



Free-Reduced Meal Program

North Pocono School District



The North Pocono School District participates in the National School Lunch and Breakfast Program. This program allows students whose households meet certain requirements to receive free or reduced-price meals. Families can begin applying for free-reduced priced meals, for the upcoming school year, **after July 1st**. The application process is then open for the duration of the school year. Your child's meal status is confidential and not visible when they check out at the end of the serving line in the cafeteria. Our computerized system hides meal status information.

Participation in this program helps your child, their school, and the community!

- Title I/Basic Education: This federal and state funding is intended to improve achievement in basic skills and core academic areas. Funding may be based on the number of students eligible for free and reduced price meals.
- E-rate: Districts receive discounts on technology, ensuring affordable access to advanced telecommunications services and library purchases, based on the percentage of students eligible for free and reduced price meals.
- Grants for Foundations: Foundation funding provides money to improve schools and is largely based on the numbers of students who qualify for free and reduced meals.
- High School Students: Students that qualify for free meals may be eligible to receive:
 - Fee waivers for Sat Testing (up to 3)
 - Fee waivers for college entrance fees (up to 4)
 - Fee waiver for PSAT Testing
 - Greater eligibility for federal and state aid for college.
 - The FAFSA (Free Application for Federal Student Aid) that parents complete specifically asks if their children receive free/reduced lunch as it is a significant factor in determining eligibility for federal and/or state aid for college.
- School Meals: Students receive healthy, nutritious meals in the school cafeteria. Possibly, this could be the only meal that some students receive during the day.
- Student Performance: Students concentrate and perform better in school after consuming nutritious school meals.



There are four options available to families that wish to apply for free-reduced priced meals. This presentation will review all four.

1. Complete the paper application that will be sent home with your child on the first day of school.
2. Download and print a paper application at any time throughout the school year by visiting www.npsd.org
3. Apply online by visiting www.schoolcafe.com or link to the website by visiting the school district's website at www.npsd.org.
4. Apply online while screening for additional benefits by visiting www.compass.state.pa.us

Paper Applications

Complete the paper application that is sent home with each student on the first day of school and return it to your child's school. Please continue to view this presentation for instructions.

Pennsylvania Household Application for Free and Reduced Price School Meals

Complete one application per household. Please use a pen (not a pencil).

APPLY ONLINE: www.npsd.org or www.schoolcafe.com

RETURN TO: North Pocono School District Attn: Lori Brink-Business Office

ADDRESS: 701 Church Street, Moscow, PA 18444

STEP 1 List ALL children, infants, and students up to and including grade 12. Attach another sheet of paper if you need space for more names.

List ALL children in the household. Do not forget to list infants, children attending other schools, children not in school, and children not applying for benefits. This includes children not related to you in your household.

Child's First Name	MI	Child's Last Name	Grade	Foster Child	Migrant	Runaway	Homeless
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check all that apply

If you checked any of these boxes, please refer to the Application Instruction's Step 1: Part C & Part D.

STEP 2 Do any household members (including you) participate in: SNAP, TANF, or FDPBR?

NO → Go to STEP 3. YES → Write case number here and proceed to STEP 4. **CASE NUMBER (NOT EBT NUMBER):** _____ Write only one case number in this space.

STEP 3 List ALL household members and income for each member (before taxes and deductions)

A. All Adult Household Members (Anyone who is living with you and shares income and expenses, even if not related, including you.)

List all Adult Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they receive income, report total gross income (before taxes and deductions) for each source in whole dollars (no cents) only. If they do not receive income from any source, write "0". If you enter "0" or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often received?					Public Assistance, Child Support, Alimony	How often received?					Pensions, Retirement, Social Security, SSI, VA Benefits, All Other Income	How often received?			
		Weekly	Every 2 Weeks	2x Month	Monthly	Annual		Weekly	Every 2 Weeks	2x Month	Monthly	Annual		Weekly	Every 2 Weeks	2x Month	Monthly
	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Total Household Members (Children and Adults): _____ Last Four Numbers of Social Security Number of Primary Wage Earner or other Adult Household Member (if Applicable): _____ Check if no Social Security Number Please see application's back for list of income sources.

B. Child Income

Sometimes children in the household earn or receive income. Include the TOTAL income (before taxes and deductions) received by ALL children listed in STEP 1 here.

Child Income: \$ _____

STEP 4 Contact information and adult signature. **RETURN COMPLETED FORM TO YOUR CHILD'S SCHOOL:** Insert school address here _____

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (confirm) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

