



WILSON COUNTY SCHOOL NUTRITION

2026-2027 FAMILY APPLICATION FOR FREE AND REDUCED PRICE MEALS

2026-2027 Meal Prices

	BREAKFAST	LUNCH
ELEMENTARY SCHOOL	\$2.25	\$2.75
MIDDLE SCHOOL	\$2.25	\$2.75
HIGH SCHOOL	\$2.50	\$3.00

Processing of Free/Reduced meal applications may take up to 10 working days from the time the application is received in the school nutrition office for eligibility determination.

Please reach out to the Nutrition Department at **615-453-7308** if you have any questions or need any assistance completing the application.

APPLICATIONS ALSO AVAILABLE ONLINE at www.schoolcafe.com/WILSONCS

- FASTER PROCESSING
- SECURE WEBSITE
- ELIMINATE POSSIBILITY OF LOST PAPERWORK

**PLEASE SUBMIT THE COMPLETED APPLICATION TO YOUR CHILD'S TEACHER/SCHOOL
OR MAIL TO:**

WILSON COUNTY SCHOOLS NUTRITION DEPT.
415 HARDING DR.
LEBANON, TN 37087

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 Wilson County 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 Wilson County Schools at 615-453-7308.

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

STEP 1: LIST ALL CHILDREN IN SCHOOL IN THE HOUSEHOLD.

Tell us how many children in school live in your household. They do NOT have to be related to you to be a part of your household. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.

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 foster arrangement, or qualify as homeless, migrant, runaway, or Head Start;
 - Students attending Wilson County Schools, regardless of age.
- A) **List each student'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 with all required information for the additional children.
- B) **Is the child a student at Wilson County Schools?** Mark "Yes" or "No" under the column marked "Student" to tell us which children attend Wilson County Schools. If you marked "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.
- D) **Are any children homeless, migrant, runaway, or Head Start?** If you believe any child listed in this section meets this description, mark the corresponding 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 PROGRAM (SNAP) OR FAMILIES FIRST?

- A) **IF NO ONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:** Circle 'NO' and proceed to STEP 3 on these instructions and STEP 3 on your application.
- B) **IF ANYONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:** Circle 'YES' and provide the case number. You only need to write one case number. If you participate in one of these programs and do not know your case number, contact 1-800-311-4287. **You must provide a case number on your application if you circled "YES". Skip to STEP 4.**

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS.

- A) **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 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 child income.
- B) **LIST ALL HOUSEHOLD MEMBERS (including yourself) 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.
 - Do not include infants, children, and students already listed in STEP 1.
- C) **REPORT TOTAL INCOME** for each household member listed for each source provided. Report all income in whole dollars. Do not include cents. If they do not receive income from any source, write "0". If you write "0" or leave any income fields blank, you are certifying (promising) that there is no income to report. Mark how often each type of income is received by using the boxes to the right of each field.
- **Report all amounts in GROSS INCOME ONLY.** 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.
 - **What if I am self-employed?** Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.
- D) **REPORT TOTAL HOUSEHOLD SIZE.** Enter the total number of household members in the field "Total Household Size (Children and Adults)." **This number MUST be equal to the number of household members listed in 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.
- E) **PROVIDE THE LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER.** The household's primary wage earner or another adult household member must provide 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 members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."

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 at the bottom of these instructions.**

- A) **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, email address, or both is optional, but helps us reach you quickly if we need to contact you.
- B) **PRINT AND SIGN YOUR NAME.** Print your name in the box "Printed name of adult completing the form." And sign your name in the box "Signature of adult completing the form."
- C) **WRITE TODAY'S DATE.** In the space provided, write today's date in the box.
- D) **SHARE CHILDREN'S RACIAL AND ETHNIC IDENTITIES (OPTIONAL).** At the bottom 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.

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 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 marital or relationship status 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/USDA-CASCRS20P-Complaint-Form-0508-0002-508-11-20-17Fax2Mail.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) 256-1666 or (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Wilson County Schools

2026 - 2027 Family Application for Free and Reduced Price Meals

Complete one application per household. Please use black ink and print neatly within the boxes.

Apply online at
www.schoolcafe.com

STEP 1 — List ALL Household Members who are infants, children, and students up to and including grade 12

(If more spaces are needed, attach another sheet)

Student ID (optional)	Last Name	First Name	MI	Date of Birth	Student?	Grade	Foster	Homeless	Migrant
					Y N				
					Y N				
					Y N				
					Y N				
					Y N				

STEP 2 — Assistance Programs

Do any household members (including you) currently participate in one or more of the following assistance programs: SNAP or Families First? **Circle one:** Yes / No

If you answered **NO** > Complete STEP 3. If you answered **YES** > Write a case number then skip to STEP 4.

