



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
AMERICAS**

**MID-ATLANTIC DISTRICT, QUANTICO FIELD OFFICE
3308 JOHN QUICK ROAD
QUANTICO, VA 22134-1702**



OFFICE OF THE FOOD SERVICE DIRECTOR

29 June 2020

Dear Parent or Guardian:

We want all students to eat healthy meals every school day and all stakeholders provide the opportunity regardless of meal cost. To take advantage of the federal program offering free and reduced meals, each participating student **MUST** enroll in the program each school year. Enrollment forms for the 2020-2021 school year are enclosed with this memorandum and all sponsors are encouraged to apply.

Qualification are based on the U.S. Department of Agriculture income eligibility guidelines and direct certification for families participating in certain programs. **MILITARY FOREIGN STUDENTS** likely will qualify for this program while their children are attending school on base, see your Regional ISMO at the Marine Corps University for assistance.

Please direct any questions or concerns to the Quantico Schools Director of Food Services, Todd Morrell, at todd.morrell@dodea.edu, or commercial 703-630-7049.

We encourage your participation! One application per household, list all persons living in the home.

TODD MORRELL
Supervisory Food Services Specialist
Quantico Field Office

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs on the basis of race, color, national origin, sex religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

**TURN IN APPLICATION TO SCHOOL FRONT OFFICE,
KITCHEN MANAGER, OR EMAIL TO todd.morrell@dodea.edu**

YOU MAY ALSO APPLY ONLINE <https://www.lunchapplication.com/>

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2020-2021 USDA Free & Reduced Meals Application

Dear Parent/Guardian:

Studies have proven that educational learning is linked to nutrition. Quantico Military Dependent Schools offers healthy meals every school day. Student breakfast costs **\$1.50** and lunch costs **\$2.95 at Crossroads Elementary and \$3.10 at Quantico Middle High School**. Your children may qualify for free or reduced price breakfast and lunch meals. Reduced price breakfast costs **\$.30** and reduced price lunch costs **\$.40**.

All meals served must meet standards established by the U.S. Department of Agriculture. However, if a student has been determined by a doctor to be disabled and the disability prevents the student from eating the regular school meal, the school will make substitutions prescribed by the doctor. If a substitution is prescribed, there will be no extra charge for the meal. If your student needs substitutions because of a disability, please contact the appropriate school nurse for further information.

All children in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits or Temporary Assistance for Needy Families (TANF) are eligible for free meals. Foster children who are the legal responsibility of a foster care agency or court are eligible for free meals. Students who are eligible for Medicaid may also be eligible for free or reduced price meals based on the household's income. Children who are members of households participating in WIC may also be eligible for free or reduced-price meals based on the household's income. If your total household income is at or below the Federal Income Eligibility Guidelines, shown on the chart below, your child(ren) may get free meals **or** reduced price meals. Your child(ren)'s application from last school year is only good for the first few days of this school year. **You must send in a new household application for each school year. If your family transferred from another base, you must apply again in the new school, just as you had to register for the new location.**

FEDERAL INCOME GUIDELINES: Your child(ren) may be eligible for free meals or reduced price meals if your household income is within the limits on the Federal Income Eligibility Guidelines chart shown below.

| Household Size | Maximum Household Income For Free Meals | Household Income For Reduced Price Meals |
|---|---|--|
| 1 | \$16,588 | \$16,588.01 - \$23,606 |
| 2 | \$22,412 | \$22,412.01 - \$31,894 |
| 3 | \$28,236 | \$28,236.01 - \$40,182 |
| 4 | \$34,060 | \$34,060.01 - \$48,470 |
| 5 | \$39,884 | \$39,884.01 - \$56,758 |
| 6 | \$45,708 | \$45,708.01 - \$65,046 |
| 7 | \$51,532 | \$51,532.01 - \$73,334 |
| 8 | \$57,356 | \$57,356.01 - \$81,622 |
| For Each Additional Family Member - ADD | \$5,824 | \$8,288 |

HOW TO APPLY

Households that are receiving SNAP or TANF for their children as of July 1 may not have to fill out an application. School officials will notify you in writing of your child(ren)'s eligibility for free meal benefits. Once notified your child(ren) will receive free meals unless you tell the school that you do not want benefits. **If you are not notified by August 15, 2020 you must submit an application.** The application must contain the names of all students in the household, the SNAP or TANF case number, and the signature of an adult household member.

