

APPLICATION INSTRUCTIONS

PART 1 – INFORMATION ON CHILD: ALL HOUSEHOLDS COMPLETE THIS PART.

- (1) Print the name, and date of birth of the child you are applying for.
- (2) Print the start date and primary hours of care for your child.
- (3) Circle the days of the week your child attends the child care center.
- (4) Circle the meals that you expect the child care center to serve your child: breakfast, morning snack, lunch, afternoon snack, supper, and/or evening snack.

PART 2 - HOUSEHOLDS RECEIVING FOOD STAMPS OR TANF BENEFITS: COMPLETE THIS PART AND PART 5.

- (1) List your current food Stamp or TANF (Temporary Assistance for Needy Families) case number for the child.
- (2) An adult household member must sign the application in Part 5.

PART 3 – HOUSEHOLDS WITH A FOSTER CHILD: COMPLETE THIS PART AND PART 5.

- (1) List the foster child's monthly "personal use" income. Write "0" if the foster child does not get "personal use" income.
- (2) A foster parent or other official representing the child must sign the application in Part 5. "Personal use" income is a) money given by the welfare office identified by category for the child's personal use, such as for clothing, school fees, and allowances; and b) all other money the child receives, such as money from his/her family and money from the child's full-time or regular part-time jobs.
- (3) In certain cases, foster children are eligible for free or reduced-price meals regardless of the income of such household with whom they reside and households wishing to apply for such benefits for foster children should contact us.

PART 4 – ALL OTHER HOUSEHOLDS: COMPLETE THIS PART AND PART 5.

- (1) Write the names of everyone in your household and whether they receive income or not. Include yourself, the child you are applying for, all other children, your spouse, grandparents and other related and unrelated people in your household. Use another piece of paper if you need more space.
- (2) Write the amount of income each household member received last month, before taxes or anything else is taken out, and where it came from, such as earnings, welfare, pensions, and other income (refer to examples below for types of income to report). If any amount last month was more or less than usual, write that person's usual monthly income.
- (3) An adult household member must sign the application and give his/her social security number in Part 5.

To Figure Monthly Income: Weekly x 4.33; Every 2 weeks x 2.15; Twice a month x 2

PART 5– SIGNATURE AND SSN: ALL HOUSEHOLDS MUST COMPLETE THIS PART.

- (1) All applications must have the signature of an adult household member.
- (2) The applications must have the social security number of the adult who signs. If the adult does not have a social security number, write "NONE" in place of the social security number.
- (3) If you listed a Food Stamp or TANF case number in Part 2 or the application is for a foster child, a social security number is not needed.

PART 6 – RACIAL/ETHNIC IDENTITY OF CHILD: COMPLETE THIS SECTION IF YOU WISH.

You are not required to answer this question to get free or reduced-price meals. However, this information will help ensure that everyone is treated fairly.

INCOME TO REPORT

Earnings from Employment

Wages/salaries/tips
Strike benefits
Unemployment compensation
Worker's compensation
Net income from self-owned business or farm

Pensions/Retirement/Social Security

Pensions
Supplemental security income
Retirement income
Veteran's payments
Social security

Other Income

Disability benefits
Cash withdrawn from savings
Interest/dividends
Income from estates/trusts/investments
Regular contributions from persons not living in the household
Net royalties/annuities/net rental income
Any other income

Welfare/Child Support/Alimony

Public assistance payments
Welfare payments
Alimony/child support payments

Military Households

All cash income for off base commercial/private housing allowances, excluding the Military Housing Privatization Initiative and Family Subsistence Supplement Allowance (FSSA). All cash income for uniform allowances. DOES NOT include "in-kind" benefits NOT paid in cash (base housing, clothing, food, medical care, etc.). All cash income made available to the household.