

INSTRUCTIONS FOR APPLYING

If your household receives benefits from the SNAP or TANF, follow these instructions:

Part 1: List each student's name, date of birth, and grade.

Part 2: Please list the case number for any household member (**adult or child**) receiving SNAP or TANF benefits.

SKIP Part 3

SKIP Part 4

SKIP Part 5

Part 6: The last four digits of a Social Security Number are not necessary, please sign the form.

Part 7: Complete mailing address and telephone information.

Part 8: Answer this question if you choose.

If no one in your household receives SNAP OR TANF Benefits, and any child in your household is homeless, a migrant, or runaway, follow these instructions.

Part 1: List each student's name, date of birth, and grade.

SKIP Part 2

Part 3: Check appropriate box and call Jennifer Birdsong at 988-6200.

SKIP Part 4

SKIP Part 5

Part 6: The last four digits of a Social Security Number are not necessary, please sign the form.

Part 7: Complete mailing address and telephone information.

Part 8: Answer this question if you choose.

Follow these instructions if all children in the household are foster:

Part 1: List name of all foster children, date of birth, and grade, and check the box indicating the child is foster.

SKIP Part 2

SKIP Part 3

SKIP Part 4

SKIP Part 5

Part 6: The last four digits of a Social Security Number are not necessary, please sign the form.

Part 7: Complete mailing address and telephone information.

Part 8: Answer this question if you choose.

Follow these instructions if some of the children in the household are foster children:

Part 1: List each student's name, date of birth, and grade.

For any student with no income, you must check the "No Income" box.

Check the box if the child is a foster child.

Part 2: List case number for any household member.

Part 3: Check appropriate box and call Jennifer Birdsong at 988-6200.

Part 4: List name and monthly income information for members of household **not** listed in Part 1.

Part 5: List total household members.

Part 6: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if h/she doesn't have one).

Part 7: Complete mailing address and telephone information.

Part 8: Answer this question if you choose.

All other households , including WIC households follow these instructions:

Part 1: List each student's name, date of birth, and grade.

List student income, if any, if no income, you must check "no income" box.

SKIP Part 2

SKIP Part 3

Part 4: List all other members of household not listed in Part 1 and any Gross Monthly income that is received.

Gross income is the amount earned *before* taxes and other deductions. Do not include income from SNAP, TANF Federal education benefits and foster payments received by the family from the placing agency. For Only the self-employed, under *Earnings from Work*, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income. **You must check the "no income" box if none is received.**

Part 5: List total household members

Part 6: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if h/she doesn't have one).

Part 7: Complete mailing address and telephone information.

Part 8: Answer this question if you choose.