If you do not receive SNAP or TANF benefits for your child(ren) complete the application and return it to the school division. If you do not list a SNAP or TANF case number for the child(ren) you are applying for, then the application must have the names of all students, the names of all other household members, the amount of income each person received last month, and how often the income was received. An adult household member **must sign the application and include the last four digits of the social security number. If the person does not have a social security number, check the box provided indicating none. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals. **MILITARY FOREIGN STUDENTS** likely will qualify for this program while their children are attending school on base, see your Regional ISMO at the Marine Corps University for assistance.**

If you are applying for a foster child, who is the legal responsibility of a welfare agency or court, an application may not be required. Contact *The Virginia Department of Social Services* 1-800-DO-ADOPT (800-362-3678) for more information. If you are applying for a homeless, migrant, or runaway child, an application may not be necessary. Contact Todd Morrell for more information and assistance.

An application that is not complete cannot be approved. An application that is not signed is not complete. You must send in a new application each school year.

OTHER BENEFITS: Your child(ren) may be eligible for other benefits such as the Virginia children's health insurance program called Family Access to Medical Insurance Security (FAMIS) and/or Medicaid. The law allows the school division to share your free or reduced price meal eligibility information with Medicaid and FAMIS. These programs can only use the information to identify children who may be eligible for free or low-cost health insurance, and to enroll them in either Medicaid or FAMIS. These agencies are not allowed to use the information from your free or reduced price meal application for any other purpose. Medicaid officials or officials with FAMIS may contact you to get more information. You are not required to allow us to share this information with Medicaid or the FAMIS program. Your decision will not affect your children's eligibility for free and reduced price meals. If you do not want your information shared, please check the appropriate box in Section 6 of the application. You may qualify for other assistance programs. To find out how to apply for SNAP or other assistance programs, contact the local social service office in your area.

CONFIDENTIALITY AND NOTICE OF DISCLOSURE: School officials use the information on the application to determine if your child is eligible to receive free or reduced price meals and to verify eligibility. As authorized by the National School Lunch Act, the school division may inform officials connected with other child nutrition, health, and education programs of the information on your application to determine benefits for those programs or for funding and/or evaluation purposes.

VERIFICATION: School officials may check your eligibility at any time during the school year. School officials may ask you to send information to prove that your child(ren) should receive free or reduced price meals.

FAIR HEARING: If you do not agree with the decision on your application or the results of verification, you may wish to discuss it with officials in the school nutrition office at the telephone number below. If you wish to review the final decision on your application you also have the right to a fair hearing. You can request a hearing by calling or writing the following official:

QUANTICO FIELD OFFICE
Community Superintendent
Helen Balilo, at 703-630-7012
helen.balilo@dodea.edu

REAPPLICATION: You may reapply for free and reduced price meals any time during the school year. If you are not eligible now but have a change, such as a decrease in household income, an increase in household size, become unemployed or get SNAP or TANF for your child(ren), fill out an application at that time.

If you need help filling out the application form, please contact the school your child(ren) attends or the central school nutrition office. Return the complete, signed application to Todd Morrell. You will be notified when your child(ren)'s application is approved or denied. If you have questions or need help, call: Todd Morrell, Supervisory Food Services Specialist, at 703-630-7049 or todd.morrell@dodea.edu

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. Quantico Dependent Schools offers healthy meals every school day. Breakfast costs \$1.50; lunch costs \$2.95 at Crossroads Elementary and \$3.10 at QMHS. **Your children may qualify for free meals or for reduced price meals.** Reduced price is \$.30 for breakfast and \$.40 for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from **Virginia SNAP, the Food Distribution Program on Indian Reservations (FDPIR) or Virginia TANF**, are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on the chart in this packet.

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? **If you are staying in a hotel awaiting base housing, your family will qualify.** Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these please contact Todd Morrell at 703-630-7049, todd.morrell@dodea.edu.

