

# 2018-2019 Iowa Application for Free & Reduced Price School Meals/Milk Return completed form to:

Complete one application per household. This application cannot be approved unless complete eligibility information is submitted.

**STEP 1** List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, complete the page 3.)

|   |                    |    |                   |                             |                    |                |       |  |
|---|--------------------|----|-------------------|-----------------------------|--------------------|----------------|-------|--|
| <p><b>Definition of Household Member:</b> "Anyone who is living with you and shares income and expenses, even if not related."<br/>Children in <b>Foster care</b> and children who meet the definition of <b>Homeless, Migrant or Runaway</b> are eligible for free meals. Read <b>How to Apply for Free and Reduced Price School Meals</b> for more information.</p> | Child's First Name | MI | Child's Last Name | Date of Birth<br>mm/dd/yyyy | Student?<br>Yes No | Child's School | Grade | Foster Child<br>Homeless, Migrant, Runaway   |
|   |                    |    |                   |                             |                    |                |       | Check all that apply<br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
|   |                    |    |                   |                             |                    |                |       |  |
|   |                    |    |                   |                             |                    |                |       |  |
|   |                    |    |                   |                             |                    |                |       |  |

**STEP 2** Do any Household Members (including you) currently participate in one or more of the following assistance programs: Food Assistance, FIP, or FDPIR?  
Check one:  Yes  No **If No, go to STEP 3. If you answered Yes, type a 10 digit case number here then go to STEP 4 (Do not complete STEP 3).**

|   |                            |  |
|---|----------------------------|--|
| <p>Write only one case number in this space. Medicaid, Title XIX &amp; EBT card numbers are not acceptable.</p> | <p><b>Case Number:</b></p> | <p>If you wish to apply on-line, go to (insert URL) Delete if NA</p> |
|---|----------------------------|--|

**STEP 3** Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

| <p>Are you unsure what income to include here?<br/>Please read <b>How to Apply for Free and Reduced Price School Meals</b> for more information. The <b>Sources of Income for Children</b> section will help you with the <b>Child Income</b> question. The <b>Sources of Income for Adults</b> section will help you with the <b>All Adult Household Members</b> section.</p>  | <p><b>A. Child Income</b><br/>Sometimes children in the household earn or receive income. Please include the TOTAL gross income earned by all Household Members listed in STEP 1 here. Total <u>Child</u> Income</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;"></td> <td style="border: none; text-align: center;">How often?</td> </tr> <tr> <td style="border: none; text-align: right;">Weekly</td> <td style="border: none; text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> </td> </tr> </table> |   |                       | How often? | Weekly  | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> |        |  |  |   |         |        |   |   |            |         |  |        |           |            |         |          |        |           |            |         |        |           |            |         |
|---|---|---|-----------------------|------------|---------|--|--------|--|--|---|---------|--------|---|---|------------|---------|--|--------|-----------|------------|---------|----------|--------|-----------|------------|---------|--------|-----------|------------|---------|
|   |   | How often?  |                       |            |         |  |        |  |  |   |         |        |   |   |            |         |  |        |           |            |         |          |        |           |            |         |        |           |            |         |
|   | Weekly  | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>  |                       |            |         |  |        |  |  |   |         |        |   |   |            |         |  |        |           |            |         |          |        |           |            |         |        |           |            |         |
|   |   |   |                       |            |         |  |        |  |  |   |         |        |   |   |            |         |  |        |           |            |         |          |        |           |            |         |        |           |            |         |
| <p><b>B. All Adult Household Members (including yourself)</b><br/>List all Household Members not listed in STEP 1 (including yourself) <b>even if they do not receive income</b>. For each Household Member listed, if they do receive income, report total <u>gross</u> income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report. Applications with blank income fields will be processed as complete. <b>If more spaces are required for additional names, attach the supplemental worksheet.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th rowspan="2" style="width: 30%;">Name of Adult Household Members (First and Last)</th> <th rowspan="2" style="width: 15%;">C. Earnings from Work</th> <th colspan="4" style="width: 15%;">How often?</th> <th rowspan="2" style="width: 15%;">D. Public Assistance/<br/>Child Support/Alimony</th> <th colspan="4" style="width: 15%;">How often?</th> <th rowspan="2" style="width: 15%;">E. Pensions/Retirement/<br/>All Other Income</th> <th colspan="4" style="width: 15%;">How often?</th> </tr> <tr> <th>Weekly</th> <th>Bi-Weekly</th> <th>2x Monthly</th> <th>Monthly</th> <th>Annually</th> <th>Weekly</th> <th>Bi-Weekly</th> <th>2x Monthly</th> <th>Monthly</th> <th>Weekly</th> <th>Bi-Weekly</th> <th>2x Monthly</th> <th>Monthly</th> </tr> </table> |   | Name of Adult Household Members (First and Last)  | C. Earnings from Work | How often? |         |  |        | D. Public Assistance/<br>Child Support/Alimony | How often?                                     |   |         |        | E. Pensions/Retirement/<br>All Other Income | How often?                                  |            |         |  | Weekly | Bi-Weekly | 2x Monthly | Monthly | Annually | Weekly | Bi-Weekly | 2x Monthly | Monthly | Weekly | Bi-Weekly | 2x Monthly | Monthly |
| Name of Adult Household Members (First and Last)  | C. Earnings from Work   |   |                       | How often? |         |  |        |  | D. Public Assistance/<br>Child Support/Alimony | How often?                                      |         |        |   | E. Pensions/Retirement/<br>All Other Income | How often? |         |  |        |           |            |         |          |        |           |            |         |        |           |            |         |
|   |   | Weekly  | Bi-Weekly             | 2x Monthly | Monthly | Annually   | Weekly | Bi-Weekly                                      |  | 2x Monthly                                      | Monthly | Weekly | Bi-Weekly                                   |   | 2x Monthly | Monthly |  |        |           |            |         |          |        |           |            |         |        |           |            |         |
| <p><b>F. Total Household Members (Children and Adults)</b></p>  |   | <p><b>G. Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member</b></p> <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">X</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">X</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">X</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">X</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">X</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">X</td> </tr> </table> |                       | X          | X       | X  | X      | X  | X  | <p>Check if no SSN <input type="checkbox"/></p> |         |        |   |   |            |         |  |        |           |            |         |          |        |           |            |         |        |           |            |         |
| X   | X   | X   | X                     | X          | X       |  |        |  |  |   |         |        |   |   |            |         |  |        |           |            |         |          |        |           |            |         |        |           |            |         |

