Date Received by LEA (LEA use only)

**Attachment E**

|  |
| --- |
| **DO NOT fill out this section. This is for school use only.** |
| **annual income conversion: weekly x 52, every 2 weeks x 26, twice a month x 24, monthly x 12** **(use only if multiple frequency)**❑Food Stamps/Temporary Assistance Household size:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Total income:\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Per: ❑Week ❑Every 2 Weeks ❑Twice a Month ❑Month ❑YearEligibility: ❑Free ❑Reduced ❑Denied Reason:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date withdrawn:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Error Prone Application: ❑ Yes ❑ No *(Optional – See FAQs)* Determining Official’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved/Denied:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Confirming Official’s Signature (For verification purposes only):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Check if no SSN**

**Last four digits of Social Security Number (SSN) of primary wage earner or other adult household member.**

Are you unsure what income to include here?

Flip the page and review the charts titled “Sources of Income” for more information.

The “Sources of Income for Children” chart will help you with the Child Income section.

The “Sources of Income for Adults” chart will help you with the All Adult Household Members section.

**X X**

Street Address (if available)

Apt #

City

State

Zip

Daytime Phone and Email (optional)

Today’s date

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.

Printed name of adult completing the form

Signature of adult completing the form

**Case Number:**

Write only one case number in this space.

**If you answered YES** > Write a case number here then go to STEP 4 (Do not complete STEP 3)

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

**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 gross income (before taxes) for each source in whole dollars (no cents) 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.

**A. Child Income**

Sometimes children in the household earn income. Please include the TOTAL gross income earned by all children listed in STEP 1 here.

**Total Household Members (Children and Adults)**

How often?

 Weekly Bi-Weekly 2x Month Monthly

Pensions/Retirement/
All Other Income

How often?

 Weekly Bi-Weekly 2x Month Monthly

Public Assistance/
Child Support/Alimony

How often?

Earnings from Work Weekly Bi-Weekly 2x Month Monthly

Name of Adult Household Members (First and Last)

How often?

 Weekly Bi-Weekly 2x Month Monthly

Child income

**Mail Completed Form To: INSERT YOUR SCHOOL/DISTRICT MAILING ADDRESS HERE**

**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)

**X X X**

**☐**

**Grade**

**Building Name**

**Child’s Last Name**

**MI**

Foster Child

Homeless, Migrant, Runaway

**Child’s First Name**

**$**

**$**

**$**

**$**

**$**

**$**

**$**

**$**

**$**

**$**

**STEP 4**

“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.”

**Contact information and adult signature**

**STEP 3**

**Report Income for ALL Household Members** (Skip this step if you answered ‘Yes’ to STEP 2)

**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

**STEP 1**

**2023-2024 Application for Free and Reduced Price School Meals**

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

|  |
| --- |
| Sources of Income for Children |
| Sources of Child Income | Example(s) |
| - Earnings from work | - A child has a regular full or part-time job where they earn a salary or wages |
| * Social Security
	+ Disability Payments
	+ Survivor’s Beneﬁts
 | * 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
 |
| - Income from person outside the household | - A friend or extended family member regularly gives a child spending money |
| - Income from any other source | - A child receives regular income from a private pension fund, annuity, or trust |

|  |
| --- |
|  Sources of Income for Adults |
| Earnings from Work | Public Assistance/ Alimony/Child Support | Pensions / Retirement / All Other Income |
| * Salary, wages, cash bonuses
* Net income from self- employment (farm or business)

If you 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
 | * Unemployment beneﬁts
* Worker’s compensation
* Supplemental 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 |

We are required to ask for information about your children’s race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children’s eligibility for free or reduced price meals. If ethnicity/race is not selected, a visual identification will be determined.

Ethnicity (check one): ❑ Hispanic or Latino ❑ Not Hispanic or Latino

Race (check one or more): ❑ American Indian or Alaskan Native ❑ Asian ❑ Black or African American ❑ Native Hawaiian or Other Paciﬁc Islander ❑ White

**OPTIONAL**

**INSTRUCTIONS**

**Children's Racial and Ethnic Identities**

**Sources of Income**

**Attachment E (Continued)**

**8**

**Use of Information Statement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The contact information below is solely to file a complaint of discrimination**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

**To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:** [**https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf**](%20https%3A//www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf)**,** from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

|  |  |  |
| --- | --- | --- |
| \* MAIL: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 | FAX: (833) 256-1665 or (202) 690-7442; or EMAIL: Program.Intake@usda.gov  | \* Do not mail applications tothis address, only complaintsof discrimination. |

This institution is an equal opportunity provider.

**The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms**. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met.

Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, ‘Check if no Social Security Number’. Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number.

Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

**Return completed form to your child’s school.**