMPLETING THE HOUSEHOLD APPLICATION FOR FREE AND REDUCED PRICE MEALS

To apply for free or reduced price meals, complete **one application for ALL children in the household who are in school** using the following instructions. **Sign the application** and return the application to any school in the school division or the school nutrition office. Call the school nutrition office if you need help.

PART 1 - STUDENT INFORMATION: ALL HOUSEHOLDS COMPLETE PART 1.

1. Print the names of all children in the household who are in school.
2. List the grade, the school and the student's school ID# for each child.
3. List a current food stamp or TANF case number for each child. This number is in your approval letter. **If you list a food stamp or TANF number you do not need to list names of household members or income. No social security number is needed if a food stamp/TANF case number is provided. These households should SKIP Part 4 and COMPLETE Parts 5, 6, & 7.**
4. **All households must sign the application in Part 7.** Income households must provide the social security # of the adult signing or check the box if they do not have one.

PART 2 - Check the appropriate box and contact your school to talk with the homeless liaison or migrant coordinator.

Fill out the application by following instructions for ALL OTHER HOUSEHOLDS.

PART 3 - HOUSEHOLDS WITH A FOSTER CHILD COMPLETE PART 3 AND PARTS 5, 6, & 7. *A foster child is the legal responsibility of a welfare agency or court.*

1. List the foster child's monthly "personal use" income. Write "0" if the foster child does not get "personal use" income. "Personal use" income is (a) money given by the welfare office identified by category for the child's personal use, such as for clothing, school fees, and allowances; and (b) all other money the child gets, such as money from his/her family and money from the child's full-time or regular part-time jobs. **Skip Part 4.** Do not list any other children, household members, or income.
2. A foster parent or other official representing the child must sign the application in Part 7. No social security number is required. Use a separate application for each foster child.

PART 4- ALL OTHER HOUSEHOLDS WITHOUT A FOOD STAMP OR TANF NUMBER IN PART 1, including WIC households, or who did not complete Part 3, MUST COMPLETE PARTS 4, 5, 6 & 7.

1. Write the names of everyone in your household, whether they get income or not. Include yourself, all children who are in school, all other children, your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if you need more space.
2. Write the amount of income each household member got **last month**, before taxes or anything else is taken out, **and** how often it was received. For example, list the gross income each person earned from work. The amount should be listed on your pay stub. This is not the same as take home pay; it is the amount before taxes and other deductions. Next to the amount write how often the person received it. If any amount **last month** was more or less than usual, write that person's usual income.
3. An adult household member must sign the application in Part 7 and give his/her social security number or check the box if they don't have one.

TYPES OF INCOME TO REPORT AND HOW TO REPORT THEM ON THE APPLICATION

Names of all Household Members List all household members, including the child(ren) listed above. <i>Do Not Complete if this is a Foster Child, or if you listed a Food Stamp or TANF case number in Part 1.</i>	Age	List Gross Income (before any deductions) in whole dollars. Write in how often income is received, for example: (W) = Weekly (E) or (2W) = Every 2 Weeks (T) or (2M) = Twice a Month (M) = Monthly (Y) = Yearly						
		<u>Earnings from Work</u> Before Deductions, Wages, Salaries, Tips, Strike Benefits, Unemployment Compensation, Worker's Compensation or Net Income from Self-Owned Business or Farm.		<u>Welfare, Child Support, Alimony</u> Payments, Welfare Payments, Alimony/Child Support Payments	<u>Pensions, Retirement, Social Security</u> Pensions, Supplemental Security Income, Retirement Income, Veteran's Payments, Social Security	<u>All Other Income</u> 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, Any Other Income		Check if No Income <input type="checkbox"/>
		Job 1	Job 2					
(Example) Jane Smith	42	\$200 / W (Weekly)	\$100 / E (Every 2 Weeks)	\$150 / M (Monthly)	\$100 / M (Month;y)	\$50 / T (Twice per Mo.	<input type="checkbox"/>	

PART 5 - RACIAL/ETHNIC IDENTITY:

Complete the racial/ethnic identity question if you wish. You are not required to answer this question to get meal benefits. We need this information to make sure that everyone is treated fairly.

PART 6 and 6b – OTHER BENEFITS: You may be eligible for other benefits. Look at Part 6 on the application. To obtain meal benefits, you are not required to complete this section.

PART 7 - SIGNATURE AND SOCIAL SECURITY NUMBER: ALL HOUSEHOLDS COMPLETE PART 7.

1. SIGN HERE. The application must have the signature of an adult household member.
2. The application must have the social security number of the adult who signs. If the adult who signs does not have a social security number, they must check the box I Do Not Have A Social Security Number. If you listed a food stamp or TANF number for each child, or if you are applying for a foster child, a social security number is not needed.

Privacy Act Statement: Unless you list the child's food stamp, or TANF case number, Section 9 of the National School Lunch Act requires that you include the social security number of the household member signing the application or indicate that the household member does not have a social security number. You do not have to list a social security number, but if a social security number is not listed or an indication is not made that the adult household member signing the application does not have a social security number, we cannot approve the application. The social security number may be used to identify the household member in verifying the correctness of information stated on the application. This may include program reviews, audits, and investigations and may include contacting employers to determine income, contacting a food stamp or TANF office to determine current certification for food stamps, or TANF benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by the household member to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal actions if incorrect information is reported. The social security number may also be disclosed to programs as authorized under the National School Lunch Act and Child Nutrition Act, the Comptroller General of the U.S., Law enforcement officials for the purpose of investigating violations of certain federal and state laws, and local education, health, and nutrition programs.

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