| Household Size | Free Guidelines | | | | | Reduced Guidelines | | | | |
|---------------------------------------|-----------------|---------|----------|-----------|---------|--------------------|---------|----------|-----------|---------|
| | Yearly | Monthly | 2x/Month | Bi-weekly | Weekly | Yearly | Monthly | 2x/Month | Bi-weekly | Weekly |
| 1 | \$16,588 | \$1,383 | \$692 | \$638 | \$319 | \$23,606 | \$1,968 | \$984 | \$908 | \$454 |
| 2 | \$22,412 | \$1,868 | \$934 | \$862 | \$431 | \$31,894 | \$2,658 | \$1,329 | \$1,227 | \$614 |
| 3 | \$28,236 | \$2,353 | \$1,177 | \$1,086 | \$543 | \$40,182 | \$3,349 | \$1,675 | \$1,546 | \$773 |
| 4 | \$34,060 | \$2,839 | \$1,420 | \$1,310 | \$655 | \$48,470 | \$4,040 | \$2,020 | \$1,865 | \$933 |
| 5 | \$39,884 | \$3,324 | \$1,662 | \$1,534 | \$767 | \$56,758 | \$4,730 | \$2,365 | \$2,183 | \$1,092 |
| 6 | \$45,708 | \$3,809 | \$1,905 | \$1,758 | \$879 | \$65,046 | \$5,421 | \$2,711 | \$2,502 | \$1,251 |
| 7 | \$51,532 | \$4,295 | \$2,148 | \$1,982 | \$991 | \$73,334 | \$6,112 | \$3,056 | \$2,821 | \$1,411 |
| 8 | \$57,356 | \$4,780 | \$2,390 | \$2,206 | \$1,103 | \$81,622 | \$6,802 | \$3,401 | \$3,140 | \$1,570 |
| For each additional family member add | \$5,824 | \$486 | \$243 | \$224 | \$112 | \$8,288 | \$691 | \$346 | \$319 | \$160 |

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information.
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? Applications are good for one school year, so yes to be sure.
5. CAN I APPLY ONLINE? <https://www.lunchapplication.com/>
6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first month of school. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC usually are eligible for free or reduced price meals. Please send in an application.
8. WILL THE INFORMATION I GIVE BE CHECKED? There is a random verification process each year where we may ask you to send written proof of the household income you report.
9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to the Community Superintendent, Helen Balilo, at 703-630-7012; helen.balilo@dodea.edu.
11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals. The children of Foreign Military Students attending Career courses on Quantico usually are eligible. [List all individuals that reside in your household as this affects the eligibility standards.](#)
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you are on temporary active duty (TAD), and receive additional allotments or per diem for travel, list what your typical Leave and Earning Statement (LES) reflects at your parent duty assignment.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application and contact Todd Morrell at 703-630-7049, todd.morrell@dodea.edu.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for the Virginia SNAP assistance or other assistance benefits, contact the Commonwealth of Virginia Department of Social Services, Child Support Call Center, 1-800-468-8894 toll-free.

If you have other questions or need help, call Todd Morrell at 703-630-7049, todd.morrell@dodea.edu.

YOU MAY ALSO APPLY ONLINE <https://www.lunchapplication.com/>

2020-2021 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. Please read the instructions on the back of this form. Call the school nutrition office if you need help, 703-630-7049.

Part 1. CHILDREN IN SCHOOL: List ALL children in school who live in the household.

| | LAST NAME | FIRST NAME | M.I. | GRADE | SCHOOL | STUDENT ID# (optional) | FOSTER CHILD** |
|---|-----------|------------|------|-------|--------|------------------------|--------------------------|
| 1 | | | | | | | <input type="checkbox"/> |
| 2 | | | | | | | <input type="checkbox"/> |
| 3 | | | | | | | <input type="checkbox"/> |
| 4 | | | | | | | <input type="checkbox"/> |
| 5 | | | | | | | <input type="checkbox"/> |
| 6 | | | | | | | <input type="checkbox"/> |

** If the student(s) you are applying for is a FOSTER CHILD, who is the legal responsibility of a welfare agency or the court, check the box above and go to Part 5. If there are other students in the household who are not foster children, complete Part 2 or go to Part 4 if no one in the household receives SNAP or TANF benefits.

Part 2. SNAP or TANF: If any member of your household receives SNAP or TANF benefits, list the person's name and case number below. Go to Part 5.

Name: _____ SNAP or TANF Case Number (Do not use 16 digit EBT card number): _____ (Case number is 7-12 digits)

Part 3. If the child you are applying for is homeless, a migrant, or a runaway, check the box and call your school to talk with the homeless, migrant or runaway coordinator.

Homeless Migrant Runaway Complete Parts 1, 4, 5, 6, and 7.

