

How fi Apply fi Free an Reduced Price Skool Meals

Please use dem ya instruction yere fi help yuh fill out di application fi free an reduced price skool meals. You ongl need fi submit one application fi each household, **even if one a yuh pickney dem attend more dan one skool inna di**

Di application haffi fill out completely fi determine di eligibility a yuh pickney(dem) fi free or reduced price skool meals. Please falla dem instruction yere inna order! Every step a di instruction sa di same as di steps pon yuh application. If a any time yuh nuh sure bout wah fi do next, please contact

Please use wan pen (nuh wan pencil) when ya fill out di application and do yuh bess fi write clear.

Step 1: List ALL all pickney, baby and student dem weh inna grade 12 or under

Tell wi ow much baby/toddler, pickney weh nuh inna skool, an elementary/middle/high skool student dem live inna yuh household. Dem NUH haffi be related to yuh fi be part a yuh household.

Who mi fi put yah suh? When ya fill out dis section, please include ALL a di memba dem inna yuh household weh:

- A pickney age 18 or unda AN weh a get support wid di household money;
- Inna yuh care unda wan formal *foster* arrangement tru wan court or state/local agency, or weh qualify as homeless, migrant, or wah runweh yute;
- A student weh a attend (nuh matter di age)

<p>A) List di name fi each pickney. Write each pickney name. Use one line a di application fi each pickney. When yuh a print name, write one letter inna each box. Stop if yuh run outta space. If more pickney deh deh dan line pon di application, attach wan nex piece a paper (or wan nex application if ya complete it tru wan machine) wid all a di necessary information fi di additional pickney dem. Dis also guh fi di adult dem inna Step 3. "MI" stand fi fus letta a di miggie name. Print di fus letta a each pickney miggie name inna di box.</p>	<p>B) Di pickney a wan student? If "Yes," write di grade level a di student inna di "Grade" column pon di right.</p>	<p>C) Yuh have nuh <i>Foster Children</i>? If nuh pickney weh yuh list a <i>Foster Children</i>, mark di "<i>Foster Child</i>" box beside a di pickney name. If yuh ongle a apply fi <i>Foster Children</i>, after yuh finish Step 1, guh a Step 4.</p> <p><u><i>Foster Children</i> weh live wid yuh might count as memba a yuh household an need fi list pon yuh application.</u> If yuh a apply Fi both <i>foster</i> an <i>Non Foster Children</i>, guh a Step 3. Note: Adopted pickney nuh consider as <i>Foster Children</i>. Wan <i>Foster Child</i> a wah minor pickney weh dem tek inna state custody an put dem wid wan adult weh license by di state, weh a guh care fi di pickney instead a dem parent or dem guardian.</p>	<p>D) Any a di pickney dem homeless, migrant or runweh? If yuh believe seh any a di pickney dem weh yuh put inna dis section fit da description deh, mark di "Homeless, Migrant, Runweh" box nex to di pickney name and <u>complete all a di steps a di application.</u> Homeless, Migrant, Runweh <u>status</u> haffi confirm wid di right program staff. If di skool district caan confirm yuh Student homeless, migrant or runweh status, den di skool distract wii contact yuh fi complete wan application base pon yuh income. <u>Yuh can choose fi gi information bout yuh income now</u> in order fi stop di skool district from haffi possibly contact yuh lata.</p>
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Step 2: Any a di household memba dem a deh pon SNAP, TANF or FDPIR right ya now?

If anybadi inna yuh household (including yuhself) right ya now deh pon one or more a di assistance program dem weh wi put dung below, yuh pickney dem eligible fi free skool meal dem:

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

A) If nuhbadi inna yuh household nuh deh pon any a di program deh weh list out above:

- Check “No” in **Step 2**, an guh a **Step 3**.

B) If anybadi inna yuh household deh pon any a di program deh weh list out above:

- Write wan case numba fi SNAP, TANF, or FDPIR. Yuh ongle need fi provide one case numba. If yuh participate inna one a dem program yah and yuh nuh know yuh case numba, contact:
 - Guh a **Step 4**.

Step 3: List ALL a di memba a yuh household and di income fi each a dem

How mi report mi income?

- Use di list deh weh name “**Sources a Income**” an “**Example a Income fi Pickney**,” pon di back part a di application form fi determine if yuh household have income fi report.
- Report all a di amount dem ONGLE INNA GROSS INCOME. Report all income inna whole dollars. Nuh put nuh cents.
 - Gross income a di whole a di income weh yuh get **before** tax an deduction.
 - Nuff people tink bout dem income as di amount weh dem ‘tek home’ an nuh di whole ‘gross’ amount. Mek sure seh di income weh yah report pon da application yah NUH reduce fi pay fi nuh tax, insurance premium, or any odda amount weh dem tek from yuh pay.
- Write wan “0” inna any field weh nuh income nuh deh fi report. Any a di income field dem weh yuh leff empty or blank a guh count as wan zero tuh. If yuh put ‘0’ or if yuh leave none a di field dem blank, yuh a certify (promise) seh nuh income nuh deh fi report. If di local official dem suspect seh yuh household income report wrong, dem a guh investigate yuh application.
- Mark how often yuh get each type a income wid di check box dem weh de a di right a each field.

3.A. Report income weh adult dem earn.

Who mi fi put yah suh?