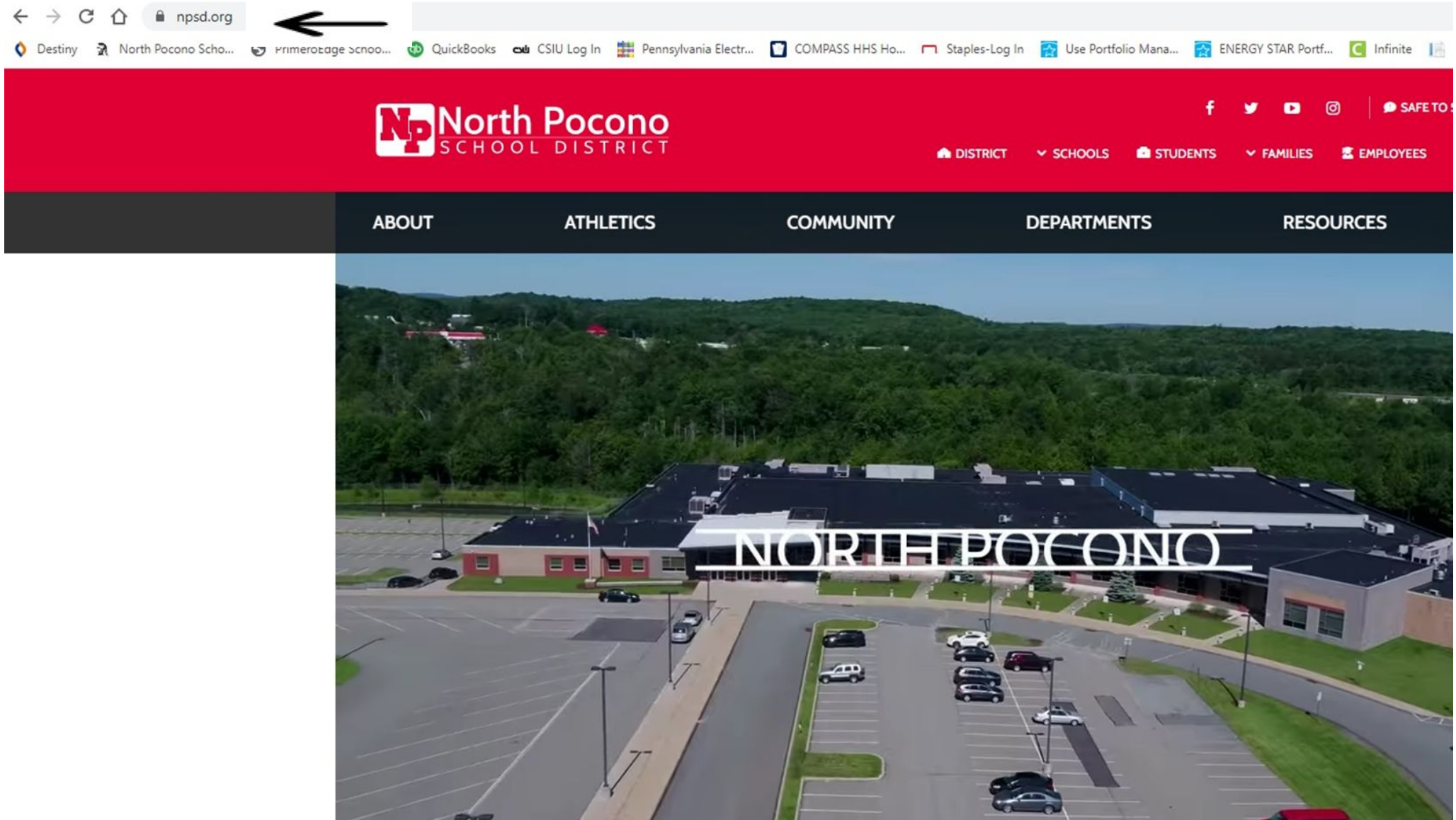
Print Name of Adult Signing the Form: _____ Signature of Adult: _____ Today's Date: _____

Mailing Address (if available): _____ City: _____ State: _____ Zip: _____ Phone (optional): _____ Email (optional): _____