Part 4. ALL OTHER HOUSEHOLDS: List all household members; include the children in school listed above. List gross income (before any deductions) and tell us how often it was received.

| Names of all Household Members [Include the children in school above] Do Not Complete Part 4 if all students are foster children or if you listed a SNAP or TANF case number in Part 2. | | Age | Earnings from Work Before Deductions Wages, Salaries, Tips, Strike Benefits, Unemployment Compensation, Worker's Compensation, Net Income Self-Owned Business or Farm | | Welfare, Child Support, Alimony Public Assistance Payments, Welfare Payments, Alimony/Child Support Payments | Pensions, Retirement, Social Security Pensions, Supplemental Security Income, Retirement Income, Veteran's Payments, Social Security | All Other Income Disability Benefits, Cash from Savings, Interest/Dividends, Income from Estates/Trusts/Investments, Regular contributions from persons not in the household, Net Royalties/ Annuities/ Net Rental Income, Any Other Income |
|---|--------------------------|---------------|--|---------------------|---|---|--|
| | | | Job 1 | Job 2 | | | |
| | | | \$ Amount/How Often | \$ Amount/How Often | \$ Amount/How Often | \$ Amount/How Often | \$ Amount/How Often |
| EXAMPLE: Jane Doe | 32 | \$ 1,800 / 2M | \$ 0 / | \$ 0 / | \$ 0 / | \$ 0 / | |
| 1. | | \$ / | \$ / | \$ / | \$ / | \$ / | |
| 2. | | \$ / | \$ / | \$ / | \$ / | \$ / | |
| 3. | | \$ / | \$ / | \$ / | \$ / | \$ / | |
| 4. | | \$ / | \$ / | \$ / | \$ / | \$ / | |
| 5. | | \$ / | \$ / | \$ / | \$ / | \$ / | |
| 6. | | \$ / | \$ / | \$ / | \$ / | \$ / | |
| 7. | | \$ / | \$ / | \$ / | \$ / | \$ / | |
| 8. | | \$ / | \$ / | \$ / | \$ / | \$ / | |
| Total Household Members (Children and Adults) | <input type="checkbox"/> | | | | | | |

Part 5. CHILDREN'S ETHNIC AND RACIAL IDENTITIES: You are not required to answer this question.

Ethnic Identities: Choose one of the following: Hispanic or Latino Not Hispanic or Latino
 Racial Identities: Choose one or more of the following racial identities (in addition to ethnicity):
 American Indian/Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

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 programs checked.

Part 7. SIGNATURE & SOCIAL SECURITY NUMBER: An adult must sign the application and provide the last four digits of the Social Security Number, or mark the box if they do not have one, before the application can be approved. (Before signing, read the privacy and civil rights statements on the back of this application) 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 state and federal laws.

XXX-XX- I Do Not Have A Social Security Number

Last four digits of Social Security Number of Adult Signing Application

SIGN HERE _____
 Signature of Adult Household Member

Date

Mailing Address: _____ Home Phone: _____
 City: _____ Zip Code: _____ Work Phone: _____

DO NOT WRITE BELOW 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: \$ _____ / _____ HOUSEHOLD SIZE _____ SNAP TANF Foster Child
 Approved Free Approved Reduced Other: _____
 Denied Reason: Income Too High Incomplete Application

Date Approval/Denial Notice Sent To Household: _____ Signature of Approving Official: _____

Transferred/Withdrawn Date: _____ Transferred To: _____

VERIFICATION SUMMARY: Date Selected: _____ Date of Confirmation Review: _____ Reviewer's Initials: _____ Confirmation Result: _____
 Date Response Due: _____ Date of 2nd Notice: _____ Date Verification Results Notice Sent: _____
 Verification Results: No Change Free to Reduced Free to Paid Reduced to Free Reduced to Paid
 Reason for Change: Income Household Size Refused to Cooperate SNAP/TANF Eligibility
 Date: _____ 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 to any school in the division or the school nutrition office. Call the school nutrition office if you need help.
A NEW APPLICATION MUST BE FILLED OUT AND SENT IN EACH SCHOOL YEAR IN ORDER TO BE ELIGIBLE FOR FREE OR REDUCED PRICE MEALS.

A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU

IF A MEMBER OF YOUR HOUSEHOLD RECEIVES BENEFITS FROM THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) OR TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF), FOLLOW THESE INSTRUCTIONS:

Part 1: List all children in school. Include the school, grade, and the student's school identification (ID) number for each child who is in school.

Part 2: List the name and case number for any household member (including adults) receiving SNAP or TANF benefits.

Parts 3 & 4: Skip these parts.

Parts 5 & 6: Answer these questions. You do not have to provide this information in order to be eligible for free or reduced price meals.

Part 7: Sign the form. The last four digits of the Social Security Number are not necessary if you did not need to fill in Part 4.

