HOW TO APPLY FOR FREE MILK

Please use these instructions to help you fill out the application for free milk. You only need to submit one application per household, <u>even if your children attend more than one school in the district.</u> The application must be filled out completely to certify your children for free milk. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact your student's school or the school district, for help.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members living in your household who are:
- Children ages 18 or under AND are supported with the household's income.
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth.
- Students attending your local school district, <u>regardless of age.</u>

A) **List each child's name.** Clearly print each child's name. Use one line of the application for each child. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.

B) **Is the child a student in the district?** Check the appropriate box, 'Yes' or 'No', under the column titled "Student". If you check the "Yes" box, clearly print the name of the school they attend and their current grade in the spaces provided.

C) **Do you have any foster children?** If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing **STEP 1**, go to **STEP 4**.

<u>Foster children who live with you may count as members of your household and should be listed on your application.</u> If you are applying for both foster and non-foster children, go to step 3.

D) **Are any children homeless, migrant, or runaway?** If you believe any child listed in this section meets this description, check the "Homeless, Migrant, or Runaway" box next to the child's name and <u>complete all steps of the application.</u>

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free milk:
- The Supplemental Nutrition Assistance Program (**SNAP**).
- Temporary Assistance for Needy Families (**TANF**).
- The Food Distribution Program on Indian Reservations (**FDPIR**).

A) **If anyone in your household participates in any of the above programs:**
- Write the case number in the space provided. Enter a single digit on each line. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact your State/local program agency contact.
- Proceed to **STEP 4**

B) **If no one in your household participates in any of the above listed programs:**
- Leave **STEP 2** blank and go to **STEP 3.**

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?
- Use the charts titled **"<u>Sources of Income for Adults</u>"** and **"<u>Sources of Income for Children</u>,"** printed on the back of the application to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
  - Gross income is the total income received before taxes.
  - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or had any other amounts taken out of the pay.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

- Write a "0" in any fields where there is no income to report. Any income fields left empty, or blank will also be counted as a zero. If you write ''0'' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

3.A. REPORT INCOME EARNED BY CHILDREN

A) **Report all income earned or received by children.** Report the combined gross income for ALL children listed in STEP 1 in your household in the space marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

3.B. REPORT INCOME EARNED BY ADULTS

Who should I list here?
- When filling out this section, include ALL adult members in your household who are living with you and share income and expenses, *even if they are not related and even if they do not receive income of their own.*
- *Do NOT include:*
  - People who live with you but are not supported by your household's income AND do not contribute income to your household.
  - Infants, Children, and students already listed in **STEP 1.**

B) **List adult household members' names.** Clearly print the name of each household member on the provided lines (First and Last)." *Do not list any household members you listed in STEP 1.* If a child listed in **STEP 1** has income, follow the instructions in **STEP 3, part A.**

C) **Report ALL income** next to each individual listed and check the appropriate box stating how often each type of income is received.
- **Earnings from work.** Report all income from work under the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. Check the appropriate box stating how often the pay is received.

What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

- **Public assistance/child support/alimony.** Report all income that applies in the "Public Assistance/Child Support/Alimony" chart on the back of the application. *Do not report the cash value of any public assistance benefits NOT listed on the chart.* If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part. Check the appropriate box stating how often the pay is received.
- **Income from pensions/retirement/all other income.** Report all income that applies in the "Pensions/Retirement/ All Other Income" chart on the back of the application.

D) **Report total household size.** Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in **STEP 1** and **STEP 3**. If there are any members of your household that you have not listed on the application, go back, and add them. It is very important to list all household members, as the size of your household affects your eligibility for free **milk.**

E) **Provide the last four digits of your Social Security Number.** An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, make sure you have read the privacy and civil rights statements on the back of the application.

A) **Provide your contact information.** Write your current address in the fields provided. If you have no permanent address, this does not make your children ineligible for free **milk**.

B) **Sign and date the form:** Clearly print your name and then sign the form in the appropriate locations.

C) **Mail Completed Form:** Mail the form to the address in this field. If there is no address, return the form to the school.

D) **Share children's racial and ethnic identities (optional).** On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free **milk.**