

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15
INSTRUCTIONS FOR APPLYING – EDUCATIONAL BENEFITS

COMPLETE ONE APPLICATION PER HOUSEHOLD

Step 1 – List all CCSD15 students living in household. Include Student ID (if known), last name, first name, middle initial, and school attending. If you are completing this form for a Foster (F), Homeless (H), Migrant (M) or Runaway (R) – check the appropriate box.

Step 2 – If you receive SNAP or TANF benefits, circle YES. If answered YES, please provide a valid Case ID number in box and skip to Step 4. If answered NO, Step 3 must be completed.

Step 3 – List ALL household members, **excluding** students listed in Step 1, even if they do not receive income. For each household member listed, report total gross income for each source in whole dollars and how often it is received – Weekly (W), Every 2 Weeks (E), Twice per Month (T), Monthly (M). Gross income is the amount of income earned before taxes and other deductions. Income reported in hourly rate will not be accepted. You may be asked to provide proof of income. If the household member does not receive income, write “0”. If you write “0” or leave any fields blank, you are certifying (promising) that there is no income to report.

Write in number of household members – the total number of children listed in Step 1 and total number of Household Members listed in Step 3.

Step 4 – Adult household member filling out form must print and sign name. Fill out date application completed, your current full address, phone numbers and email address (if available). Form **MUST** be signed in order to be processed.

We will notify you in writing of your status (approved or not approved).