

## Information that MUST be on Free and Reduced Price (F/RP) Meal Application Materials

<b>Letter to Households (Frequently Asked Questions) with Specific Information Required:</b>		
<input type="checkbox"/> The following students are eligible for free meals: <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> Students residing in household that receives SNAP benefits  <input type="checkbox"/> Foster children that are responsibility of foster care agency or court                 </div> <div style="width: 30%;"> <input type="checkbox"/> Head Start enrollee  <input type="checkbox"/> Runaway                 </div> <div style="width: 30%;"> <input type="checkbox"/> Homeless  <input type="checkbox"/> Migrant                 </div> </div>		
<input type="checkbox"/> Reduced Price Income Eligibility Guidelines ONLY	<input type="checkbox"/> Who to contact at district if believe student is homeless, migrant or runaway	
<input type="checkbox"/> Complete one application per household	<input type="checkbox"/> How to apply online if that is an option for the district and how to obtain a paper application of don't want to apply online	
<input type="checkbox"/> If approved last year still need new determination this year (application, etc.)	<input type="checkbox"/> If get WIC must complete application to make F/RP determination	
<input type="checkbox"/> Information submitted by household may be checked or verified	<input type="checkbox"/> If don't qualify now but do later in school year complete an application then	
<input type="checkbox"/> If disagree with F/RP determination may request hearing <input type="checkbox"/> Supply hearing official contact information	<input type="checkbox"/> US Citizenship is not a requirement for F/RP determination	
<input type="checkbox"/> How to determine income to put on application if not the same each month	<input type="checkbox"/> How to indicate if someone in household has no income	
<input type="checkbox"/> How to report military income	<input type="checkbox"/> What to do if application does not have enough space for all family members	
<input type="checkbox"/> State hotline number if household needs additional assistance such as SNAP	<input type="checkbox"/> Contact information for determining official if there are questions	
<b>Instructions on How to Apply for F/RP Benefits</b>		
<input type="checkbox"/> List all children that are part of household	<input type="checkbox"/> Is the child listed a student at this district	
<input type="checkbox"/> Is the child: <input type="checkbox"/> Foster <input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway	<input type="checkbox"/> Does the household participate in SNAP Program <input type="checkbox"/> Abbreviated application <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> Complete student name(s)  <input type="checkbox"/> Supply SNAP case number or identifier  <input type="checkbox"/> No Social Security Number required  <input type="checkbox"/> Signed by adult household member                 </div> <div style="width: 35%;"> <input type="checkbox"/> Check "Yes" to receive SNAP benefits question  <input type="checkbox"/> No income information  <input type="checkbox"/> No other household members need to be listed                 </div> </div>	
<input type="checkbox"/> For income applications	<input type="checkbox"/> Children's Income <input type="checkbox"/> Report children's income <input type="checkbox"/> Define children's income <input type="checkbox"/> Include sources of income for children list	<input type="checkbox"/> Adult's Income <input type="checkbox"/> Who is considered a household member <input type="checkbox"/> List all adults considered a household member <input type="checkbox"/> Report all income in gross amounts <input type="checkbox"/> Write zero if no income <div style="margin-left: 20px;"><input type="checkbox"/> If no income listed and no zero it is a positive indication of zero income</div> <input type="checkbox"/> How often is each income listed received <input type="checkbox"/> Include sources of income for adults listed
<input type="checkbox"/> Must include last four digits of Social Security Number of check box that have no Social Security Number	<input type="checkbox"/> Must include space for household to complete the number of household members (new 2017-18)	<input type="checkbox"/> Adult household member must sign application

