

## INSTRUCTIONS FOR APPLYING

**Use a separate application for each foster child. List other children together.**

**If your household receives FOOD STAMPS OR REACH UP, follow these instructions:**

**Part 1:** List each child's name, school grade, and Food Stamp or Reach Up case number. (NOTE: a Dr. Dynasaur or Medicaid number does not qualify your child for free school meals. Do not enter a Medicaid case number.)

**Part 2:** Skip this part.

**Part 3:** Skip this part.

**Part 4:** Sign the form. A Social Security number is not necessary if you are listing a food stamp or Reach Up case number.

**Note: The Food Stamp Program sends a letter to your child's school district that shows that he/she is eligible for free school meals unless you told the Food Stamp Program not to send the letter. The school then sends a letter to you saying that your child(ren) has been pre-approved for free meals. If you received this letter you do not need to complete this application form.**

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

**Part 1:** List the child's name, school and grade.

**Part 2:** Check the box and list the child's personal use monthly income, if any.

**Part 3:** Skip this part.

**Part 4:** Sign the form. A Social Security number is not necessary for foster parents signing this form.

**ALL OTHER HOUSEHOLDS, follow these instructions:**

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

**Part 2:** Skip this part.

**Part 3:** Follow these instructions to report **total household income** from last month.

**First Column –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 including the child(ren) you are applying for. Attach another sheet of paper if you need to.

**Remaining Columns –** List the amounts of income your household members receive **and how often the person receives it** (for example, every week, every two weeks, twice a month, monthly or yearly).

- *Earnings from work:* List the **gross income** each person earns, **OR** each person's normal income if earnings vary. Gross income is not the same as take home pay. **Gross income is the amount earned before taxes and deductions.** It should be listed on your pay stub, or your employer can tell you. Report net income for self-owned businesses and farms.
- *Child Support, Alimony, Welfare:* Report payments actually received. Do not report a minus amount for payments made to another household.
- *Social Security, Pensions, Retirement:* Report gross income received from these sources.
- *Other Income:* List the total amount each person received last month from **all other sources**. Include Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, rental income, or regular contributions from people who do not live in your household, and **ANY OTHER INCOME**. Next to the amount, write how often the person received it.

**Part 4:** An adult household member must sign the form and list his or her Social Security Number. Write "*none*" **only** if he or she doesn't have a Social Security number.

### Income Eligibility Guidelines

| Household Size                           | Yearly | Monthly | Twice Per Month | Every Two Weeks | Weekly | The chart to the left shows the reduced price guidelines. Your children may qualify for free OR for reduced price school meals if your household income falls within the limits on this chart. |
|--|--------|---------|-----------------|-----------------|--------|--|
| 1  | 19,240 | 1,604   | 802             | 740             | 370    |  |
| 2  | 25,900 | 2,159   | 1,080           | 997             | 499    |  |
| 3  | 32,560 | 2,714   | 1,357           | 1,253           | 627    |  |
| 4  | 39,220 | 3,269   | 1,635           | 1,509           | 755    |  |
| 5  | 45,880 | 3,824   | 1,912           | 1,765           | 883    |  |
| 6  | 52,540 | 4,379   | 2,190           | 2,021           | 1,011  |  |
| 7  | 59,200 | 4,934   | 2,467           | 2,277           | 1,139  |  |
| 8  | 65,860 | 5,489   | 2,745           | 2,534           | 1,267  |  |
| For each additional household member add | 6,660  | 555     | 278             | 257             | 129    |  |



App. #

### APPLICATION FOR FREE AND REDUCED PRICE SCHOOL MEALS 2008-2009

To apply for free or reduced price meals, complete this form, sign it and return it to the school.

If you have any questions, or need help to fill this form out, please call the school.

