

HOW TO APPLY FOR FREE AND/OR REDUCED-PRICE SCHOOL MEALS OR SPECIAL MILK PROGRAM

Please use these instructions to help you fill out the application for free or reduced-price school meals/milk. You only need to submit one application per household, even if your children attend more than one school in the O-A and BC-IG Community School Districts. 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: Wanda Schiernbeck by phone at 712-364-3687 or by email at wschiernbeck@oabcig.org or stop by the Central Office at 900 John Montgomery Drive in Ida Grove.

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 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 foster arrangement, or qualify as homeless, migrant or runaway youth;
- Students attending OA and BCIG Community Schools, regardless of age.

- A) **List each child's name.** For each child, print their 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 supplemental worksheet, which can be obtained from the school, with all required information for the additional children.
- B) **Is the child a student at an O-A or BC-IG Community School District?** Mark 'Yes' or 'No' under the column titled "student". If 'Yes' print where the child attends school and identify their grade in school.
- 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.
- 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. FOOD ASSISTANCE, FIP OR FDPIR?

If anyone in your household participates in the assistance programs listed below, your children are eligible for free school meals:

- The Food Assistance Program (FA)
- The Family Investment Program (FIP)
- The Food Distribution Program on Indian Reservations (FDPIR)

- A) **IF NO ONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:**
- Circle 'NO' and skip to STEP 3 on these instructions and STEP 3 on your application.
 - Leave STEP 2 blank.
- B) **IF ANYONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:**
- Circle "YES" and provide a case number for FA, FIP or FDPIR and the name of the household member with 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, it is located on the Notice of Decision. **You must provide a case number on your application if you circled "YES".**

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

- A) **Report all income earned by children.** Refer to the chart below titled "Sources of Income for Children" and report the combined gross income for ALL children listed in Step 1 in your household in the box marked "Total Child Income." Only count foster children's income if you are applying for them with the rest of your household (income from a part-time job or from any funds provided to the child for the child's personal use). It is optional for the household to list foster children living with them as part of the household on an application for non-foster children.

Table 1. Sources of Income for Children

What is Child Income?

Child income is the money received from outside your household that is paid **directly** to your children. Many households do not have any child income. Use the chart below to determine if your household has child income to report.

Sources of Child Income	Examples
<ul style="list-style-type: none"> Earnings from work 	<ul style="list-style-type: none"> * A child has a job where they earn a salary or wages. (Infrequent earnings, such as income from occasional babysitting or lawn mowing, are not counted as income.)
<ul style="list-style-type: none"> Social Security <ul style="list-style-type: none"> Disability Payments 	<ul style="list-style-type: none"> * A child is blind or disabled and receives Social Security benefits. * A parent is disabled, retired or deceased, and their child receives social security benefits.
<ul style="list-style-type: none"> Income from persons <i>outside</i> the household 	<ul style="list-style-type: none"> * A friend or extended family member <i>regularly</i> gives a child spending money
<ul style="list-style-type: none"> Income from any other source 	<ul style="list-style-type: none"> * A child receives income from a private pension fund, annuity or trust.

FOR EACH ADULT HOUSEHOLD MEMBER:

B) List Adult Household Member's Name. Print the name of each household member in the boxes marked "Names of Adult Household Members" (First and Last). **Do Not List any Household Members You Listed in Step 1.** If a child listed in STEP 1 has income, follow the instructions in STEP 3, Part A.

Who should I list here?

When filling out this section, please include **ALL** 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 to your household.
- 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 chart in Table 2 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 an "O" 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 'O' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have known or have available information that your household income was reported incorrectly, your application will be verified for cause.

C) 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 self-employed business or farm owner, you will report your net income. If you need assistance with this, ask your children's school for the Supplemental Worksheet which has self-employment calculations.

What if I am self-employed?

If you are self-employed, report income from work as a **net** amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts and revenue. Ask your school for a Supplemental Worksheet to assist you in determining your monthly gross annual income before deductions.

D) 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 but regular payments should be reported as "other" income in the next part.

E) Report income from Pensions/Retirement/All other income. Refer to Table 2 below 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.

TABLE 2. SOURCES OF INCOME FOR ADULTS

Earnings from Work	Public Assistance/Alimony/Child Support	Pensions/Retirement/All Other Income
<ul style="list-style-type: none"> • Salary, wages, cash bonuses • Net income from self-employment (farm or business) * Strike benefits If you are in the U.S. Military * Basic pay and cash bonuses * (do NOT include combat pay, FSSA or privatized housing allowances) * Allowances for off-base housing, food and clothing 	<ul style="list-style-type: none"> * Unemployment Benefits * Worker’s Compensation * Supplemental Security Income (SSI) * Cash assistance from State or local government * Alimony Payments * Child Support Payments Received * Veteran’s benefits 	<ul style="list-style-type: none"> * Social Security (including railroad retirement and black lung benefits) * Private pensions or disability * Income from trusts or estates * Annuities * Investment Income * Earned Interest * Rental Income * Regular cash payments from outside household

- F) **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 determines your income cutoff for free and reduced price meals.
- G) **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 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 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 on the back of the application.

- 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 this form.”
- C) **Write Today’s Date.** In the space provided, write today’s date in the box.
- D) **On the back of the application, share children’s Racial and Ethnic Identities (optional).** This field is optional and does not affect your children’s eligibility for free or reduced price school meals.
- E) If you do not want your household information shared with *hawk-i*, **print, sign and date in the box provided.**