- When yuh a fill out dis section, please include ALL a di adult memba dem inna yuh household weh a live wid yuh and weh a share income and expense dem, even if demnuh related an even if dem nuh get nuh income fi demself.
- **NUH include:**
 - People weh a live wid yuh but nah get support by yuh household income, AN weh nah contribute nuh income to yuh household.
 - Baby, pickney and student dem weh already list out inna **Step 1**.

Step 3: List ALL a di memba a yuh household and di income fi each a dem

1) List di name dem a di adult member dem a di household.

Print di name fi each a di household memba dem inna di box dem weh mark “Name a a di Adult Memba dem inna yuh Household” (Fus an Las) Include student dem inna college, unless yuh declare dem as independent pon yuh taxes (all college student dem treat as adult). Nuh list none a di household memba dem weh yuh did put inna **Step 1**.

2) Put any money yuh get from work.

Put all a di income from work inna di “Earnings from Work” field pon di application. Dis a normally di money weh yuh get from work a wan job. If yuh a wan self-employed business or farm owna, yuh wii report yuh net income. Net income a yuh income after yuh tek out tax an deduction dem.

- **Wah if mi have more dan one job?** List each job by itself by putting yuh name and yuh income from each job pon wan different line. Add wan extra sheet a paper if yuh need it.
- **Wah if mi self-employed?** List di income from yuh business as wan net amount. Dis net amount yuh get when you subtract di total operating expense dem a yuh business from di gross receipt dem (di revenue). Gross receipt dem or revenue a all a di income weh yuh get from di sale a any product or service weh yuh offer.

If wan pickney weh list inna **Step 1** have income, falla di instructions inna **Step 3, Part B**.

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

List all a di income weh apply inna di “Public Assistance/Child Support/Alimony” field pon di application. Nuh report di cash value fi any public assistance benefit weh NUH list pon di chart. If income come in from child support or alimony, ongle report di payment dem weh di court order. Payment dem weh informal but come in regular, fi report as “odda” income inna di next part.

4) List income from pension/retirement/all odda income.

List all a di income weh apply inna di “Pensions/Retirement/All Odda Income” field pon di application.

- **Wah if mi get income from more dan one source inna dis category?** List each source by itself. Put yuh name and yuh income from each source pon wan different line. Add wan extra sheet a paper if yuh need it.

5) Put di overall size a yuh household.

Put in di overall numba a member dem a yuh household inna di field weh seh “Total Numba a Member a Yuh Household (Pickney an Adult).” Da number yah MUSS equal di numbea of memba a yuh household weh yuh put inna **Step 1** an **Step 3**. If yuh have nuh memba a yuh household weh yuh nuh put pon di application, go back an go add dem in. It very importatn fi list out all a yuh household memba dem, cause di size a yuh household affect yuh eligibility fi free an reduced price meal dem.

6) Put in di last four digit dem a yuh Social Security Numba.

Wan adult memba a di household muss put in di last four digit dem a dem Social Security Numba inna di space weh wi gi yuh. Yuh can apply fi benefit dem even if yuh nuh have nuh If nuh a di adult dem inna di household nuh have nuh Social Security Numba, leave da space ya blank an mark di box pon di right weh seh “Check dis if dem nuh have nuh Social Security Numba.”

3.B. List income weh pickney earn.

List all income weh pickney earn or get.

List di combined gross income fi ALL a di pickney dem weh yuh put inna **Step 1** inna yuh household inna di box weh mark “Child Income.” Ongle count di income fi di *Foster Children* dem if yuh a apply fi dem together wid di rest a yuh household.

- **Wah dem call Child Income?** Child income a money weh come from outside a your household but dem send it STRAIGHT a yuh pickney dem. Nuff household nuh have nuh child income.

Step 4: Contact information an adult signature

All application dem muss sign by wan adult memba a di household. When yuh sign di application, di household memba a promise seh all a di information weh yuh report true and complete. Before yuh finish da section yere, please mek sure seh yuh read di statement dem weh deh pon di back a di application.

A) Write yuh contact information. Write yuh current mailing address inna di field dem weh wi gi yuh, if yuh have di information. If yuh nuh have nuh permanent address, dat all right. It optional fi share wan phone numba, email address, or both, but it wi help wi fi reach yuh fass if we need fi contact yuh.

B) Print an sign yuh name and write todeh date. Print di name a di adult weh a sign di application an da person deh fi sign inna di box "Signature a di Adult."

C) Mail di completed application a:

Optional

Share di pickney dem race and ethnici identity dem (optional) On di back a di application, wi ask yuh fi share information bout yuh pickney race an dem ethnicity. It optional fi dis field and it nuh affect yuh pickney chance fi get skool meals fi free or fi less money. Wi ongle a ask fi dis information fi mek sure di State a comply wid Federal civil rights law dem, and yuh response nah go affect how wi dem consider yuh application, an yuh response might have protection unda di Privacy Act. By giving us dis information, yuh a guh help wi mek sure seh da program yah run inna wah way weh nuh discriminate gainst nobody.

Please sen back di application straight a yuh pickney SKOOL. NUH mail, fax or email di completed application dem or nuh question bout di application dem a di U.S. Department a Agriculture (U.S. Department of Agriculture, USDA) Office of the Assistant Secretary for Civil Rights or else yuh pickney eligibility fi get free or reduced-price meal dem a guh get delay.