

HOW TO APPLY FOR FREE AND REDUCED-PRICE SCHOOL MEALS

Please 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 **Moore Schools**. The application must be filled out completely to certify your children 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 Child Nutrition Department 405-735-4030 or email taraovery@mooreschools.com.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do **NOT** have to be related to you to be a part of household.

Who should I list here? When filling out this section, please include **ALL** members in your household who are:

- Children aged 18 or under **AND** are supported with the household's income.
- In your care under a foster arrangement or qualify as homeless, migrant, or runaway youth.
- Students attending **Moore Schools, regardless of age.**

A. **List each child's name.** For each child, print his/her first name, middle initial, and last name. Use one line of the application for each child. If there are more children present than lines on the application, attach a second piece of paper with all required info for the additional children.

B. **Is the child a student at Moore Schools?** Mark *Yes* or *No* under the column titled *Student* to tell us which children attend **Moore Schools**.

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. **Foster children who live with you may count as members of your household and should be listed on your application.** If you are **ONLY** applying for foster children, after completing STEP 1, skip to STEP 4 of the application and these instructions. If you are applying for both foster and non-foster children, go to STEP 3.

D. **Are any children homeless, migrant, or runaway?** If you believe any child listed in this section may meet this description, please mark the *Homeless, Migrant, Runaway* box next to the child's name and **complete all steps of the application.**

STEP 2: DO ANY HOUSEHOLD MEMBERS (INCLUDING YOU) CURRENTLY PARTICIPATE IN ONE OR MORE OF THE FOLLOWING ASSISTANCE PROGRAMS: SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP), TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF), OR FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR)? If *Yes*, record the proper case number (only one per household) in the box. Skip to STEP 4. If anyone in your household participates in the assistance programs, your children are **ELIGIBLE** for free school meals.

If NO ONE in your household participates in any of the above programs:

- Leave **STEP 2** blank and go to **STEP 3**

If ANYONE in your household participates in any of the above 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 your caseworker.
- Go to **STEP 4**

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?

- Use the charts titled *Sources of Income for Adults* and *Sources of Income for Children* printed on the application form to determine if your household has income to report.
- Report all amount in **GROSS INCOME ONLY**. Report all income in whole dollars. Do not include cents.
 - Gross income is the total income received before taxes.
 - 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 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.

FOR EACH ADULT HOUSEHOLD MEMBER: 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 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 and children and students already listed in STEP 1.

How do I fill in the income amount and source? FOR EACH TYPE OF INCOME:

• Use the charts in this section 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 or 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 be counted as zeroes. If you write **0** or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have known or available information that your household income was reported incorrectly, your application will be verified for cause. • Mark how often each type of income is received using the check boxes to the right of each field.

A. **List adult household members' names.** Print the name of each household member in the boxes marked *Names of Adult Household Members (First and Last)*. **Do not list household members you listed in STEP 1.** If a child listed in STEP 1 has income, follow the instructions in STEP 3, Part B.

- **Report earnings from work.** Refer to the chart titled *Sources of Income for Adults* in these instructions and report 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. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenues.
- **Report income from public assistance/child support/alimony.** Refer to the chart titled *Sources of Income for Adults* in these instructions and report all income that applies in the *Public Assistance/Child Support/Alimony* field on the application. Do not report the value of any cash value public assistance benefits **NOT** listed on the chart. If income is received from child support or alimony, only **court-ordered** payments should be reported here. Informal regular payments should be reported as *other* income in the next part.
- **Report income from pensions/retirement/all other income.** Refer to the chart titled *Sources of Income for Adults* in these instructions and report all income that applies in the *Pensions/Retirement/All Other Income* field on the application.
- **Report 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 or reduced-price meals.

- **Provide the last four digits of your social security number.** The household's primary wage earner or another adult household member must enter 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 member has a social security number, leave this space blank and mark the box to the right labeled *Check if no SSN*.

B. Report all income earned or received by children. Report 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.

Sources of Income for Children

-Earnings from work

-Social Security: Disability payments or Survivor Benefits

-Income from persons **OUTSIDE** the household

-Income from another source

Examples

-A child has regular full or part time job where he/she earns a salary or wages

-A child is blind or disabled and receives social security benefits

-A friend or extended family member **REGULARLY** gives a child spending money

-A parent is disabled, retired, or deceased and his/her child receives social security benefits

Sources of Income for Adults

Earnings from work	Public Assistance/Alimony/Child Support	Pensions/Retirement/All other income
-Salary, wages, cash bonuses - NET income from self-employment (farm or business) If you are in the US Military: -Basic pay and cash bonuses (do not include combat pay, FSSA, or privatized housing) -Allowances for off base housing, food, clothing	-Unemployment benefits -Worker's compensation -Supplemental Security Income (SSI) -Cash assistance from state or local government -Alimony payments -Child support payments -Veteran's benefits -Strike benefits	-Social Security (including railroad retirement and black lung benefits) -Private pensions or disability benefits -Regular income from trusts or estates -Annuities -Investment income -Earned interest -Rental income - REGULAR cash payments from outside household

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 privacy and civil rights statements listed on the application.**

A. Print and sign your name. Print your name in the box *Printed Name of Adult Completing the Form*. Sign your name in the box *Signature of Adult Completing the Form*.

B. Today's date. In the space provided, write today's date.

C. Provide your contact information. Write your current address in the fields provided if this information is available. **If you have no permanent address, this does not make your children ineligible for free or reduced-price school meals.** Sharing a phone number, e-mail address, or both is optional, but helps us reach you quickly if we need to contact you.

D. Share children's racial and ethnic identities (optional). On 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.**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

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