

How to Apply for Reduced Price or Free School Meals

If your household gets **FOOD ASSISTANCE/FOOD STAMPS, TAF or FDPIR**, follow these instructions:

Part 1:

- Enter each student's first and last name.
- Enter each student's school and grade.
- Enter a Food Assistance/Food Stamp, TAF or FDPIR case number for each student.

Part 2: Sign and date the form. A Social Security number is not necessary.

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

Part 1: Use a separate application for each foster child.

- Check the box on line 1.
- Enter the student's first and last name.
- Enter the student's school and grade.
- Check the box if the student has zero personal use income.
- If the student has personal use income, enter the amount and circle the Frequency code that shows how often the income is received.

Part 2: Sign and date the form. A Social Security number is not necessary.

ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

Part 1: Report the names and GROSS income for all household members from last month. Gross income is the amount earned BEFORE taxes and any other deductions. This is NOT the same as take-home pay. The gross amount should be listed on the pay stub.

• **Students:**

- Enter the student's first and last name
- Enter the student's school and grade.
- Check the box if the student has zero income.
- If the student has income, record the amount in the column that best describes the source of the income (i.e. Earnings from Work or Other Regular Income) and circle the Frequency code that shows how often the income is received.

• **All Other Household Members:**

- List the first and last name of each person living in your household, related or not (such as grandparents, other relatives, or friends). Include yourself and all children living with you who are not already listed as students. Attach another sheet of paper if more space is needed.
- Check the box if the person has **zero income**.
- List the **gross income** the person earned from work and circle the Frequency code that shows how often the income is received.
- List the amount the person got last month from other income including welfare, child support, alimony, retirement pensions, Social Security, Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME. Circle the Frequency code that shows how often the income is received.
- If the household has **income from self-employment** (such as from a self-owned business, farm or rental income), report net income in the Earnings from Work columns. See the back side of the application form for instructions on reporting self-employment income.
- If the household is in the **Military Housing Privatization Initiative** do NOT include this housing allowance.
- Check the box if this person is temporarily not working due to strike, lay-off, injury or short-term disability.

Part 2: An adult household member must sign the form and list his or her Social Security number or write "NONE" if he or she does not have one.

Dear Parent/Guardian:

Your child may be eligible to receive healthy school meals at a reduced price or free. Following are questions and answers about who is eligible and how to apply.

Meal Charges	Elementary		Middle or Jr. High		High School	
	Full Price	Reduced Price	Full Price	Reduced Price	Full Price	Reduced Price
<input checked="" type="checkbox"/> Lunch	1.85	.40	1.85	.40	2.10	.40
<input checked="" type="checkbox"/> Breakfast	1.10	.30	1.10	.30	1.10	.30
<input type="checkbox"/> After School Snack						

- Do I need to fill out an application for each child?** No. Complete one application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. **Return the completed application to: Building Secretary.**
- Who can get free meals?** Students in households getting Food Assistance/Food Stamps, TAF or FDPIR and most foster children can get free meals regardless of your income. Also, students in your household can get free meals if your household income is within the free limits on the Federal Income Guidelines.
- Can a homeless, runaway or migrant student get free meals?** If you have not already been informed that the student will get free meals, to see if he or she qualifies, please call : **David Carriger, Superintendent, 802 S High School, Columbus KS 66725, phone 429-3661 .**
- Who can get reduced price meals?** Students in your household can get reduced price meals if your household income is within the reduced price limits on the Federal Income Chart (see the back of the application form).
- If I already received a letter from the school or Kansas State Department of Education that says my child(ren) will receive free meals, do I need to complete an application?** No, you do not need to complete an application. If you did not receive a letter from the school notifying you that your child(ren) will get free meals, bring the Kansas State Department of Education letter to the school.
- I get WIC. Can my child(ren) get free meals?** Students in households participating in WIC may be eligible for reduced price or free meals. Please fill out an application.
- Will the information I give be checked?** Yes, we may ask you to send written proof.
- If I don't qualify now, may I apply later?** Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Assistance/Food Stamps, TAF, FDPIR or other benefits. If you lose your job, your children may be able to get reduced price or free meals during the unemployment period.
- What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing: **David Carriger, Superintendent, 802 S High School, Columbus KS 66725, phone 429-3661.**
- May I apply if someone in my household is not a U.S. citizen?** Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for reduced price or free meals.
- Who should I include as members of my household?** Include all people living in your household, related or not (such as grandparents, other relatives, or friends). Include yourself and all children who live with you.
- What if my gross income is not always the same?** List the amount that you normally get. For example, if your normal gross income is \$1,000 each month, but you missed some work last month and only got \$900, put down that you get \$1,000 per month. If you normally get overtime, include it, but not if you get it only sometimes.
- We are in the military, do we include our housing allowance as income?** If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income.

If you have other questions or need help, call **429-3661.**

Si necesita ayuda, por favor llame al teléfono **429-3661.**

Si vous voudriez d'aide, contactez nous au numero **429-3661.**

Sincerely,