### Paper or Scanned Applications

<input type="checkbox"/> Space to list all children infant through grade 12	<input type="checkbox"/> Indication if the children listed are students at this school district	<input type="checkbox"/> Indication if the child or children are foster	<input type="checkbox"/> Indication if the child or children are homeless, migrant or runaway
<input type="checkbox"/> Ask if household receives SNAP benefits (do not include TANF or FDPIR) <ul style="list-style-type: none"> <li><input type="checkbox"/> If yes, provide SNAP case number or identifier (not 16 digit EBT card number)</li> <li><input type="checkbox"/> If yes, include instructions there is no need to complete income information for household members</li> </ul>	<input type="checkbox"/> Report child income	<input type="checkbox"/> List all adult household members <ul style="list-style-type: none"> <li><input type="checkbox"/> Indicate each adult's income             <ul style="list-style-type: none"> <li><input type="checkbox"/> Income source (work, public assistance, etc.)</li> <li><input type="checkbox"/> Income frequency</li> <li><input type="checkbox"/> Income may be in whole dollar amounts</li> </ul> </li> </ul>	
<input type="checkbox"/> Indicate number of household members	<input type="checkbox"/> Indicate last four digits of adult social security number or indicate the adult has no social security number		
<input type="checkbox"/> Attestation Statement <ul style="list-style-type: none"> <li><input type="checkbox"/> promise information on application is true and that all income is reported</li> <li><input type="checkbox"/> understand the information is given in connection with receipt of Federal funds</li> <li><input type="checkbox"/> understand that school officials may verify or check the information provided</li> <li><input type="checkbox"/> aware that if purposely give false information child may lose meal benefits</li> <li><input type="checkbox"/> aware that if purposely give false information adult may be prosecuted under applicable state and Federal Laws</li> <li><input type="checkbox"/> provide place for adult to sign application</li> </ul>		<input type="checkbox"/> Request children's racial and ethnic identities <ul style="list-style-type: none"> <li><input type="checkbox"/> Include instructions race/ethnicity is optional for household to complete             <ul style="list-style-type: none"> <li><input type="checkbox"/> Categories for ethnicity are:                 <ul style="list-style-type: none"> <li><input type="checkbox"/> Hispanic or Latino</li> <li><input type="checkbox"/> Not Hispanic or Latino</li> </ul> </li> <li><input type="checkbox"/> Categories for race are:                 <ul style="list-style-type: none"> <li><input type="checkbox"/> American Indian or Alaskan Native</li> <li><input type="checkbox"/> Asian</li> <li><input type="checkbox"/> Black or African American</li> <li><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</li> <li><input type="checkbox"/> White</li> </ul> </li> </ul> </li> </ul>	
<input type="checkbox"/> Use of Information Statement (updated in July 2017)	<input type="checkbox"/> Non-Discrimination Statement (updated in October 2015)	<input type="checkbox"/> Disclosure Statement is optional (share information to ArKids 1st)	
<input type="checkbox"/> Determination Information <ul style="list-style-type: none"> <li><input type="checkbox"/> How F/RP benefits were determined             <ul style="list-style-type: none"> <li><input type="checkbox"/> Income and household size    <input type="checkbox"/> SNAP    <input type="checkbox"/> Other categorically eligible</li> <li><input type="checkbox"/> Eligibility Determination                 <ul style="list-style-type: none"> <li><input type="checkbox"/> Free    <input type="checkbox"/> Reduced    <input type="checkbox"/> Denied (reason for denial)</li> </ul> </li> </ul> </li> </ul>		<input type="checkbox"/> Determining Official Signature or Initials	
<b>For Electronic (web-based, on-line) F/RP Meal Benefits application In addition to the information required on paper F/RP benefits documents:</b>			
<input type="checkbox"/> Include instructions on how to get a paper application			
<input type="checkbox"/> If asking for information that is not REQUIRED, must indicate it is not required - for example: <ul style="list-style-type: none"> <li><input type="checkbox"/> Grade                      <input type="checkbox"/> School name                      <input type="checkbox"/> Birthday                      <input type="checkbox"/> Student ID number</li> </ul>			
<input type="checkbox"/> Must be able to indicate if: <ul style="list-style-type: none"> <li><input type="checkbox"/> SNAP household             <ul style="list-style-type: none"> <li><input type="checkbox"/> do not include TANF                      <input type="checkbox"/> do not include FDPIR</li> </ul> </li> <li><input type="checkbox"/> Foster</li> <li><input type="checkbox"/> Homeless</li> <li><input type="checkbox"/> Runaway</li> <li><input type="checkbox"/> Migrant</li> <li><input type="checkbox"/> Head Start</li> </ul>			
<input type="checkbox"/> Should be able to accept income in whole dollar amounts			

