

Dear Parent/Guardian:

Children need healthy meals to learn. \_\_\_(school name)\_\_\_\_\_ offers healthy meals every school day. The breakfast regular price is \$\_\_\_\_\_; lunch is \$\_\_\_\_\_. Your children may qualify for free meals or for reduced price meals. Reduced price is \$\_\_\_\_\_ for breakfast and \$\_\_\_\_\_ for lunch.

1. **Who can get free or reduced price meals?** Children in households receiving Food Stamps or TANF and most foster children can get free meals regardless of your income. Also, if your household income is within the limits on the Federal Income Chart, your children can get free or reduced price meals.
2. **Do I need to fill out an application for each child?** No. Complete the application to apply for free or reduced price meals. Use 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: \_\_\_\_\_
3. **My child's application was approved last year. Do I need to fill out another one?** Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
4. **Should I fill out an application if I received a letter this school year saying my children are approved for free meals?** Please read the letter you got carefully and follow the instructions. Call the school at \_\_\_\_\_ if you have questions.
5. **I get WIC. Can my children get free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
6. **Can migrant, homeless, or runaway children get free meals?** Please call \_\_\_\_\_ (school migrant coordinator or homeless liaison) to see if your children qualify, if you have not been informed that they will get free meals.
7. **May I apply if someone in my household is not a U. S. citizen?** Yes. You or your children do not have to be a U.S. citizen to qualify for free or reduced price meals.
8. **Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.
9. **Will the information I give be checked?** Yes, we may ask you to provide written proof.
10. **What if my income is not always the same?** List the amount that you normally receive. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime include it, but do not include it if you only work overtime sometimes.
11. **We are in the military; do we include our housing allowance as income?** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
12. **My spouse is deployed to a combat zone. Is her/his combat pay counted as income?** No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
13. **If I don't qualify now, may I apply again later?** Yes. You may apply at any time during the school year.
14. **My family needs more help. Are there other programs available?** To find out how to apply for food stamps or other assistance benefits, contact your local assistance office.
15. **What if I disagree with the school's decision about my application?** You should talk to the school officials. You also may ask for a hearing by calling or writing to \_\_\_\_\_ (name, address, phone)\_\_\_\_\_.

We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: \_\_\_\_\_  
Name, address, phone number

If you have other questions or need help, call \_\_\_\_\_ phone \_\_\_\_\_.

Si necesita ayuda, por favor llame al teléfono: \_\_\_\_\_.

Si vous voudriez d'aide, contactez nous au numero: \_\_\_\_\_.

Sincerely,

## INSTRUCTIONS for APPLYING

### Households getting TANF or Food Stamps:

1. In Part 1, list each enrolled child and include the TANF or Food Stamp Case Number for any child. **EBT and Hoosier Healthwise numbers DO NOT qualify you for benefits.**
2. In Part 2, check the appropriate box, if any.
3. In Part 4 A, enter the name of any other household member who has a valid TANF or Food Stamp Case Number.
4. Part 5. An adult must sign the application. A Social Security number is not required.
5. Part 6 and Part 7 are optional for meals benefits.

**Migrant, Homeless, or Runaway:** Check the appropriate box and contact the school's homeless liaison or migrant coordinator.

**Foster Child:** Use a separate application for each foster child.

1. Complete Part 1, Part 3, And Part 5
2. INCOME: Write only the child's personal use income or '0' if the child has no income.
3. Part 5. An adult must sign the application. A Social Security number is not required.
4. Part 6 and Part 7 are optional for meals benefits.

**All Other Household Types:** Including WIC households

1. In Part 1, list each enrolled child.
2. In Part 2, check the appropriate box, if any. Skip Part 3.
3. In Part 4, list everyone related or not living in your household. Include yourself, spouse, all children, grandparents, other relatives, and unrelated people. Use another sheet of paper if you need to.
4. Write the amount of gross income each person received before taxes or anything else is taken out for this month or last month, how often, and where it came from, such as earnings, welfare, pensions, and other income. See list. Report net income for self-owned business, farm, or rental income. If you are in the Military Housing Privatization Initiative, do not include this housing allowance. If you have no income, put a checkmark (√) in the box.
5. Part 5. An adult must sign the application and list his/her Social Security number, or put a checkmark (√) in the box if you have no social security number.
6. Part 6 and Part 7 are optional for meals benefits.

### **INCOME TO REPORT:**

#### Earnings from Work

- Wages/salaries/tips
- Strike benefits
- Unemployment compensation
- Workman's compensation
- Net income from self-owned business or farm

#### Welfare/Child Support/Alimony

- Public assistance payments
- Welfare payments
- Alimony payments
- Child support payments

#### Pensions/Retirement/Social Security

- Pensions
- Retirement income

#### Social Security

- Veteran payments
- Supplemental Social Security Income

#### Other Income

- Earnings from second job
- Disability benefits
- Interest/Dividends
- Cash withdrawn from savings
- Income from Estates/Trusts/Investments
- Regular contributions from persons not living in the household
- Royalties/Annuities/Rental Income
- Any other monies that may be available to pay for the child's meals

**OTHER BENEFITS:** Put a checkmark (√) where you want the information released. By signing this section you will allow the school to release information that shows you have applied for free or reduced price benefits under the National School Lunch Program. The information will only be used for the programs you have marked on the application.

### **Textbook Assistance**

– In 1999 the passage of Indiana House Enrolled Act 1001, includes assistance for children approved for free or reduced price meals. **You must answer this question and sign, in order to receive textbook assistance.** You are not required to answer this question to receive meal benefits.

**PLEASE NOTE:** For **Textbook Assistance**, these are specific things that you must complete in addition to the required items for meal benefits.

- 1) Living with parent/caretaker relative,

*(The definition of a caretaker relative is a relative, either by blood or by law, who lives with the child and exercises parental responsibility [care and control] in the absence of the child's parent. Examples include, but are not limited to: Grandparents, Aunts, Uncles, Cousins, Step-Parents, and Adult Siblings.)*

- 2) grade, and
- 3) check if you are applying for textbook assistance and sign under Other Benefits.

**Your application must contain 2 signatures for meals and textbooks.**

### **Twenty-first Century Scholars**

– If your child is a U.S. citizen and currently in grades 6-8, ask your school for information on how to apply for Indiana's Twenty-first Century Scholars program – an early promise program to help prepare and pay for college.

### **Hoosier Healthwise**

– Your child(ren) may qualify for free or low-cost health insurance under Medicaid or Hoosier Healthwise. If you **DO WANT** this information released for the purpose of Hoosier Healthwise, please sign. For more information about Hoosier Healthwise health insurance, call 1-800-889-9949.