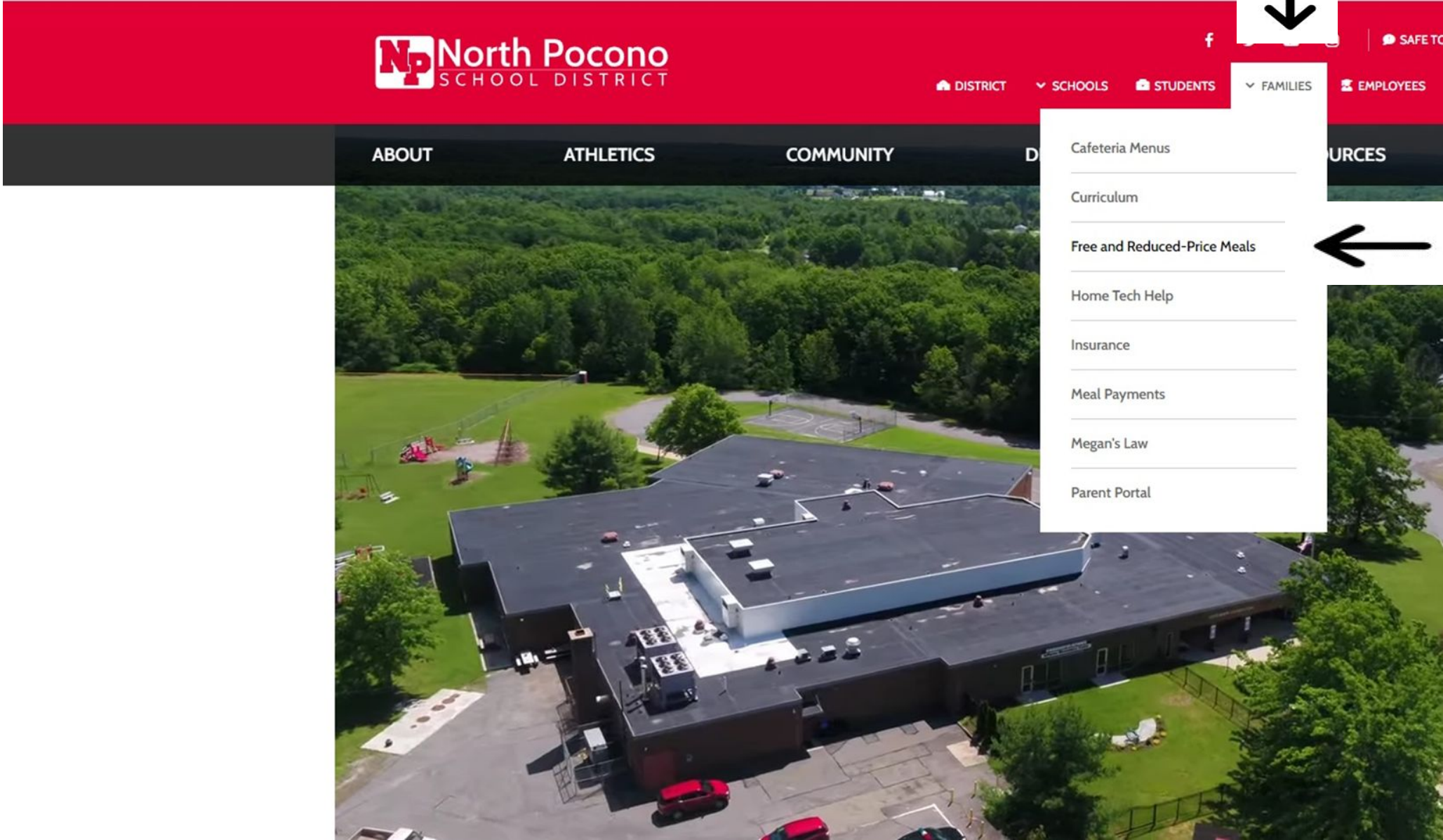
#1

Download, Print, &
Complete a Paper
Application

Paper applications can be downloaded, printed, completed, and returned to your child's school by visiting the school district's website at: www.npsd.org



Click on the “Families” option which is located on the top of the website. Select “Free and Reduced-Price Meals” from the drop-down.



On the next screen, select the red hyperlink next to number 1.

Applying for the National School Lunch Program

Breakfast and lunch are available to all students during normal serving times. A child's meal status is confidential and not visible when they check out at the end of the serving line in the cafeteria...our computerized system hides that information.

You can apply for the free and reduced meal program at any time throughout the school year, but you cannot participate unless you apply. To complete an application, you may use any one of the following three methods:



1. Downloading an application to print, complete and send to the school in [English](#) or [other select languages](#), or
2. [Completing the application online right now at SchoolCafe by clicking here](#), or
3. [Completing the application while screening for additional state benefits at COMPASS by clicking here](#).

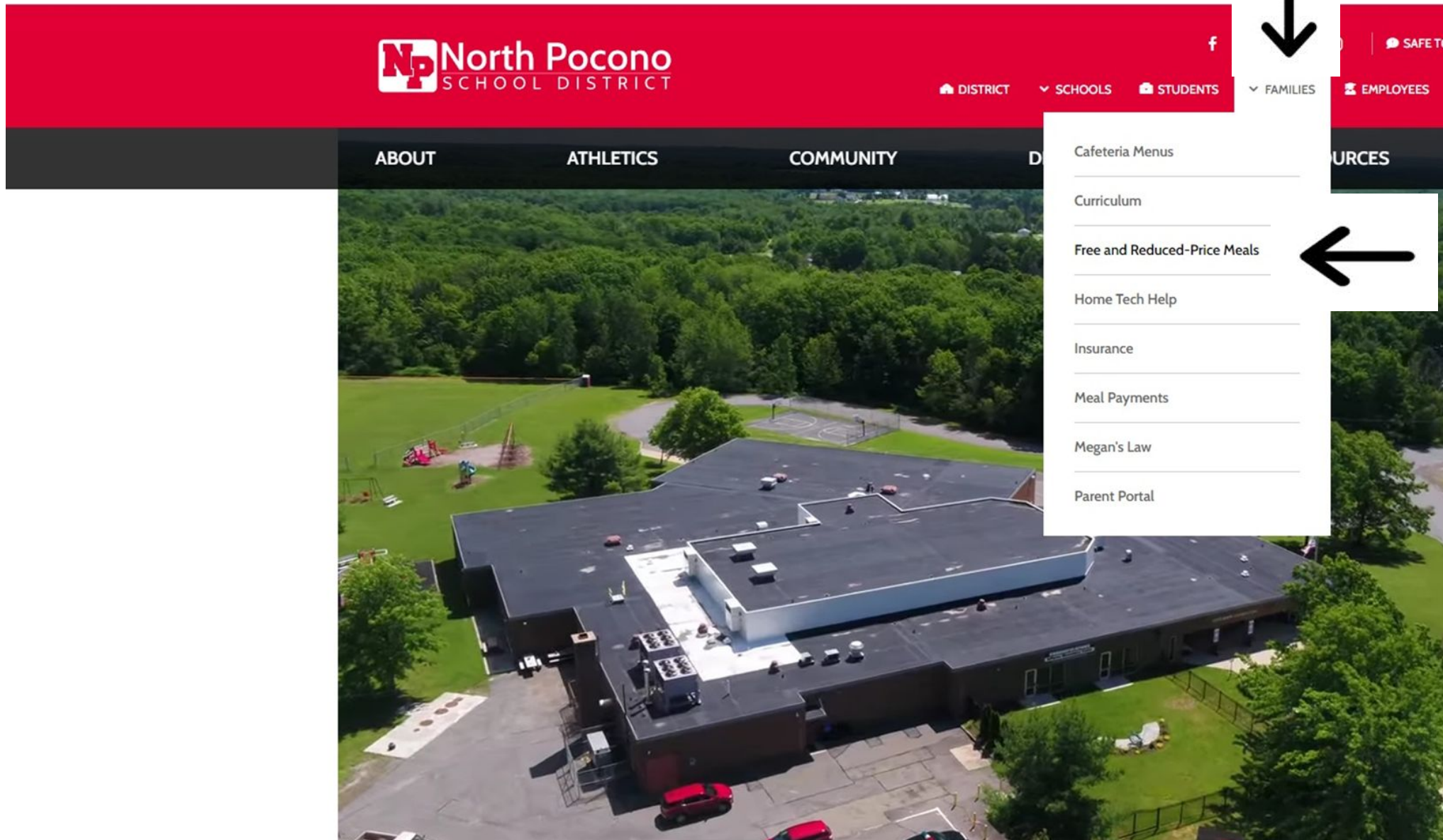
Please note that the above links take you to sites outside of the North Pocono website; the North Pocono School District is not responsible for the content of these sites.

Note: *Once you have printed the application, please complete and return to your child's school for processing.*

#2

Apply Online By Visiting
the School Café Website

Visit the school district's website and click on the "Families" option which is located on the top of the website. Select "Free and Reduced-Price Meals" from the drop-down.