Case Number:

STEP 3 — All Household Member Income (Skip this step if you answered 'Yes' in STEP 2)

Please read **How To Apply for Free and Reduced Price School Meals** for more information. The "Sources of Income for Children" section will help you with the Child Income question. The "Sources of Income for Adults" section will help you with the All Adult Household Members section.

Gross income and how often it is received: W = Weekly, E = Every 2 weeks, T = Twice per month, M = Monthly		Child Income	How Often?
			W E T M
A. Sometimes children in the household earn or receive income. Please include the TOTAL income received by all household members listed in Step 1 here.			W E T M
B. List all household members not listed in Step 1 (including yourself) even if they do not receive income. For each household member listed, report total income for each source in whole dollars only. If they do not receive income from any source, write '0'. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report.			
Adult Household Member Name (First and Last)	Earnings from Work	Public Assistance / Child Support / Alimony	Pensions / Retirement / All Other Income
	How Often? W E T M	How Often? W E T M	How Often? W E T M
	W E T M	W E T M	W E T M
	W E T M	W E T M	W E T M
	W E T M	W E T M	W E T M
	W E T M	W E T M	W E T M

Total Household Size (Children and Adults) Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Another Adult Household Member *** - ** - Check if no SSN ☐

STEP 4 — Contact Information and Adult Signature

"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 (check) 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."

Printed name of adult completing the form	Signature of adult completing the form	Today's Date
Street Address (if available)	City	State ZIP Code
Home Phone Number	Work Phone Number	Email

OPTIONAL — Children's Racial and Ethnic Identities

Ethnicity (check one): ☐ Hispanic or Latino ☐ Not Hispanic or Latino	Race (check one or more): ☐ American Indian or Alaskan Native ☐ Black or African American ☐ Asian ☐ Native Hawaiian or Other Pacific Islander ☐ White
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FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. Wilson County Schools offers healthy meals every school day. Breakfast costs **\$2.25** for Elementary & Middle schools and **\$2.50** for High School. Lunch costs **\$2.75** for Elementary & Middle Schools and **\$3.00** for High School. Your child(ren) may qualify for free meals or for reduced-price meals. Reduced price is **\$0.30** for breakfast and **\$0.40** for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. Who can get free or reduced price meals?

- All children in households receiving benefits from SNAP, or Families First, are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

Income Eligibility Reduced-Price Guidelines—July 1, 2026–June 30, 2027					
Family Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$29,526	2,461	1,231	1,136	568
2	40,034	3,337	1,669	1,540	770
3	50,542	4,212	2,106	1,944	972
4	61,050	5,088	2,544	2,349	1,175
5	71,558	5,964	2,982	2,753	1,377
6	82,066	6,839	3,420	3,157	1,579
7	92,574	7,715	3,858	3,561	1,781
8	103,082	8,591	4,296	3,965	1,983
For each additional family member add:					
	\$10,508	876	438	405	203

- How do I know if my children qualify as homeless, migrant, or runaway?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail Brianna O'Sullivan 615-444-3282 ext. 7467.
- Do I need to fill out an application for each child?** No. Use one Free and Reduced Price School Meals 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: Wilson County Schools, Nutrition Dept., 415 Harding Drive, Lebanon, TN 37087.
- Should I fill out an application if I received a letter this school year saying my children are already approved for free meals?** No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Wilson County Schools Nutrition Department at 615-453-7308 immediately.
- Can I apply online?** Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit <https://www.schoolcafe.com/WILSONCS> to begin or to learn more about the online application process. Contact Wilson County Schools Nutrition Department at 615-453-7308 if you have any questions about the online application.
- My child's application was approved last year. Do I need to fill out a new one?** Yes. Your child's application is only good for that school year and for the first few days of this school year, through 9/15/2026. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
- 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 send in an application.
- Will the information I give be checked?** Yes. We may also ask you to send written proof of the household income you report.
- If I don't qualify now, may I apply later?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
- What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing to: Dana Worley, 615-444-3282 ext. 7294, or worleyd@wcschools.com; 415 Harding Drive, Lebanon, TN 37087.
- May I apply if someone in my household is not a U.S. citizen?** Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
- What if my income is not always the same?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
- What if some household members have no income to report?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
- We are in the military. Do we report our income differently?** Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
- What if there isn't enough space on the application for my family?** List any additional household members on a separate piece of paper, and attach it to your application. Contact Wilson County Schools Nutrition Department at 615-453-7308 to receive a second application.
- My family needs more help. Are there other programs we might apply for?** To find out how to apply for SNAP or other assistance benefits, contact your local assistance office or call 1-866-311-4287.

If you have other questions or need help, call 615-453-7308.

Sincerely,

Tina Hutchens
School Nutrition Director