HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in the district. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact your school.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income:
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending the school system, regardless of age.

A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.

B) Is the child a student in this school district? Mark Yes' or 'No' under the column titled "Student" to tell us which children attend the school district here. If you marked Yes,' write the grade level of the student in the 'Grade' column to the right.

C) Do you have any foster children? If any children listed are foster children; mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing STEP 1, go to STEP 4.

Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.

D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application.

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANE, OR EDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP) or NJ SNAP.
- Temporary Assistance for Needy Families (TANF) or NJ TANF/WorkFirst NJ.
- The Food Distribution Program on Indian Reservations (FDPIR).

A) If no one in your household participates in any of the above listed programs:

Leave STEP 2 blank and go to STEP 3.

B) If anyone in your household participates in any of the above listed programs:

- Write a case number for SNAP, TANE, or FDPIR. You only need to provide one case number. If you
 participate in one of these programs and do not know your case number, contact your local county
 welfare agency: http://www.ni:gov/humanservices/dfd/programs/nisnap/cwa/index.html
- Go to STEP 4.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?

- Use the charts titled "Sources of Income for Adults" and "Sources of Income for Children," printed on the back side of the application form to determine if your household has income to report.
- · Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
 - Gross income is the total income received before taxes.
 - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.

- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

3.A. REPORT INCOME EARNED BY CHILDREN

A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

3.B REPORT INCOME EARNED BY ADULTS

Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- Do NOT include:
- People who live with you but are not supported by your household's income AND do not contribute income to your household.
- o Infants, Children and students already listed in STEP 1.
- B) List adult household members' names. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Do not list any household members you listed in STEP 1. If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.
- C) Report earnings from work. Report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.
- What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross-receipts or revenue.
- E) Report income from pensions/retirement/all other income.

 Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.

 F) Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and

reduced price meals.

- D) Report income from public assistance/child support/alimony. Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.
- G) Provide the last four digits of your Social Security Number. An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."

STEP 4: CONTACT:INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

- A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.
- B) Print and sign, your name and write today's date. Print the name of the adult signing the application and that person signs in the box. "Signature of adult."
- C) Mail completed form: to your school district.
- D) Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.

Application #: 2018-2019 Application for Free and Reduced Price School Meals Complete one application per household. Please type or use a pen (not a pencil).

Available online at: WTPS.ORG

STEP 1 LETAL H	ousehold Members who are infants, children, and	students up to and includir	ng Grade 12 (if more spaces are r	equired for additional names, a	tach another sheet of paper)
Definition of Household	Child's First Name	MI Child's Last Name	[press spacebar to advance]	School Name (Abbr.) Grade	Student attends this school district? Yes No Child Runaway
Member "Arryone who is living with you and shares income and expenses, even			referenced community and a standard pure for the standard state of the standard standard and standard		Yes No Child Runaway
Children in Foster care and					Tal apply
children who meet the definition of Homeless, Migrant or Runaway are					Check all that
eligible for free meals Read / How to Apply for Free and / Reduced Price School					
STER 2 DOZINA					
SIE-Z DOZIN	Household Members (including you) currently	participate in one or mor	e of the following assistance p	rograms: SNAP, TANF, or FD	PIR? YES NO
	If you answered NO > Complete STEP 3. If you are	swered YES > Write a case nur	mber here then go to STEP 4 (Do not co		Write only one case number in this space.
STEP3 Report	Income for ALL Household Members (Skip	othisstep if you answe	red 'Yes' to STEP2)		
:	A. Child Income Sometimes children in the household earn or receive incom Household Members listed in STEP 1 here.	e, Please include the TOTAL inco	me received by all	How often? Id income Weekly 3-Weekly 2x ktore	Morey
Are you unsure what income to include here?	B. All Adult Household Members (including your List all Household Members not listed in STEP 1 (including for each source in whole dollars (no cents) only. If they do n	vourself) even if they do not receive	ve income. For each Household Member i e, write '0', if you enter '0' or leave any fie	listed, if they do receive income, report	total gross income (before taxes)) that there is no income to report.
Flip the page and review the charts littled "Sources of Income" for more information	Name of Adult Household Members (First and Last) Eamnos fr	Dm Work Weeky St Work 22 More	Public Assistance/ Chiki Support/Alemony Wester E	How often? Persions/Re All Other Inc. \$	
The "Sources of Income for Children" chart will help you with the Child Income section	s	I ŎŎŎ		000	
The "Sources of Income for Adults" chart will help you with the Ali Adult	\$ \$	+000			+0000
Household Members section.	\$			000 1	OŎŎŎ
		rigits of Social Security Number (SS 1ge Earner or Other Adult Househol		Check if no SSI	٧ 🗔
STEP 4 Contac	t information and adult signature. Mail C	ompleted Form To:			
'I certify (promise) that all information my children may	ion on this application is true and that all income is reported. I understar lose meal benefits, and I may be prosecuted under applicable State and	d that this information is given in conne l Federal laws."	oction with the receipt of Federal funds, and that	school officials may verify (check) the informat	ilion, I am aware that If I purposely give
Street Address (If available)	Apt ≈ City	· · · · · · · · · · · · · · · · · · ·	State Zip	Daytime Phone and Email (optional)
Printed name of adult signing	the form Signat	ure of adult		Today's date	

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 Income from person outside the household	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 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 payand cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and dottring	- 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 - Regular cash payments from outside household			

TIONAL	Children's		

	n is optional and does not affect your children's eligibility for	information is important and neips to make sure we are fully serving our community. r 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 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, (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 (966) 632-9992. Submit your completed form or letter to USDA by:

mail civil rights complaints only to: U.S. Department of Agriculture

Office of the Assistant Secretary for Civit Rights

1400 Independence Avenue, SW Washington, D.C. 20250-9410

fax: (202) 690-7442; or

emait.

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						
•	How often?	•		Eligibility:		
Total Income	Yieokly Bi-Vieckly 2x Month Month	Annual Household Size	,	Free Reduced Deried		
			Categorical Eligibility			
Determining Official's Signature	Date	Confirming Official's Signature	Date	Verifying Official's Signature	Date	