On the next screen, select the red hyperlink next to number 2 .

Applying for the National School Lunch Program

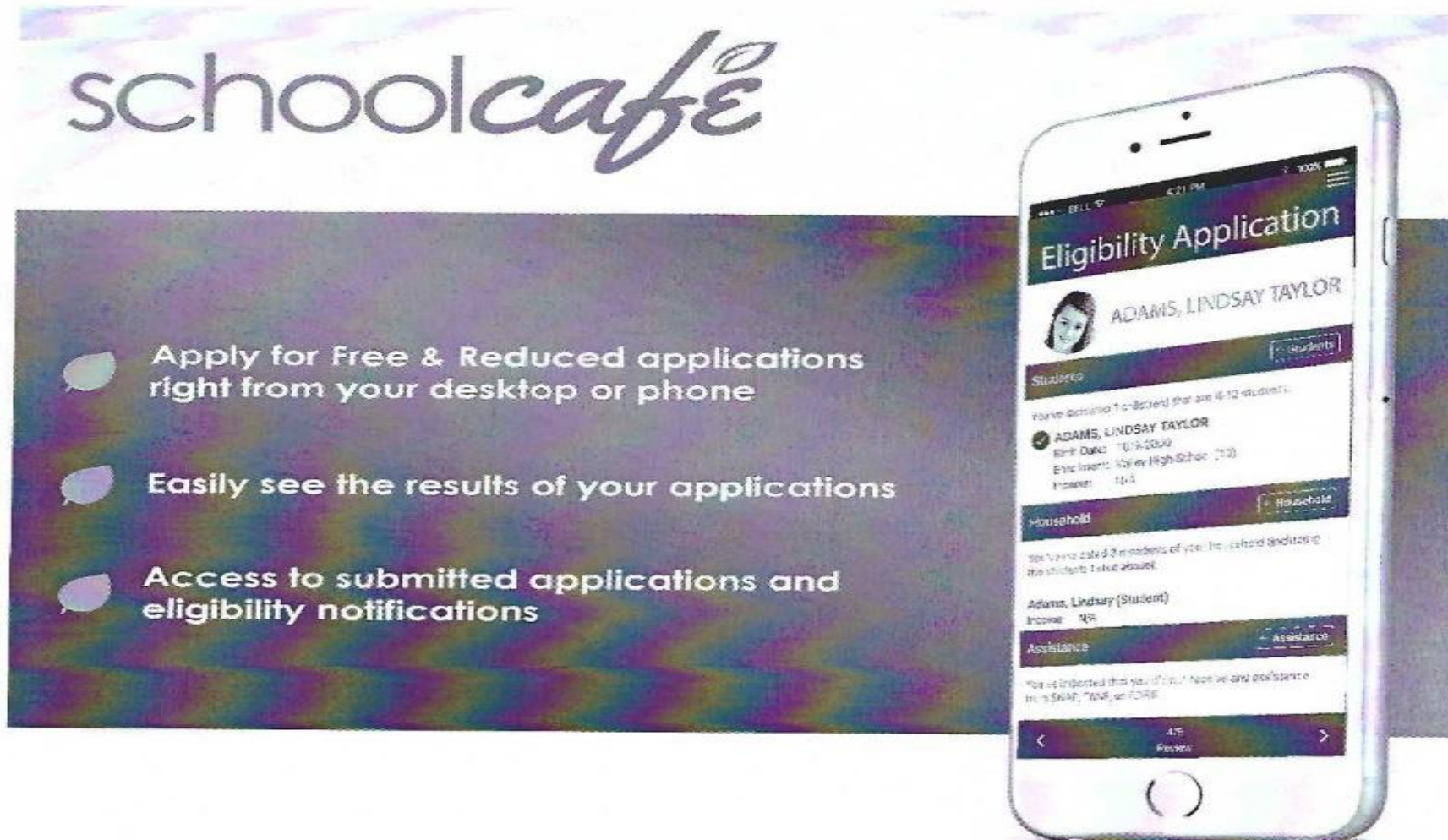
Breakfast and lunch are available to all students during normal serving times. A child's meal status is confidential and not visible when they check out at the end of the serving line in the cafeteria...our computerized system hides that information.

You can apply for the free and reduced meal program at any time throughout the school year, but you cannot participate unless you apply. To complete an application, you may use any one of the following three methods:

- 
1. Downloading an application to print, complete and send to the school in [English](#) or [other select languages](#), or
 2. [Completing the application online right now at SchoolCafe by clicking here](#), or
 3. [Completing the application while screening for additional state benefits at COMPASS by clicking here](#).

Please note that the above links take you to sites outside of the North Pocono website; the North Pocono School District is not responsible for the content of these sites.

You will be directed to the School Café website at www.schoolcafe.com. You can also type this website directly into your search bar.



The image features the School Café logo at the top left. Below it, a dark blue banner contains three bullet points with leaf icons:

- Apply for Free & Reduced applications right from your desktop or phone
- Easily see the results of your applications
- Access to submitted applications and eligibility notifications

To the right, a smartphone displays the 'Eligibility Application' interface. The screen shows the user's name 'ADAMS, LINDSAY TAYLOR' and a profile picture. It has three main sections: 'Students', 'Household', and 'Assistance'. The 'Students' section lists 'ADAMS, LINDSAY TAYLOR' with birth date '11/19/2000', enrollment 'Middle (High School: 7-12)', and income '11-13'. The 'Household' section lists 'Adams, Lindsay (Student)' with income '11-13'. The 'Assistance' section has a note: 'You've indicated that you do not need special assistance in the SNAP, TANF, or FCAP'. The phone's status bar shows 'BELL', '4:21 PM', and '100%' battery.

If this is your first time visiting the website, you will need to create an account and select Pennsylvania from the drop down. If you already have an account with School Café, select the “sign in” option and enter your log in information.