**STEP 4** Contact Information and Adult Signature

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

|   |        |      |   |     |                          |                  |
|---|--------|------|---|-----|--------------------------|------------------|
|   |        |      |   |     |                          |                  |
| Street Address (if available)             | Apt. # | City | State   | Zip | Daytime Phone (optional) | Email (optional) |
|   |        |      |   |     |                          |                  |
| Printed name of adult completing the form |        |      | Signature of adult completing the form. Print completed form and sign |     |                          | Today's date     |

**DO NOT WRITE BELOW THIS LINE. FOR ADMINISTRATIVE USE ONLY.** Date Received by SFA: \_\_\_\_\_

Annual income conversion: Weekly x 52; Bi-Weekly x 26; 2 Times per Month x 24; Monthly x 12  
 Household Income: \$ \_\_\_\_\_  Weekly  Bi-Weekly  Twice Monthly  Monthly  Annually Household Size: \_\_\_\_\_  
 Application Approved:  Income  Foster Child  FIP/Food Assistance  Head Start (documentation required)  Homeless/Migrant/Runaway-Local Official Documentation Required  
 Eligibility Determination:  Free  Reduced  Free Milk Application Denied:  Incomplete  Over income limits

|                      |                |                     |      |                     |      |
|----------------------|----------------|---------------------|------|---------------------|------|
| Determining Official | Effective Date | Confirming Official | Date | Follow-up Signature | Date |
|----------------------|----------------|---------------------|------|---------------------|------|

**OPTIONAL Children's Racial and Ethnic Identities**

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one will be selected for you based on visual observation.

