

# 2016-2017 Application for Free and Reduced Price School Meals

Apply online at: (Use Skyward Family Access).

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

In Community Eligibility Schools (CEP), receipt of free breakfast and lunch meals does not depend on returning this application; however, this information is necessary for other programs.

**STEP 1 List ALL infants, children, and students up to and including grade 12 who are Household Members** If more spaces are required for additional names, attach another sheet of paper.

Definition of **Household Member**: "Anyone who is living with you and shares income and expenses, even if not related."

| Child's First Name   | MI                   | Child's Last Name    | Grade                | School the child attends or NA if not in school |   |
|----------------------|----------------------|----------------------|----------------------|---|---|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>                            | <input type="checkbox"/> Foster Child<br><input type="checkbox"/> Homeless, Migrant, Runaway<br><input type="checkbox"/> Head Start |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>                            | <input type="checkbox"/> Foster Child<br><input type="checkbox"/> Homeless, Migrant, Runaway<br><input type="checkbox"/> Head Start |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>                            | <input type="checkbox"/> Foster Child<br><input type="checkbox"/> Homeless, Migrant, Runaway<br><input type="checkbox"/> Head Start |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>                            | <input type="checkbox"/> Foster Child<br><input type="checkbox"/> Homeless, Migrant, Runaway<br><input type="checkbox"/> Head Start |

**STEP 2 Do any Household Members (including you) currently participate in any of the following assistance programs: FoodShare, W-2 Cash Benefits, or FDPIR?**  Yes /  No

If you answered **NO** > Complete STEP 3. If you answered **YES** > Write a case number here, then go to STEP 4 (Do not complete STEP 3)

**Case Number:**  **Program Name:**

Write only one case number in this space. Badger Care is not a qualifier for free meals.

**STEP 3 Report Income for ALL Household Members** (Skip this step if you answered 'Yes' to STEP 2) Flip the page and review the charts titled "Sources of Income" for more information.

**A. Child Income**

Sometimes children in the household earn income. Please include the TOTAL income earned by all infants, children and students up to and including grade 12 of all Household Members listed in STEP 1 here.

Child income How often?

|    |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |  |
|----|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--|
| \$ | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |  |
|    |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |  |

Special Situations

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

**F. Seasonal Workers,** Annual contract paid over a shorter period of time (school employees), fluctuating income. Annualize income and report here.

| Name of Adult Household Members (First and Last) | How often?               |                          |                          |                          | Earnings from Work      | How often?               |                          |                          |                          | Public Assistance/<br>Child Support/<br>Alimony/SSI/VA Benefit | How often?               |                          |                          |                          | Pensions/Retirement/<br>Social Security,<br>Other Income | How often?               |                          |                          |                          | Total                   |
|--|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------|
|  | Weekly                   | Bi-Weekly                | 2x Month                 | Monthly                  |                         | Weekly                   | Bi-Weekly                | 2x Month                 | Monthly                  |  | Weekly                   | Bi-Weekly                | 2x Month                 | Monthly                  |  | Weekly                   | Bi-Weekly                | 2x Month                 | Monthly                  |                         |
| <input style="width: 150px;" type="text"/>       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ <input type="text"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ <input type="text"/>                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ <input type="text"/> |
| <input style="width: 150px;" type="text"/>       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ <input type="text"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ <input type="text"/>                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ <input type="text"/> |
| <input style="width: 150px;" type="text"/>       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ <input type="text"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ <input type="text"/>                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ <input type="text"/> |
| <input style="width: 150px;" type="text"/>       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ <input type="text"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ <input type="text"/>                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ <input type="text"/> |
| <input style="width: 150px;" type="text"/>       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ <input type="text"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ <input type="text"/>                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ <input type="text"/> |

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

**H. Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member**

Check if no SSN

**STEP 4 Contact information and adult signature**

"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."

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| <input style="width: 95%;" type="text"/>  | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |
| Street Address (if available)             | Apt #                                    | City                                     | State                                    | Zip                                      | Daytime Phone and Email (optional)       |
| <input style="width: 95%;" type="text"/>  | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |
| Printed Name of Adult Completing the Form | Signature of Adult Completing the Form   |  |  | Today's Date Mo./Day/Yr.                 |  |

**INSTRUCTIONS**

**Source of Income**

| 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<br>- Disability payments<br>- Survivor's benefits | - A child is blind or disabled and receives Social Security benefits<br>- 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  |
| <ul style="list-style-type: none"> <li>- Salary, wages, cash bonuses</li> <li>- Net income from self-employment (farm or business); calculated by subtracting the total operating expenses of your business from its gross receipts or revenue; refer to Schedule C or F</li> </ul> If you are in the U.S. Military: <ul style="list-style-type: none"> <li>- Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</li> <li>- Allowances for off-base housing, food and clothing</li> </ul> | <ul style="list-style-type: none"> <li>- Unemployment benefits</li> <li>- Worker's compensation</li> <li>- Supplemental Security Income (SSI)</li> <li>- Cash assistance from State or local government</li> <li>- Alimony payments</li> <li>- Child support payments</li> <li>- Veteran's benefits</li> <li>- Strike benefits</li> </ul> | <ul style="list-style-type: none"> <li>- Social Security (including railroad retirement and black lung benefits)</li> <li>- Private pensions or disability benefits</li> <li>- Regular income from trusts or estates</li> <li>- Annuities</li> <li>- Investment income</li> <li>- Earned interest</li> <li>- Rental income</li> <li>- Regular cash payments from outside household</li> </ul> |

**OPTIONAL**

**Children's Racial and Ethnic Identities**

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.

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

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 is 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 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, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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:

Mail: U.S. Department of Agriculture  
 Office of the Assistant Secretary for Civil Rights  
 1400 Independence Avenue, SW Washington, D.C. 20250-9410  
 Fax: (202) 690-7442; or  
 Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**Do not fill out**

**For School Use Only**

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12

|                                  |                          |                          |                                 |                          |                          |                      |                          |                                |                          |                      |                      |                                 |
|----------------------------------|--------------------------|--------------------------|---------------------------------|--------------------------|--------------------------|----------------------|--------------------------|--------------------------------|--------------------------|----------------------|----------------------|---------------------------------|
| Total Income                     | How often?               |                          |                                 |                          |                          | Household Size       | Categorical Eligibility  | Eligibility                    |                          |                      | Date Denied          | Reason for Denial or Withdrawal |
|                                  | Weekly                   | Bi-Weekly                | 2x Month                        | Monthly                  | Yearly                   |                      |                          | Free                           | Reduced                  | Denied               |                      |                                 |
| <input type="text"/>             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/>       | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |                                 |
| Determining Official's Signature | Date Mo./Day/Yr.         |                          | Confirming Official's Signature |                          |                          | Date Mo./Day/Yr.     |                          | Verifying Official's Signature |                          | Date Mo./Day/Yr.     |                      |                                 |
| <input type="text"/>             | <input type="text"/>     |                          | <input type="text"/>            |                          |                          | <input type="text"/> |                          | <input type="text"/>           |                          | <input type="text"/> |                      |                                 |
|                                  |                          |                          | Required for Verification       |                          |                          |                      |                          | Required for Verification      |                          |                      |                      |                                 |

**For schools participating in CEP only:** Are *all* students on this application from a CEP school? YES  NO   
 If YES, the processing of this application cannot be paid for by the nonprofit school food service account. Only non-CEP applications are used for selecting the verification sample, conducting an independent review of applications, and the Certification and Benefit Issuance portion of the Administrative Review.