Application #	School District	MANCHESTER TOWNSHIP SCHOOL DISTRICT	FISCAL YEAR 2012

FREE AND REDUCED PRICE SCHOOL MEALS HOUSEHOLD APPLICATION

Part 1. Children in School (Include foster children)

Names of all children in school (First, Middle Initial, Last)	School Name	Grade or ID Number	Check if a foster child
			☐
			☐
			☐
			☐
			☐
			☐

Part 2. If any member of your household receives NJ SNAP (food stamps) or TANF provide the name and case number for the person who receives benefits and skip to Part 5. If no one receives these benefits, skip to Part 4.

Name **Case number**

Part 3. If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your school, homeless liaison, or migrant coordinator. Homeless ☐ Migrant ☐ Runaway ☐

Part 4. Total Household Gross Income-You must tell us how much and how often for each person; **CHECK IF NO INCOME**

1. Name (List **everyone** in household - **include students listed above)**	**2. List gross income and how often it was received** ***Example: $100/monthly $100/twice a month $100/every other week $100/weekly***				**3** Check if NO income
	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	All Other Income	
1.	How Often? $_____/_____	How Often? $_____/_____	How Often? $_____/_____	How Often? $_____/_____	☐
2.	$_____/_____	$_____/_____	$_____/_____	$_____/_____	☐
3.	$_____/_____	$_____/_____	$_____/_____	$_____/_____	☐
4.	$_____/_____	$_____/_____	$_____/_____	$_____/_____	☐
5.	$_____/_____	$_____/_____	$_____/_____	$_____/_____	☐
6.	$_____/_____	$_____/_____	$_____/_____	$_____/_____	☐
7.	$_____/_____	$_____/_____	$_____/_____	$_____/_____	☐
8.	$_____/_____	$_____/_____	$_____/_____	$_____/_____	☐
9.	$_____/_____	$_____/_____	$_____/_____	$_____/_____	☐

Part 5. Signature and Social Security Number (Adult must sign)

An adult household member must sign the application. If Part 4 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement))

I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

Sign here: X_____Print name:_____Date: _____

Address:_____Phone Number:_____

Last 4 Digits of Social Security Number: ***-**- __ __ __ __ ☐ I do not have a Social Security Number

Part 6. Children's ethnic and racial identities (optional)

Choose one ethnicity:

☐ Hispanic/Latino

☐ Not Hispanic/Latino

Choose one or more (regardless of ethnicity):

☐ Asian ☐ American Indian or Alaska Native ☐ Black or African American

☐ White ☐ Native Hawaiian or other Pacific islander

Don't fill out this part. This is for school use only. **Error Prone** ☐

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24 Monthly x 12

Total Income: _____ Per: ☐ Week, ☐ Every 2 Weeks, ☐ Twice A Month, ☐ Month, ☐ Year Household size: _____

Categorical Eligibility: ___ Date Withdrawn: _____Eligibility: Free___ Reduced___ Denied___ Reason: _____

Temporary: Free_____ Expiration Date (expires after 45 days) _____

Determining Official's Signature: _____ Date: _____Confirming Official's Signature: _____ Date: _____

For State Agency Use

F to R		R to F		D to F		SS #		Temp	
F to D		R to D		D to R		Income		Other	

Privacy Act Statement: This explains how we will use the information you give us. 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.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal

Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

APPLICATION INSTRUCTIONS

If your household received benefits from NJ SNAP (food stamps) or TANF, follow these instructions:

Part 1: List all student names and the name of school for each child - **include foster children and check the box if a foster child**
Part 2: List the case number for any household member (including adults) receiving NJ SNAP or TANF benefits.
Part 3: Skip this part.
Part 4: Skip this part.
Part 5: Sign the form. The last four digits of a Social Security Number are not necessary.
Part 6: Answer this question if you choose to.

If no one in your household, including any foster children, gets NJ SNAP or **TANF benefits and if any child in your household is homeless, a migrant or runaway, follow these instructions:**

Part 1: List all student names and the name of school for each child - **include foster children and check the box if a foster child**.
Part 2: Skip this part.
Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call [your school, homeless liaison, migrant coordinator].
Part 4: Complete only if a child in your household isn't eligible under Part 3. See instructions for All Other Households.
Part 5: Sign the form. The last four digits of a Social Security Number are not necessary if you didn't need to fill in Part 4.
Part 6: Answer this question if you choose to.

If you are ONLY applying for FOSTER CHILD/CHILDREN, follow these instructions:

If all children in the household are foster children:
Part 1: List all foster children and the school name for each child. Check the box indicating the child is a foster child.
Part 2: Skip this part.
Part 3: Skip this part.
Part 4: Skip this part.
Part 5: Sign the form. The last four digits of a Social Security Number are not necessary.
Part 6: Answer this question if you choose to.

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

Part 1: List all student names and the name of school for each child - **include foster children and check the box if a foster child**.
Part 2: If the household does not have a case number, skip this part.
Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call [your school, homeless liaison, migrant coordinator]. If not, skip this part.
Part 4: Follow these instructions to report total household income from this month or last month.

- Box 1-Name: List all household members.
- Box 2 -Gross Income and How Often It Was Received: For each household member, list each type of income received for the month. You must tell us how often the money is received-weekly, every other week, twice a month or monthly. For earnings, be sure to list the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under All Other Income, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, under Earnings from Work, report income after expenses. This is for your business, farm, or rental property. Do not include income from SNAP, FDPIR, WIC or Federal education benefits. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.
- Box 3 - **Check the no income for any household members that do not receive any income**

Part 5: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).
Part 6: Answer this question if you choose.