← → ↻ 🏠 🔒 https://www.schoolcafe.com/ 📖 ☆ ⚙️ 🖋️ 🔗

🇺🇸 English ▾


schoolcafé
Connecting Families to School Nutrition

Username Forgot Username?

Password Forgot Password?

Remember Me

Sign in

 **Sign in with Google**

Need to create an account or contact us?

Select your State ▾

📞

Download on the App Store GET IT ON Google Play

FAQs

Once you have logged in, click on the “Apply” button on the left side of the screen. From here, the system will walk you through applying for free-reduced priced meals. You will be asked several questions that are very similar to the required fields on the paper application.

The screenshot displays the SchoolCafe dashboard interface. At the top, there is a green header with the 'schoolcafe' logo on the left and user profile, notification, and search icons on the right. A left-hand navigation menu lists various options: Messages, User Analytics, Reports (Account Holder, Payment Status, School/Student, ACH Disbursements, Campus Store), Benefits (Apply, Manage Languages, Application Template, Verification Template), and Support. A white arrow points to the 'Apply' option under the 'Benefits' section. The main dashboard area is titled 'Dashboard' and shows a 'Summary of user activity' for the period 'Apr 17, 2020 to Apr 23, 2020'. It features three data cards: 'Users (2 New)' with a 100% increase, 'Payments Made' with a -100% decrease, and 'Messages Read' with a 0% increase. A bar chart for 'Users' shows a single bar of height 2 on Apr 23. The 'Payments Made' and 'Messages Read' cards indicate no activity during the specified period.

Metric	Change	Value
Users (2 New)	▲ 100%	2
Payments Made	▼ -100%	0
Messages Read	▲ 0%	0

#3

Apply Online While
Screening for Additional
Benefits

Visit the Commonwealth of Pennsylvania's Access to Social Services by visiting
www.compass.state.pa.us

**Commonwealth of Pennsylvania Access to
Social Services**
www.compass.state.pa.us

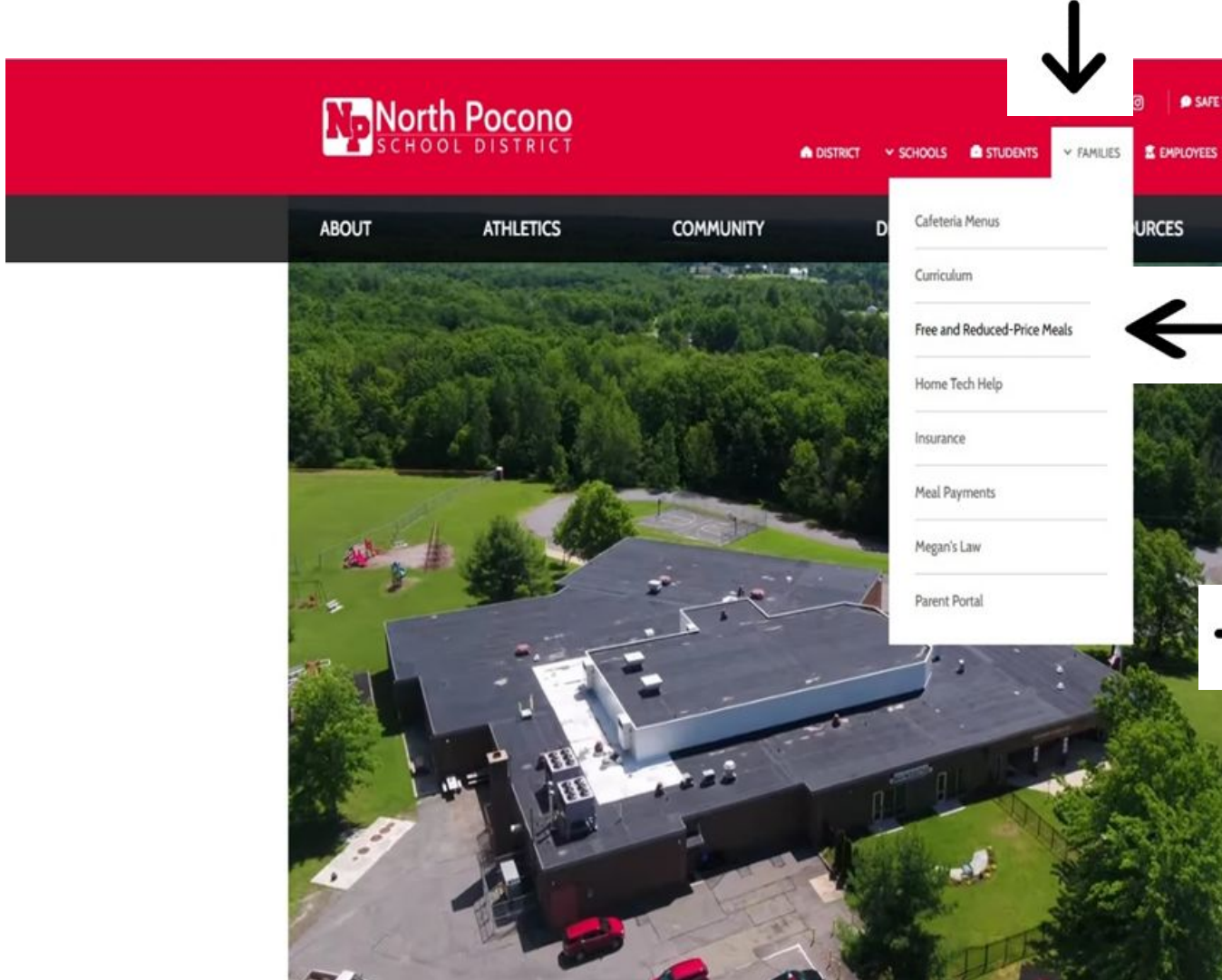
COMPASS offers applications and screening for:

- *Cash Assistance*
- *Energy Assistance (LIHEAP)*
- *Food Stamp Benefits*
- *Healthcare Coverage*
 - *Adult Basic*
 - *Children's Health Insurance Program (CHI)*
 - *Medicaid*
- *Home & Community Based Services*
- *Long Term Care*



You can also link to the COMPASS website by visiting the school district's website at www.npsd.org. Click on the "Families" option which is located on the top of the website. Select "Free and Reduced-Price Meals" from the drop-down.

