

# 2018-2019 MEAL APPLICATION INSTRUCTIONS

1. Use black or blue ink. Print clearly.
2. A new application needs to be completed every school year even if there are no changes.
3. **Complete one application per household.** It is important to get this application filled out and turned in as soon as possible to ensure your child is receiving meal benefits that they may qualify for.
4. **STEP 1 STUDENT INFORMATION (Children 18 and younger living in the household)**
  - a. Complete one line for each child in the household, even if they are not in school.
  - b. If the child is a foster child, please check the foster box next to the child's name. If you are **only** applying for foster children complete section A and then continue to section D.
  - c. Write the amount of personal income received in the child income column. Write zero (0) if there is none.
  - d. Please check the box if child is homeless, migrant, runaway or head start.
5. **STEP 2 ASSISTANCE PROGRAMS (Any household member who currently participates in one of the assistance programs)**
  - a. If CalFresh, CalWORKs, Kin-GAP or FDPIR benefits are received you **MUST** include the case number.
  - b. Your children are eligible for free meals if ANY household member (child or adult) participates in one of the assistance programs listed above.
  - c. If you have listed a case number in this section skip Step 3 and go to Step 4.
6. **STEP 3 REPORT INCOME FOR ALL HOUSEHOLD MEMBERS (Adults)**
  - a. List ALL other members in the household and their GROSS (before taxes) MONTHLY income from all their jobs.
  - b. If income received is other than monthly state how often income is received; weekly, bi-weekly, twice a month or yearly.
  - c. Record under the appropriate column, any other monthly incomes that are received for each household member.
  - d. You must include the last four digits of your social security number OR check box for NO SSN if you don't have one.
7. **STEP 4 Contact Information and Adult Signature (Required on all applications)**
  - a. You must sign your name
  - b. Write today's date.
  - c. Provide your address and contact phone number.
8. **Optional – Children's Ethnic and Racial identities**
  - a. Racial and ethnic data is optional.

## INFORMATION STATEMENT

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 submit all needed information, 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 social security number is not required when you apply on behalf of a foster child or you list a CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKs), 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.

## NON-DISCRIMINATION STATEMENT

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter 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
- (2) (2) fax: (202) 690-7442 (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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