

## **APPLICATION INSTRUCTIONS (Multi-Child Meals)**

**Please read carefully: An incomplete application cannot be approved.**

To apply for free and reduced price meals for the children in your household, complete one application using these instructions. You must complete an application unless you have been notified that your children are directly certified for meal benefits. Please return the application to your child's school or mail the application to Shelby County Schools, School Nutrition Department, 160 South Hollywood St., Memphis, TN 38112.

**COMPLETE ONE (1) APPLICATION PER HOUSEHOLD EXCEPT FOR FAMILIES WITH FOSTER CHILDREN. COMPLETE A SEPARATE FORM FOR EACH FOSTER CHILD.**

**PART 1 – STUDENT INFORMATION. ALL HOUSEHOLDS COMPLETE THIS PART.**

- A. Write Student's Social Security Number in the boxes provided. Write one digit in each square. (The Social Security number is not required for eligibility determination, but speeds computer processing and helps ensure that benefits are assigned to the correct student listed on the application.)
- B. **PRINT** the name of the Student. **Please use FULL NAME, no nicknames.**
- C. Date of Birth
- D. Grade
- E. School Name

### **IF YOU RECEIVE FOOD STAMPS OR TANF**

- F. Write your current Food Stamp or TANF case number in the boxes provided, one digit per box, for EACH child. These case numbers have TEN (10) digits; be sure to write the complete number. Skip PART 3 if you receive Food Stamps, TANF.
- G. An adult household member must sign the application in PART 4.
- H. Write in the adult Social Security number to assist in linking students to appropriate adult signer (not required for determination of benefits for families receiving food stamps or TANF).

**PART 2 – HOUSEHOLDS WITH A FOSTER CHILD. COMPLETE PARTS 2 AND 4 ONLY. SKIP PARTS 1 and 3. A foster child is the legal responsibility of a welfare agency or court.**

- A. List the foster child's monthly, personal use income. Write 0 (zero) if the foster child does not get any "personal use income." "Personal use income" is money given by the welfare office identified by category for the child's personal use, such as for clothing, school fees, and allowances; and all other money the child gets, such as money from his/her family and money from the child's full-time or regular part-time jobs. A foster child may receive free meal benefits regardless of YOUR income.
- B. Complete a separate application for EACH foster child. Do not list any other children, household members or income. A foster parent or other official representing the child **MUST** sign the application in Part 4. No adult social security number is required.

**PART 3 – HOUSEHOLDS NOT RECEIVING FOOD STAMPS OR TANF MUST COMPLETE THIS SECTION.**

**LIST NAMES AND INCOME OF ALL OTHER HOUSEHOLD MEMBERS (All adults and children not attending Shelby County Schools).**

- 1. Write the names of everyone else in your household whether they receive an income or not. Include yourself, your spouse, all children not attending public school, grandparents, and other related and unrelated people who are staying in your household at the time you complete the application. If you need additional space to write names, write it on a sheet of notebook paper. **DO NOT** try to squeeze in names between the lines.

2. Write the GROSS INCOME (before taxes and other deductions) received by EACH household member in the correct column for earnings, welfare, pensions and all other income. If any income amount last month was more or less than usual, write that person's usual monthly income. Mark appropriate box for how often this income is received (weekly, bi-weekly, 2 x month, monthly).
3. If you have "zero income" and receive no unemployment compensation or any other form of income, you MUST mark the box that indicates "NO INCOME" in this part.

**PART 4 – SIGNATURE AND SOCIAL SECURITY NUMBER.**

- A. All applications MUST have an adult household member signature.
- B. Households WITHOUT a Food Stamp or TANF case number MUST have an adult household member's social security number. If there is no adult household member with a social security number, check the box stating, "If you do not have a Social Security Number, mark this box." If you listed a Food Stamp or TANF case number for your child, or if you are applying for a foster child, an adult social security number is not needed.