

HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Apply for free or reduced price meals online at <https://www.d11.org/Page/2052>

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 Colorado Springs School District 11 or charter school serviced by District 11 Food and Nutrition Services. 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 **District 11 Food and Nutrition Services Meal Benefits office at 719-520-2934**.

PLEASE USE A BLACK PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY. RETURN THE COMPLETED AND SIGNED APPLICATION TO: Your school office or cafeteria or mail or bring too Food and Nutrition Services @ 5260 Geiger Blvd., Colorado Springs, CO 80915. Call 719-520-2934 if you have any other questions.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many 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:

- Students in your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending **District 11 schools and charters serviced by D11 Food and Nutrition Services, regardless of age.**

A) List each student's name. For each student, print their first name, middle initial and last name. Use one line of the application for each child. If there are more students present than lines on the application, attach a second piece of paper with all required information for the additional student. The birthdate, grade and school code is optional but is very helpful when determining the identity of your student(s).

B) Does the student have income? If "Yes" report income of student's income in STEP 3A.

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 applying for foster children only and no other students, 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 student'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: SNAP, TANF (COLORADO WORKS-BASIC CASH ASSISTANCE OR STATE DIVERSION ONLY), OR FDPIR?

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

- The Supplemental Nutrition Assistance Program (**SNAP**)
- Temporary Assistance for Needy Families (**TANF/Colorado Works - Basic Cash Assistance or State Diversion**)
- The Food Distribution Program on Indian Reservations (**FDPIR**)

A) IF NO ONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:

- Leave STEP 2 blank then skip 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:

- Check the appropriate box and provide a case number for SNAP, TANF, or FDPIR. You only need to write **one** case number. SNAP and TANF are 7-digits and FDPIR is 9-digits. If you participate in one of these programs and do not know your case number, contact: **El Paso County Department of Human Services @ dhs.elpasoco.com or call 719-444-5124.** You must provide a case number on your application if you checked one of the boxes.
- *If you provided a case number, skip to STEP 4.*

STEP 3: REPORT INCOME FOR ALL STUDENTS AND HOUSEHOLD MEMBERS

A) Report all income earned by students. Refer to the chart titled "Sources of Income for Students" in these instructions and report the combined gross income (before taxes and other deductions) for ALL students listed in Step 1 in your household in the box marked "Student Income." Only count foster children's income if you are applying for them together with the rest of your household. It is optional for the household to list foster children living with them as part of the household.

What is Student Income?

Income that is received from outside your household that is paid directly to your children should be reported. Many households do not have any student income. Use the chart below to determine if your household has student/child income to report. Report student's income in STEP 3A and list other children and their income in STEP 3B of the Other Household Member section.

Sources of Income for Students	
Sources of Student Income	Example(s)
<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.
<ul style="list-style-type: none"> • Social Security <ul style="list-style-type: none"> ○ Disability Payments ○ Survivor's Benefits 	<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.

B) List Adult Household and Other Household Member's names. Print the name of each household member in the area marked "Name All Other Household Members". Do not list any household members you listed in STEP 1. If a student listed in STEP 1 has income, follow the instructions in STEP 3, part A.

FOR EACH ADULT HOUSEHOLD MEMBER:

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.*
- **Children age 18 or under and are supported with the household's income, that were not already reported as students.**

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.
- 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 "Sources of Income for Adults" chart below to determine if your household has income to report.
- Report all amounts in **gross income ONLY by pay period**. 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 a "0" 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 '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have known or available information that your household income was reported incorrectly, your application will be verified for cause.
- Mark how often each type of income is received using the check boxes to the right of each field.

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. If you are a self-employed business or farm owner, you will report your net income.

What if I am self-employed?

If you are 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 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 the chart 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.

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 combined. 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 eligibility for free and reduced price meals.**

G) Provide the last four digits of your Social Security Number or an indication of no 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 SS#."

Earnings from Work	Sources of Income for Adults	
	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 <p>If you are in the U.S. Military:</p> <ul style="list-style-type: none"> • Basic pay and cash bonuses (<i>do NOT include combat pay, FSSA or privatized housing allowances</i>) • 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 • 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 • <i>Regular</i> cash payments from outside household

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 Page 3 of the Letter to Parents.**

A) Provide your contact information. Write your current mailing 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) Sign and print your name and write today's date in the spaces provided. **Your application cannot be processed without a signature.**

Optional: Share children's Racial and Ethnic Identities. This field is optional and does not affect your children's eligibility for free or reduced price school meals.

Optional: Information Release Form. You are not required to consent to the release of your eligibility; this will not affect your student's eligibility for school meals.