**Part 1.** List each child's information. If the child(ren) has a **Food Stamp** or **Reach Up** case number, list the number below, then **SKIP TO Part 4** of this form. **Do not list a Medicaid number.**

| FULL NAME(S) of student(s) | Name of School | Grade | Food Stamp Case # or Reach Up Case # |
|----------------------------|----------------|-------|--------------------------------------|
|                            |                |       |                                      |
|                            |                |       |                                      |
|                            |                |       |                                      |
|                            |                |       |                                      |

**Part 2.** [ ] Check here if this application is for a **FOSTER CHILD** (is the legal responsibility of a welfare agency or court): List the child's monthly personal use income. (Write "0" if the child has no personal use income), then **SKIP TO Part 4** to sign this form. \$

**Part 3. INCOME Eligibility** (If you completed Food Stamp or Reach Up section of Part 1 or completed Part 2 above, skip to Part 4) Enter the amount of gross income of each household member (before taxes or anything else is taken out) and state how often it is received (yearly, twice a month, every two weeks monthly, weekly,)

| Name of household member<br>List names of all household members, including students listed above | Gross Earnings from work – before deductions | Child Support Alimony | Social Security Pensions Retirement | Any other Income | Check if NO income       |
|--|--|-----------------------|-------------------------------------|------------------|--------------------------|
|  |  |                       |                                     |                  | <input type="checkbox"/> |
|  |  |                       |                                     |                  | <input type="checkbox"/> |
|  |  |                       |                                     |                  | <input type="checkbox"/> |
|  |  |                       |                                     |                  | <input type="checkbox"/> |
|  |  |                       |                                     |                  | <input type="checkbox"/> |
|  |  |                       |                                     |                  | <input type="checkbox"/> |

**Part 4. SIGNATURE AND SOCIAL SECURITY NUMBER:** I certify that all of the above information is true and correct and that all income is reported. I understand that this information is being given for the receipt of Federal funds; that school officials may verify the information on the application; and that deliberate misrepresentation of the information may subject me to prosecution under applicable State or Federal laws.

|                                       |   |
|---------------------------------------|---|
| Signature of Parent or Legal Guardian | Social Security Number* (if none, write "none") |
| Street/Apt No.                        | Home Phone                                      |
|                                       | Work Phone                                      |
| City/State/Zip                        | Date Signed                                     |

\*PRIVACY ACT STATEMENT: Section 9 of the National School Lunch Act requires that, unless your child's Food Stamp or Reach Up case number is provided, you must include the social security number of the adult household member signing the application, or indicate that the household member does not have a social security number. Provision of a social security number is not mandatory, but if a social security number is not given or an indication is not made that the signer does not have such a number, the application cannot be approved. The social security number may be used to identify the household member in carrying out efforts to verify the correctness of information stated on the application. These verification efforts may be carried out through program reviews, audits, and investigations and may include contacting employers to determine income, contacting a Food Stamp or Welfare office to determine the amount of benefits received and checking the documentation produced by household members 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.

**Other Benefits:** For information on free or low-cost health insurance contact Green Mountain Care at 1-800-250-8427 or [www.GreenMountainCare.org](http://www.GreenMountainCare.org). For information on food stamps to help with food costs, call 1-800-287-0589 or visit [www.vermontfoodhelp.com](http://www.vermontfoodhelp.com).

| FOR SCHOOL USE ONLY <del>OR</del> DO NOT WRITE BELOW THIS LINE |  |   |  |
|--|--|---|--|
| Total Household Size:  | Total Income _____ Per Time Period<br>__ Year __ Month __ 2XMonth __ Every 2 Weeks __ Week | <b>NOTE: Annual Income Conversion:</b><br>Weekly x 52    Every 2 weeks x 26    Twice a Month x 24    Monthly x 12 |  |
| To be valid, this form must be signed and dated.               |  | Eligibility Determination<br>(Check the box and circle the reason)  | <input type="checkbox"/> <b>Free</b> <input type="checkbox"/> <b>Reduced</b> <input type="checkbox"/> <b>Denied</b><br>Food Stamp    Income Eligible    Over Income<br>Reach Up <input type="checkbox"/> <b>Temporary Approval</b> until _____<br>Foster Child    Income Eligible    Incomplete Form    Date |
| Signature of Approving Official                                | Date   |   |  |
| Signature of Confirming Official                               | Date   |   |  |