IF NO ONE IN YOUR HOUSEHOLD GETS SNAP OR TANF BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, A MIGRANT OR A RUNAWAY, FOLLOW THESE INSTRUCTIONS:

Part 1: List all children in school. Include the school, grade, and the student's school identification (ID) number for each child who is in school.

Part 2: Skip this part.

Part 3: If any child you are applying for is homeless, a migrant, or a runaway check the appropriate box and call your school's homeless, migrant, and runaway coordinator.

Part 4: Complete this part. See instructions for All Other Households, Part 4, below.

Parts 5 & 6: Answer these questions. You do not have to provide this information in order to be eligible for free or reduced price meals.

Part 7: An adult household member must sign the form and provide the last four digits of their Social Security Number (or mark the box if they do not have one).

IF YOU ARE APPLYING FOR A FOSTER CHILD, WHO IS THE LEGAL RESPONSIBILITY OF A WELFARE AGENCY OR THE COURT, FOLLOW THESE INSTRUCTIONS:

If all children in the household are foster children:

Part 1: List all foster children in school. Include the school, grade, and the student's school identification (ID) number. Check the box for each child indicating the child is a foster child.

Parts 2, 3 & 4: Skip these parts.

Parts 5 & 6: Answer these questions. You do not have to provide this information in order to be eligible for free or reduced price meals.

Part 7: Sign the form. The last four digits of the Social Security Number are not necessary if you did not need to fill in Part 4.

If one or more children in the household are foster children and other children in the household are not foster children:

Part 1: List all children in school. Include the school, grade, and the student's school identification (ID) number for each child who is in school. Check the "Foster Child" box for each child who is a foster child.

Part 2: If the household does not have a SNAP or TANF case number, skip this part.

Part 3: If any child you are applying for is homeless, a migrant, or a runaway check the appropriate box and call your school's homeless, migrant, and runaway coordinator. If not, skip this part.

Part 4: Follow these instructions to report total household income from this month or last month.

- **Columns 1-3: Name:** List all household members including the students listed in Part 1. List each person's age. For any person with no income, including children, write "0" in the box. However, if left blank that will also be counted as "0".
- **Columns 4-8: Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every two weeks, twice a month, or monthly. For earnings, be sure to list the **gross income**, not the take-home pay. Gross income is the amount earned *before* taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. Also list the amount you receive for Worker's Compensation, unemployment or strike benefits, if you receive them. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), and Veteran's benefits (VA benefits). Under *All Other Income*, list disability benefits, cash withdrawn from savings, regular contributions from people who do not live in your household, income from your rental property and any other income. Do not include income from SNAP, WIC, Federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, under *Earnings from Work*, report income after expenses for your business or farm. If you are in the Military and your housing is part of the Privatized Housing Initiative, do not include your housing allowance as income. Any combat pay from military deployment is also excluded.

Parts 5 & 6: Answer these questions. You do not have to provide this information in order to be eligible for free or reduced price meals.

Part 7: An adult household member must sign the form and provide the last four digits of their Social Security Number (or mark the box if they do not have one).

ALL OTHER HOUSEHOLDS, INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

Part 1: List all children in school. Include the school, grade, and the student's school identification (ID) number for each child who is in school.

Part 2: If the household does not have a SNAP or TANF case number, skip this part.

Part 3: If any child you are applying for is homeless, a migrant, or a runaway check the appropriate box and call your school's homeless, migrant, and runaway coordinator. If not, skip this part.

Part 4: Follow these instructions to report total household income from this month or last month.

- **Columns 1-3: Name:** List all household members including the students listed in Part 1. List each person's age. For any person with no income, including children, write "0" in the box. However, if left blank that will also be counted as "0".
- **Columns 4-8: Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every two weeks, twice a month, or monthly. For earnings, be sure to list the **gross income**, not the take-home pay. Gross income is the amount earned *before* taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. Also list the amount you receive for Worker's Compensation, unemployment or strike benefits, if you receive them. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), and Veteran's benefits (VA benefits). Under *All Other Income*, list disability benefits, cash withdrawn from savings, regular contributions from people who do not live in your household, income from your rental property and any other income. Do not include income from SNAP, WIC, Federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, under *Earnings from Work*, report income after expenses for your business or farm. If you are in the Military and your housing is part of the Privatized Housing Initiative, do not include your housing allowance as income. Any combat pay from military deployment is also excluded.

Parts 5 & 6: Answer these questions. You do not have to provide this information in order to be eligible for free or reduced price meals.

Part 7: An adult household member must sign the form and provide the last four digits of their Social Security Number (or mark the box if they do not have one).

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number are not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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