On the next screen, select the red hyperlink next to number 3.



Applying for the National School Lunch Program

Breakfast and lunch are available to all students during normal serving times. A child's meal status is confidential and not visible when they check out at the end of the serving line in the cafeteria...our computerized system hides that information.

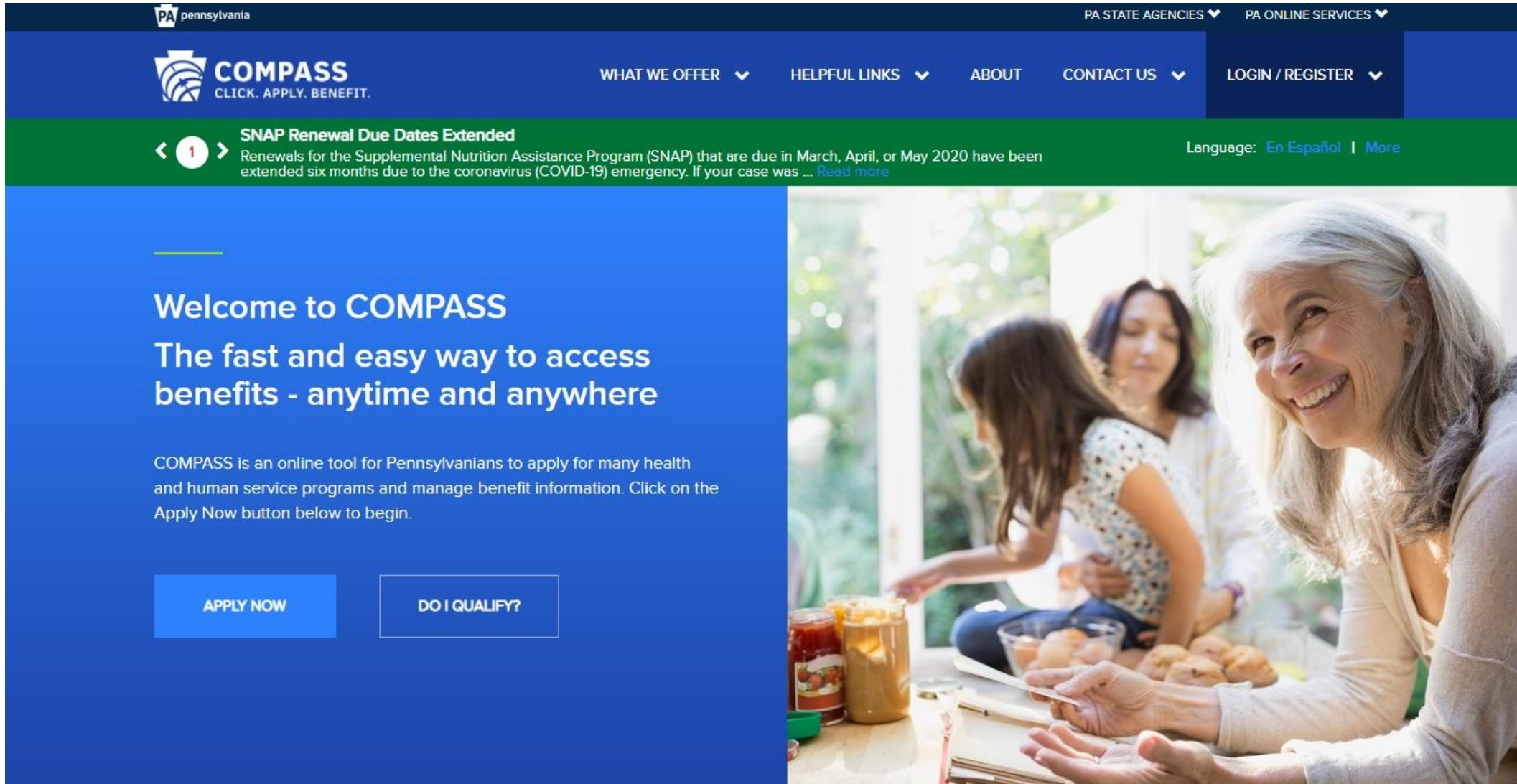
You can apply for the free and reduced meal program at any time throughout the school year, but you cannot participate unless you apply. To complete an application, you may use any one of the following three methods:

1. Downloading an application to print, complete and send to the school in [English](#) or [other select languages](#), or
2. [Completing the application online right now at SchoolCafe by clicking here](#), or
3. [Completing the application while screening for additional state benefits at COMPASS by clicking here](#).

Please note that the above links take you to sites outside of the North Pocono website; the North Pocono School District is not responsible for the content of these sites.

If you have any questions regarding the program or how to apply, please contact Lisa Powell, Business Office Clerk, at (570) 842-7659 ext. 8203. She can help!

The following website will appear. Click on the “Apply Now” button to apply for programs including the free-reduced meal program.



The screenshot shows the homepage of the COMPASS website. At the top, there is a dark blue header with the Pennsylvania state logo and the text "pennsylvania". To the right of the header are two dropdown menus: "PA STATE AGENCIES" and "PA ONLINE SERVICES". Below the header is a blue navigation bar with the COMPASS logo and the tagline "CLICK. APPLY. BENEFIT.". The navigation bar includes several menu items: "WHAT WE OFFER", "HELPFUL LINKS", "ABOUT", "CONTACT US", and "LOGIN / REGISTER".

