

HOW TO COMPLETE THE APPLICATION FOR FREE AND REDUCED-PRICE SCHOOL MEALS

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 Anoka-Hennepin School District**. The application must be filled out completely to qualify your children. 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 **Child Nutrition at 763-506-1240**. **PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND PRINT CLEARLY.**

STEP 1: LIST ALL SCHOOL CHILDREN IN THE HOUSEHOLD.

Tell us how many children in school 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.

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, runaway, or Head Start.
- A) **List each student'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) **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 4.
- C) **Are any children homeless, migrant, runaway, or Head Start?** If you believe any child listed in this section meets this description, mark the corresponding box next to the child's name and complete all steps of the application.

STEP 2: DO ANY HOUSEHOLD MEMBERS (INCLUDING YOU) HAVE A CASE NUMBER WITH ONE OF THE FOLLOWING PROGRAMS: SUPPLEMENTAL NUTRITION PROGRAM (SNAP/Food Stamps), TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF/MFIP), OR FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR)? **Medical Assistance case numbers are not eligible.**

- A) **IF NO ONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:** Skip this Step and proceed to STEP 3.
- B) **IF ANYONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:** Write the case number. You only need to write **one** case number even if you participate in more than one of the above programs.

STEP 3: SHARING OF INFORMATION. If the box is left blank you will be able to receive assistance with other Anoka-Hennepin programs, if you qualify for free or reduced-price meals.

STEP 4: LIST OTHERS IN THE HOUSEHOLD AND REPORT INCOME.

- A) If your child(ren) receive(s) income such as SSDI or SSI put that in the box and indicate how often it's received.
- B) **LIST ALL HOUSEHOLD MEMBERS (including yourself and students listed in Part 1)** 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.
 - **REPORT TOTAL INCOME** for each household member listed. If they do not receive income from any source, write "0". If you write "0" or leave any income fields blank, you are certifying (promising) that there is no income to report. Mark how often each type of income is received by using the boxes to the right of each field.
 - **Report all amounts in GROSS INCOME ONLY.** Gross income is the total income received before taxes and deductions. This is not the "take home" amount.
 - **What if I am self-employed?** Report income from that work as a net amount. This is calculated by using your Net Income from your most recent 1040, Schedule C, line 37. Divide that by 12 to get monthly amount.
- C) **REPORT TOTAL HOUSEHOLD SIZE.** Add the student in Step 1 to the household members listed in STEP 4. 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) **PROVIDE ONLY THE LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER.** An adult household member must provide the last four digits of his/her 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 check the box to the right labeled "Check if no SSN."

STEP 5: 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 at the bottom of these instructions.**

- A) **PROVIDE YOUR CONTACT INFORMATION.** If you include a phone number or email address it helps us to reach you quickly if we need to contact you.
- B) **PRINT AND SIGN YOUR NAME.** Print your name in the box "Printed name of adult completing the form" and sign your name in the box "Signature of adult completing the form."
- C) **WRITE TODAY'S DATE.** In the boxes provided.

MAIL THE COMPLETED APPLICATION TO 2727 N. FERRY ST, ATTN: CHILD NUTRITION, ANOKA, MN 55303