

Parts to the Free and Reduced Price Application

Part 1:

Student Listing

- ✓ List names of all students in the household.
- ✓ Identify if any child(ren) is a foster child.

Foster children (wards of the state) are categorically eligible for free meals.
NEW! Foster children are listed on the Direct Certification match list.

Foster children can be included in the household application and considered a member of the household.

A foster child's eligibility is NOT extended to other students in the household. Other students may be eligible for meal benefits based on the income and household size. Foster children can be included in the number of household members.

- ✓ Date of Birth
- ✓ School
- ✓ Grade
- ✓ Student Income
- ✓ Frequency
- ✓ Case Number AND indicate from what program (if applicable)

Any child or adult receiving Basic Food / TANF / FDPIR benefits are always categorically eligible for free meals and their eligibility extends to all children attending school or participating in Child Nutrition Programs.

A "good" case number:

- Contains between 2 and 9 numbers (after the lead zeros are dropped)
- Does not contain letters of the alphabet
- Medical Coupon numbers are not "Case Numbers"

Homeless / Migrant:

- ✓ If applicable, mark the homeless or migrant box.
- ✓ The status of a migrant child can be determined by your district's Migrant Administrator, OR the district can call the Migrant Student Data Recruitment Office in Sunnyside for information on how to access the statewide Migrant Data Base.
The Migrant Student Data and Recruitment Office
Sunnyside, WA.
(509) 837-2712 OR 1-800-274-6084
- ✓ A person employed by the district who knows the status of the family can also qualify the student as a Migrant. They would need to submit a signed statement to the approving official. This will allow the student to receive benefits quickly. However, the Migrant liaison must validate the student is, in fact, Migrant when the official documentation is received.

Part 2:

Names and income of ALL other household members

- ✓ List the names of all other members of the household not listed in Part 1, whether the members of the household are related to each other or not.
- ✓ List income for each household member. The income amount must be listed along with the payment frequency.
The household MUST specify how often all income is received- if the frequency is missing, you must contact the household to obtain the missing information, then add the frequency on the correct line, initial and date it. (If the application is processed assuming the income listed is monthly- the application will be considered incomplete)
- ✓ If income is listed as received in **MORE THAN ONE** frequency you will need to correctly convert the income to determine the **ANNUAL** income. Convert each amount, add together and then round.
- ✓ Child Support: If the household indicates that child support is not received on a consistent basis, then it should not be counted.
- ✓ Overtime: If overtime is received on a consistent basis, then it should be counted as part of the income. If overtime is not received on a consistent basis, then it should not be counted as part of the income.
- ✓ **NEW:** there is now a section where any other household member with a case number, must indicate the source of case number. A case number for any household member extends eligibility to all students.

Part 3:

Total household members

- ✓ Household adult enters total number of household member living in the household.
- ✓ If the number listed is different from how many people are listed in Part 1 and 2 inquire with the household.

Parts 1 - 3:

If any of the information is missing, the information must be obtained prior to approving the application. Approving officials may document with the date and source of the information and write directly on the application to add information.

Part 4:

Signature and Social Security Number

- ✓ An adult household member must sign or print their name.
- ✓ AND
- ✓ Write in the last four digits of their social security number OR indicate they do not have a social security number.
- ✓ Social Security Numbers are NOT needed when the student is categorically eligible.
- ✓ If an application is missing a signature or social security number, you must contact the household and obtain the missing information.

Part 5:

Children's Racial Ethnic Information

- ✓ Optional information

Part 6:

Other Benefits

- ✓ Other programs may be listed here for reduced fees. This is optional
- ✓ Adult household member must sign this section in order to release information to other programs.
- ✓ A Data Sharing Agreement must be in place before information is released.

Privacy Statement

- ✓ Indicates "Provision of a SS# is not mandatory, but if a SS# is not given or an indication is not made that the signer does not have such a number, the application cannot be approved."

Approval / Denial

- ✓ Record the total income and mark the income frequency
- ✓ Convert to annual income if there is more than one income frequency.
- ✓ Indicate if the application has been denied and why
- ✓ **Sign and date the application**

Other information:

- ✓ Convert to annual income if there is more than one income frequency.
- ✓ Record the total income and mark the income frequency
- ✓ Indicate if the application has been denied and why
- ✓ **Sign and date the application**
- ✓ **Temporary approval** of an application is no longer applicable because of the year long duration of eligibility provision.
- ✓ **Zero income applications can be approved for the entire school year**
- ✓ **Households that Fail to Apply** A school official may complete an application. When exercising this option, the school official must complete an application on behalf of the child based on the best household size and income information. The source of the information MUST be listed or the application will be considered incomplete. Names of household members, social security numbers, and signatures of an adult household member are not required. (Intended for very limited use.)