Below the navigation bar is a green banner with a white circle containing the number "1" and a right-pointing arrow. The text in the banner reads: "SNAP Renewal Due Dates Extended". Below this text, it says: "Renewals for the Supplemental Nutrition Assistance Program (SNAP) that are due in March, April, or May 2020 have been extended six months due to the coronavirus (COVID-19) emergency. If your case was ... [Read more](#)". To the right of the banner, there is a language selection option: "Language: [En Español](#) | [More](#)".

The main content area is split into two sections. On the left, there is a blue background with white text that reads: "Welcome to COMPASS" and "The fast and easy way to access benefits - anytime and anywhere". Below this text, it says: "COMPASS is an online tool for Pennsylvanians to apply for many health and human service programs and manage benefit information. Click on the Apply Now button below to begin." At the bottom of this section are two buttons: "APPLY NOW" and "DO I QUALIFY?".

On the right side of the main content area, there is a photograph of a smiling elderly woman with white hair sitting at a table. In the background, there are other people, including a woman and a child, who appear to be preparing food or a meal together. The setting is bright and sunny, suggesting an outdoor or well-lit indoor space.

For the remainder of the application process, you will be required to answer questions similar to the questions below.

[What To Expect](#) **[Setup](#)** [Returning Users](#) [Password](#) [Warning](#)

Please choose one of the following

- I am applying for myself, for a family member, for someone in my household, and/or for a non-family member.
- I am enrolled with DHS as a MA or non-MA provider and I am applying on behalf of a client (I can provide a valid MA or non-MA provider number).
- I am a community based organization, applying on behalf of a client (I do not have a valid MA or non-MA provider number).

Do you have an existing My COMPASS Account? Yes No

PREVIOUS

NEXT

When you choose to complete an application online, an electronic copy will be emailed to the school district for processing. You will receive a determination letter via mail once your application has been processed. If your meal application has been approved, you are not required to submit a new application unless your household starts to receive SNAP/TANF benefits, your household size goes up, or your income goes down resulting in a greater benefit.

If you would like to check on the status of an application you can contact:

Lori Brink-Business Office at:
Phone: 570-842-7659 ext. 8203
Email: lbrink@npsd.org





Now we will review the required steps needed in order to complete a paper application.

Pennsylvania Household Application for Free and Reduced Price School Meals
Complete one application per household. Please use a pen (not a pencil).

APPLY ONLINE: www.npsd.org or www.schoolcafe.com
RETURN TO: North Pocono School District Attn: Lori Brink-Business Office
ADDRESS: 701 Church Street, Moscow, PA 18444

STEP 1 List ALL children, infants, and students up to and including grade 12. Attach another sheet of paper if you need space for more names.
List ALL children in the household. Do not forget to list infants, children attending other schools, children not in school, and children not applying for benefits. This includes children not related to you in your household.

Child's First Name	MI	Child's Last Name	Grade	Foster Child	Migrant	Runaway	Homeless
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check if that apply

If you checked any of these boxes, please refer to the Application Instruction's Step 1: Part C & Part D.

STEP 2 Do any household members (including you) participate in: SNAP, TANF, or FDISP?
 NO → Go to STEP 3. YES → Write case number here and proceed to STEP 4. **CASE NUMBER (NOT EBT NUMBER):** _____ Write only one case number in this space.

STEP 3 List ALL household members and income for each member (before taxes and deductions).
A. All Adult Household Members (Anyone who is living with you and shares income and expenses, even if not related, including you.)
 List all Adult Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they receive income, report total gross income (before taxes and deductions) for each source in whole dollars (no cents) only. If they do not receive income from any source, write "0". If you enter "0" or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Member (First and Last)	Earnings From Work	How often received?				PUBLIC Assistance, Child Support, Alimony	How often received?				Pensions, Retirement, Social Security, SSI, VA Benefits, All Other Income	How often received?			
		Weekly	Every 2 Weeks	In Month	Yearly		Annual	Weekly	Every 2 Weeks	In Month		Yearly	Weekly	Every 2 Weeks	In Month
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Household Members (Children and Adults) _____ Last Four Numbers of Social Security Number of Primary Wage Earner or other Adult Household Member (If Applicable) _____ Check if no Social Security Number Please see application's back for list of income sources.

B. Child Income
 Sometimes children in the household earn or receive income. Include the TOTAL income (before taxes and deductions) received by ALL children listed in STEP 1 here.
 Child Income: _____
 How often received?
 Weekly Every 2 Weeks In Month Yearly Annual

STEP 4 Contact information and adult signature. **RETURN COMPLETED FORM TO YOUR CHILD'S SCHOOL:** Insert school address here _____

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (confirm) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Print Name of Adult Signing the Form: _____
 Mailing Address (if available): _____ City: _____ State: _____ Zip: _____
 Signature of Adult: _____ Today's Date: _____
 Phone (optional): _____ Email (optional): _____

- In step 1, please provide the first name, last name, grade (if the child is a student). If your child is a foster child, homeless, migrant, or runaway please be sure to check the appropriate box.
- In step 2, if no, please circle "no" and go to step 3. If yes, please circle "yes" and provide your case number on the line. Please do not provide your card number as your application will be returned. Your case number is a 9 digit number that can be found on your approval letter from your county office. Note: The numbers usually begins with 35 or 64 and has seven numbers that follow. Once you provide your case number, you can proceed to step 4.
- In step 3 (Part A), if you do not participate in any assistance programs, please list all adult household members. Please do not include any household members listed in step 1. Be sure to provide their income in the appropriate column and select how often the income is received. Provide your "Total Household Members" in the boxes being sure that they equal the amount of people that you have listed on your application. Finally, provide the last four digits of your social security number or check the box indicating that you do not have one.
- In step 3, (Part B), please provide any child's income that is in addition to the income reported above.
- Step 4 must be completed by all applicants. You must provide your address, city, state, and zip code along with your phone number or email address. The application must be signed by the adult completing the application along with their printed name and the date that the application was completed.

