

Instructions for Completing the Free and Reduced Price School Meal Household Application

Complete the application using the instructions below. Sign the form and return it to your child's school. *If you have more than one child in school, please only fill out one application and list all children on that one application (this completed application can be sent to any of the schools).* If you need help, please call: Scott J. Smith at (207) 319-1906.

Step 1: STUDENT INFORMATION

- a) List all students living in the household.
- b) Include the name of the school they attend (if known).
- c) If the student is a Foster, Homeless or Migrant child, check the applicable box.
- d) A foster parent or other official representing the child must sign the form in Step 4. You do not have to list a social security number.
- e) Foster children should be included as a household member. This may help other household members qualify for benefits.

Step 2: BENEFITS

- a) If any members of your household receive SNAP, TANF or FDPIR assistance, provide the case number and name of the person receiving these benefits. Skip Step 3.
- b) Sign the form in Step 4. An adult member must sign. You do not have to have a social security number.

Step 3: INCOME

- a) Write the names of each person living in your household.
- b) Write the amount of income each person receives before taxes and other deductions. Each income amount should be entered in the appropriate column on the form.
- c) Check the box for how often each income is received.
- d) If anyone is self-employed, write the amount of income the person earns from self-employment; for example, income from being a family day care home provider, or operating a farm. Please call the school if you need help.

Step 4: SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER

- a) The form must have the **signature** of an adult household member.
- b) The adult household member who signs the statement must include the **last four digits of his/her social security number**. *If he/she does not have a social security number, check the appropriate box.* A social security number is not needed if you listed a SNAP or TANF case number or if you are filling out the application for a foster child.

Step 5: CHILDREN'S ETHNIC/RACIAL IDENTITY (optional). You are not required to answer this question to get meal benefits, but completion of this information will help ensure everyone is treated fairly.

INCOME TO REPORT

Earnings from Work	Public Assistance/Child Support/ Alimony Received	Pensions/Retirement/Social Security & Other Income
-Salary, wages, cash bonuses -Net income from self-employment (farm or business) If you are in the military: -Basic pay and cash bonuses (do not include combat pay, FSSA or privatized housing allowances) -Allowances for off-base housing, food, and clothing	-Unemployment benefits -Worker's compensation -Social Security Income (SSI) -Cash Assistance from state or local government -Alimony payments -Child support payments -Veteran's benefits -Strike benefits	-Social Security (including railroad & 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