

## 2015-2016 Pennsylvania Free and Reduced Price School Meals/Special Milk Program Household Application

### Instructions

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 [SCHOOL DISTRICT]. THE APPLICATION MUST BE FILLED OUT COMPLETELY TO CERTIFY YOUR CHILDREN FOR FREE OR REDUCED PRICE SCHOOL MEALS.

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. 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

#### STEP 2: DO ANY HOUSEHOLD MEMBERS (INCLUDING YOU) CURRENTLY PARTICIPATE IN ONE OR MORE OF THE FOLLOWING ASSISTANCE PROGRAMS: SUPPLEMENTAL NUTRITION PROGRAM (SNAP), TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF), OR FDIPIR?

- A. IF NO ONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS: Circle 'NO' and skip to STEP 3 on these instructions and STEP 3 on your application.
- B. IF ANYONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS: Circle 'YES' and provide a case number for SNAP or TANF. You only need to write one case number. If you participate in one of these programs and do not know your case number, contact Pennsylvania Department of Human Services. You must provide a case number on your application if you circled "YES". GO to STEP 4.

#### STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

- A. REPORT ALL INCOME EARNED BY CHILDREN. Examples for Child income include; earnings from work, social security disability, social security survivors, income from persons outside the household, private pension fund, annuity, and trust. Combine gross income for ALL children listed in Step 1 in your household in the box marked "Total Child Income." Only count foster children's income if you are applying for them together with the rest of your household. It is optional for the household to list foster children living with them as part of the household.
- B. FOR EACH ADULT HOUSEHOLD MEMBER: Living with you and share income and expenses, *even if not related and even if they do not receive income of their own.* Report all amounts in gross income ONLY. Report all income in whole dollars. Do not include cents.
- Report earnings from work, Report income from Public Assistance/Child Support/Alimony, Report income from Pensions/Retirement/All other income
  - What if I am self-employed? If you are 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.
  - Report total household size
  - Report last 4 digits of Social Security Number (SSN) of the Primary Wage Earner or other Adult Household Member

#### OPTIONAL: CHILDREN'S RACIAL AND ETHNIC IDENTITIES

Sharing children's Racial and Ethnic Identities is optional and does not affect eligibility.

#### 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. Complete all contact information including, address and telephone number. Print your name, write Today's date. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals.

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