**Ethnicity (check one):** Hispanic or Latino Not Hispanic or Latino

**Race (check one or more):** American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

**Low-Cost Health Insurance for Children**  
If your children do not have health insurance, many families getting free or reduced price meals can also get free or low-cost health insurance for their children. The law requires public schools to share your free and reduced price meal eligibility information with Medicaid & **hawk-i**, the State's medical insurance program for children. Private schools, RCCIs and childcare organizations may choose to share this information. Specifically, we will give them your child's name, your name & address. Medicaid & **hawk-i** can only use the information to identify children who may be eligible for free or low-cost health insurance and contact you. They are not allowed to use the information from your free and reduced meal application for any other purpose or to share it with any other entity or program. You are not required to allow us to share this information, it will not affect your child's eligibility for free or reduced price meals. **If you do NOT want your information shared with Medicaid or hawk-i, you must tell us by completing the information below.** If you want further information, you may call **hawk-i** at 1-800-257-8563. Also, if you are already receiving Medicaid or **hawk-i**, please sign below. This will avoid another contact. My signature below indicates I DO NOT want school officials to share information from my free and reduced price meal application with Medicaid or **hawk-i**.

Parent/Guardian Name (Printed) \_\_\_\_\_ Signature (print completed from and sign) \_\_\_\_\_ Date \_\_\_\_\_

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Food Assistance (FA), Family Investment Program (FIP) or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

**USDA Nondiscrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
  - (2) fax: (202) 690-7442; or
  - (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).
- \*only use this address if you are filing a complaint of discrimination

**Iowa Non-Discrimination Statement:** "It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14<sup>th</sup> St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."

This institution is an equal opportunity provider.

Translated applications are available at: <http://www.fns.usda.gov/school-meals/translated-applications>

Optional Waiver Information

# 2018-2019 Iowa Application for Free and Reduced Price School Meals/Optional Supplemental Worksheet

## Additional Children in Your Household (not listed on page 1)

| Child's First Name   | MI | Child's Last Name | Student? |    | Child's School | Grade | Foster Child | Homeless, Migrant, Runaway |
|----------------------|----|-------------------|----------|----|----------------|-------|--------------|----------------------------|
|                      |    |                   | Yes      | No |                |       |              |                            |
| Check all that apply |    |                   |          |    |                |       |              |                            |

Any income earned by the above listed children should be included under Step 3 A on the first page of the application.

## Additional Adults in Your Household (Not listed on page 1)

| Name of Adult Household Members (First and Last) | Earnings from Work | How often? |           |          |         |          | Public Assistance/<br>Child Support<br>/Alimony | How often? |           |          |         | Pensions/Retirement/<br>All Other Income |  |  |
|--|--------------------|------------|-----------|----------|---------|----------|---|------------|-----------|----------|---------|--|--|--|
|  |                    | Weekly     | Bi-Weekly | 2x Month | Monthly | Annually |   | Weekly     | Bi-Weekly | 2x Month | Monthly |  |  |  |
|  |                    |            |           |          |         |          |   |            |           |          |         |  |  |  |

### Self-Employment Income Calculations

**This guidance will assist you in calculating the amount to report if you engage in farming, are self-employed or have income from other sources.**

Self-employed persons may use income tax records for the preceding calendar year as a base to project the current year's net income, unless the current monthly income provides a more accurate measure. Report income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home payments, medical expenses, and other similar non-business deductions are not allowed in reducing gross business income. Additional income from other kinds of employment must be treated as separate and apart from the income generated or lost from your business venture. For example, if you operated a business at a net loss, but held additional employment for which a salary was received, the income for purposes of applying for reduced price or free meals would be the income from the salary only. The loss from the business cannot be deducted from a positive income earned in other employment. For purposes of this application, it is not possible to report a negative income from any business venture. The least income possible is zero (no income). The necessary information for arriving at allowable income from private business operation may be taken from your most recent U.S. Individual Income Tax Return - Form 1040. Enter the amounts reported on the following lines (for losses type a negative (-) in front of the dollar value:

|         |   |
|---------|---|
| LINE 12 | Business Income or (Loss)   |
| LINE 13 | Capital Gain or (Loss)  |
| LINE 14 | Other Gains or (Losses)   |
| LINE 17 | Rental real estate, royalties, partnerships, S corporations, trusts, etc. |
| LINE 18 | Farm Income or (Loss)   |
| TOTAL   | Gross Annual Income Before Any Deductions.                                |

**Computed Monthly Income** (Gross Annual Income ÷ 12 = Computed Monthly Income.)

The computed monthly income should be reported in Step 3 on the Application for Free and Reduced Price School Meals under All Other Income.