

INSTRUCTIONS FOR APPLYING

If you are applying for a FOSTER CHILD, follow these instructions:

Part 1: Use a separate application for each foster child. List the child's name, school, and grade.

Part 2: Skip this part.

Part 3: Check the box and list the child's personal use monthly income and frequency received. Write "0" if the child has no personal use income.

Part 4: Skip this part.

Part 5: Skip this part.

Part 6: Sign the form. A Social Security Number is not required.

If your household receives benefits from the Supplemental Nutrition Assistance Program (SNAP) OR the Food Distribution Program on Indian Reservations (FDPIR), follow these instructions:

Part 1: List each child's name, school, grade.

Part 2: SNAP case number.

Part 3: Skip this part.

Part 4: Skip this part.

Part 5: Skip this part.

Part 6: Sign the form. A Social Security Number is not required.

If you are applying for a MIGRANT, HOMELESS OR RUNAWAY CHILD, please call [your school, homeless liaison, migrant coordinator at phone#]. This application DOES NOT qualify the student for meal benefits; the coordinator must be contacted.

To be approved for meal benefits as soon as possible, please apply with income information following the steps outlined below.

ALL OTHER HOUSEHOLDS, follow these instructions:

Part 1: List each child's name, school, and grade. Please indicate if the student has income or check the no income box.

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Skip this part.

Part 5: Follow these instructions to report all household income from last month.

Column 1–Name: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children living with you not listed in Part 1. Attach another sheet of paper if you need to.

Column 2–Check if no income: If the person does not have any income, check the box.

Column 3–6 Gross income and how often it was received: Next to each person's name, list each type of income received last month, how often it was received. Provide monthly average if employed seasonally.

Earnings from work: example: If you are paid \$500.00 bi-weekly, please record \$500.00 in the income blank and mark the bi-weekly check box. **Gross income is the amount earned before taxes and other deductions.**

Additional Income Sources: List the total amount each person received last month from **all other sources**. For example: If you receive \$500.00 monthly for child support, please record \$500.00 in the income blank and mark the monthly check box.

OTHER INCOME: Report net income for self-owned business, farm, or rental income. Next to the amount, check how often the person received it. If you are in the Military Housing Privatization Initiative, do not include this housing allowance.

Part 6: An adult household member **must** sign the form and list his or her Social Security Number or mark the box if he or she doesn't have one.

INCOME TO REPORT:

Earnings from Work
Wages/salaries/tips
Strike benefits
Unemployment
Compensation
Worker's compensation
Net income from self-owned business or farm
Average monthly income if seasonally employed

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

Other Income
Disability benefits
Cash withdrawn from savings
Interest/Dividends
Income from Estates/Trusts/Investments
Regular contributions from people not living in the household
Net royalties/annuities/net rental income
Any other income