Notes: Please be sure to complete all required sections of the applications. Failure to complete the application correctly will result in your application being returned to you which will slow down the process of applying for the meal program. Once processed, you will receive a determination letter through the mail

Instructions

For additional instructions, please be sure to review the instruction sheets that are provided with your paper application.

How To Apply for Free and Reduced Price School Meals

Please use these instructions to help you fill out the application for free and reduced price school meals. You only need to submit one application per household, **even if your children attend more than one school in the North Pocono School District.**

The application must be filled out completely to determine the eligibility of your child(ren) for free or reduced price school meals. Please follow these instructions in order! 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 Lori Brink at 570-842-7659 ext. 8203 or by email at lbrink@npsd.org.

Please use a pen (not a pencil) when filling out the application and do your best to print clearly.

Step 1: List ALL children, infants, and students up to and including grade 12

Tell us how many infants/toddlers, children not in school, and elementary/middle/high school students live in your household. They do NOT have to be related to you to be a part of your household.

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 formal foster arrangement through a court or state/local agency, or qualify as homeless, migrant, or runaway youth;
- Students attending (regardless of age) North Pocono School District.

A) List each child'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 (or a second application if completing electronically) with all required information for the additional children. This also applies to adults in Step 3. "MI" is short for middle initial. Print the first letter of each child's middle name in the box.

B) Is the child a student? If "Yes," write the grade level of the student in the "Grade" column to the right.

C) 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 3. Note: Adopted children are not considered foster children. A foster child is a minor child who has been taken into state custody and placed with a state-licensed adult, who cares for the child in place of their parent or guardian.

D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application. Homeless, Migrant, Runaway status must be confirmed with the appropriate program staff. If the school district cannot confirm your student's homeless, migrant, or runaway status, then the school district will contact you to complete an income-based application. You may choose to provide income information now in order to prevent the school district from potentially needing to contact you later.

Step 2: Do any household members currently participate in SNAP, TANF, or FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP) or
- Temporary Assistance for Needy Families (TANF) or
- The Food Distribution Program on Indian Reservations (FDPIR).

A) If no one in your household participates in any of the above listed programs:

- Check "No" in **Step 2** and go to **Step 3**.

B) If anyone in your household participates in any of the above listed programs:

- Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: [Insert State/local agency contacts here].
- Go to **Step 4**.

Step 3: List ALL household members and income for each member

How do I report my income?

- Use the lists titled "**Sources of Income**" & "**Examples of Income for Children**," on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
 - Gross income is the total income received **before** taxes and deductions.
 - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write "0" or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

3.A. Report income earned by adults

Who should I list here?

- When filling out this section, please include ALL adult members in your household 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.
 - Infants, children and students already listed in **Step 1**.

Step 3: List ALL household members and income for each member

1) List adult household members' names.

Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Include college students, unless they are declared independently on taxes (all college students are considered adults). Do not list any household members you listed in Step 1.

2) List earnings from work.

List all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. Net income is your income after taxes and deductions have been subtracted.

- **What if I have multiple jobs?** List each job separately by entering your name and income from each job on a new line. Add an additional sheet of paper if necessary.
- **What if I am self-employed?** List income from your business as a net amount. This net amount is calculated by subtracting the total operating expenses of your business from its gross receipts (revenue). Gross receipts or revenue are all the income earned from the sale of any products or services offered.

If a child listed in **Step 1** has income, follow the instructions in **Step 3, Part B.**

3) List income from public assistance/child support/alimony.

List all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.

4) List income from pensions/retirement/all other income.

List all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

- **What if I receive income from multiple sources in this category?** List each source separately by entering your name and income from each source on a new line. Add an additional sheet of paper if necessary.

5) List total household size.

Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number **MUST** be equal to the number of household members listed in **Step 1** and **Step 3**. 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.

6) Provide the last four digits of your Social Security Number.

An adult household member must enter the last four digits of their 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 mark the box to the right labeled "Check if no Social Security Number."

3.B List income earned by children

List all income earned or received by children.

List the combined gross income for ALL children listed in **Step 1** in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

- **What is Child Income?** Child income is money received from outside your household that is paid **DIRECTLY** to your children. Many households do not have any child income.

Step 4: 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 statements on the back of the application.

A) Provide your contact information. Write your current mailing address in the fields provided, if this information is available. If you have no permanent address, that is okay. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

B) Print and sign your name and write today's date. Print the name of the adult signing the application and that person signs in the box "Signature of adult."

C) Mail completed application to:

Lori Brink-Business Office
North Pocono School District
701 Church Street, Moscow, PA 18444

Optional

Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals. This information is requested solely for the purpose of determining the State's compliance with Federal civil rights laws, and your response will not affect consideration of your application, and may be protected by the Privacy Act. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner.

Please return the application directly to your child's SCHOOL. DO NOT mail, fax, or email completed applications or questions about applications to the USDA Office of the Assistant Secretary for Civil Rights or your child's eligibility for free or reduced-price meals will be delayed.



If you have any questions or need assistance while completing the application, please contact:

Lori Brink-Business Office
Phone: 570-842-7659 ext. 8203
Email: lbrink@npsd.org

Meals are provided throughout various areas of Pennsylvania during the summer months. View the information below to find a location near you.

The Summer Food Service Program (SFSP) offers free, nutritious meals to children 18 years and younger during the summer when school is not in session.

The Summer Food Service Program (SFSP) is a federal child nutrition program. There are approximately 2500 locations throughout Pennsylvania that serve breakfast, lunch and /or snacks. Many of the locations provide activities as well.

How to find a SFSP location near you:

- **Call:** 211 or 1-866-3HUNGRY or 1-877-8HAMBRE
- **Text:** "FOOD" or "COMIDA" to 877877
- **Download:** RangeAPP.org mobile app
- **Visit:** www.fns.usda.gov/summerfoodrocks

