

INSTRUCTIONS Sources of Income

Sources of Income for Children	
Sources of Child Income	Examples)
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages
- Social Security - Disability Payments - Survivor's Benefits	- A child is blind or disabled and receives Social Security benefits - A Parent is disabled, retired, or deceased, and their child receives Social Security benefits
- Income from person outside the household	- A friend or extended family member regularly gives a child spending money
- Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust

Sources of Income for Adults		
Earnings from Work	Public Assistance/Alimony/Child Support	Pensions / Retirement / All Other Income
- Salary, wages, cash bonuses - Net income from self-employment (farm or business) If you are in the U.S. Military: - Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing	- Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government - Alimony payments - Child support payments - Veteran's benefits - Strike benefits	- Social Security (including railroad retirement and black lung benefits) - Private pensions or disability benefits - Regular income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household

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 ethnicity/race is not selected, a visual identification will be determined.

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

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, 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 Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program 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.

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, audiotape, 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, 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.

This institution is an equal opportunity provider.

FREQUENTLY ASKED QUESTIONS CONCERNING FREE AND REDUCED PRICE MEAL APPLICATIONS FOR SCHOOL YEAR 2022-2023

- 1. WHEN SHOULD SCHOOLS DISTRIBUTE THE APPLICATION FOR FREE AND REDUCED PRICE MEALS?**

Schools should send the information letter to households very early in the school year, which begins July 1. Applications should also be distributed on July 1 or soon thereafter. Distributing applications early in the school year ensures households have sufficient time to complete and return the application prior to the first day of school. Additionally, schools are encouraged to provide families with information about the School Meal Programs in routine contacts throughout the school year, and remind families that applications may be submitted at any time during the school year.

Information letters may not, however, be sent to households before the end of one school year for the subsequent year, nor can the LEA (Local Educational Agency) accept and process applications before the federally defined school year, which begins on July 1. (Note: Year-round schools, however, may distribute the letters in June.)
- 2. WHEN CAN A SCHOOL ACCEPT AND PROCESS FREE AND REDUCED PRICE MEAL APPLICATIONS?**

The LEA cannot accept or process applications before July 1, which is the beginning of the federally defined school year.
- 3. MAY SCHOOLS REQUIRE ALL HOUSEHOLDS TO COMPLETE AND SUBMIT AN APPLICATION FOR FREE AND REDUCED PRICE MEALS?**

No. Schools may not require households to complete and submit an application. It is the household's choice to complete and submit an application for meal benefits. However, LEAs must inform households that they may receive meal benefits if they are eligible.
- 4. ARE ANY PROVISIONS AVAILABLE TO PROVIDE MEALS FOR FREE TO ALL STUDENTS DURING SCHOOL YEAR 2022-2023?**

Although the waiver to provide free meals and claim all meals at the free reimbursement rate through the Seamless Summer Option expires after the 2021-22 school year, there are provisions available for schools to provide all meals for free. However, most LEAs will not be able to claim all meals at the free reimbursement rate and must use non-federal funds to cover program losses.

The **Community Eligibility Provision (CEP)** provides the option to offer free meals to all students in eligible high poverty LEAs and schools without collecting household applications. Eligible LEAs and schools use a claiming percentage based on the number of identified students (primarily directly certified students) of at least 40%, multiplied by a factor of 1.6, to determine a free claiming percentage. The difference between the free claiming percentage and 100% determines the percentage of meals to claim in the paid category. Eligibility is established on April 1 of the year prior to implementation. More information is available on the [DESE FNS Community Eligibility Provision website](#).
- 5. WHAT ARE THE REIMBURSEMENT RATES FOR SCHOOL YEAR 2022-23?**

Reimbursement rates for School Year 2022-23 will be the National School Lunch Program and School Breakfast Program rates. These are not available at this time, but are usually published in June or July.
- 6. THE TRANSLATED APPLICATIONS, INCLUDING THE SPANISH APPLICATION, AVAILABLE ON THE USDA WEBSITE ARE FROM 2016-17. WHERE DO I FIND TRANSLATED APPLICATIONS FOR THIS YEAR?**

There were no significant changes to the application since 2016-17. Please use prototype applications that are currently available on the [USDA WEBSITE](#), but please change the date to the current school year before providing to families.

7. HOW WILL THE 30 DAY CARRYOVER OF BENEFITS WORK FOR THE 2022-23 SCHOOL YEAR?
USDA is in the process of developing guidance to address questions regarding a number of operational areas in the Child Nutrition Programs, including (but not limited to):

- Carryover Eligibility
 - Meal Service Flexibilities (non-congregate feeding, meal time flexibility, and parent/guardian pick-up)
 - Paid Lunch Equity
 - Severe Need Reimbursement and Two Cents Differential Reimbursement
- USDA will issue guidance as quickly as possible, pending legal review and clearance.

8. OUR LEA IS REQUIRED TO USE THE STANDARD SAMPLE METHOD FOR VERIFICATION THIS YEAR. IS THERE ANYTHING I SHOULD DO WHEN APPROVING APPLICATIONS TO PREPARE?

For the Standard method, error prone applications must be selected for verification. Error prone applications are approved applications indicating income within \$100 monthly of \$1,200 annually of the income eligibility guidelines. To help with this process, LEAs should mark applications as error prone during the application approval process. To aid in this, an optional box to mark if an application is error prone has been added to the *School Use Only* section of the application. Some LEAs have computerized systems that identify error prone applications, so they might not need to mark individual applications. If the LEA is not using the Standard method or Alternate 2 method for verification, this additional step of marking error prone applications is not necessary. The list of LEAs required to complete the Standard sample is published on the DESE FNS website under Verification Information. This list is normally available at the beginning of October, but has been made available earlier this year to help LEAs that are using the Standard sample method. A chart with the income limits and a calculator to identify error prone applications is also available with the Verification Information.