

APPLICATION INSTRUCTIONS

Dear Parent/Guardian: The Boston Public Schools (BPS) participate in the National School Lunch and Breakfast Programs. Under these Programs, your child may be eligible for free or reduced price meals. To determine their eligibility based on household income requirements, it is essential that you complete and return the Application on the backside. Each household should complete and return one Application per household and /or one per *foster child*. Once the Application is returned, a school based Food and Nutritional Services (FNS) staff member will make an initial determination of eligibility. Within 10 days of receipt of the application, a letter will be sent home with your child requesting additional information or with an official determination on eligibility status. General and detailed instructions are below along with other important information. If you need assistance completing the application or have questions, please call 617-635-6371 or 6372.

Part 1. **Students attending the Boston Public Schools ONLY**

Print his/her Last Name, First Name, and Middle Initial, Student ID#, Grade, School name, and case number if you are receiving TANF or SNAP. If you have more than six children attending the BPS system, please list their names on a separate piece of paper and clip it to the application.

If your household is receiving Supplemental Nutrition Assistance-SNAP or TANF, the adult household member must sign the application in Part 6. SNAP or TANF households do not need to list any income in Part 4 of the application. Families receiving benefits from the Department of Transitional Assistance (DTA), who signed the confidentially waiver, will automatically receive the benefit of FREE meals for their children. A letter from BPS certifying your child (ren) to receive free meals will be sent home and his/her school will be notified. **If you receive such a letter, there is no need to fill out an application.** If you did not get a letter informing you that your child (ren) is eligible for free meal benefits, please fill out an application listing your case number and submit it for processing. Please make sure that your application is signed (part 6).

Part 2. **Homeless/Migrant/Runaway**

If the child that you are applying for is Homeless, Migrant, or Runaway, place an X in the box provided and call Mary William at 617-635-8037.

Part 3. **Foster Children**

If the application is for a foster child, please provide the child's Last Name, First Name, Student ID#, Grade, School and any "personal use" income. **IF YOU HAVE MORE THAN ONE FOSTER CHILD IN YOUR HOUSEHOLD PLEASE USE A SEPARATE APPLICATION FOR EACH FOSTER CHILD.**

Part 4. **All other household members must complete these parts (4, 5, 6)**

Write the names of everyone in your household, whether or not they get income. Include yourself, the child (ren) you are applying for, all other children, your spouse, grandparents, and other related individuals living in your household. Use another piece of paper if necessary.

Write the amount of current income each household member receives, before taxes (Gross Income), and indicate where it came from, such as earnings, welfare and pensions, etc. Specify how often this income is received: Weekly, Bi-weekly, 2 X monthly, and monthly. If you are "Refusing Benefits" please indicate so by checking off the appropriate box. If you do not have an income at the time you apply for meal benefits, please check the box that indicates "Zero Income".

This application cannot be processed without a Social Security number and Signature. If you do not have a Social Security number, please check off the box "I do not have a SS#".

Discrimination

In the operation of the child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or handicap. If you believe you have been discriminated against, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Bldg., 1400 Independence Avenue SW, Washington DC 20250-9410, or call 202-720-5964.

Privacy Act Statement

Section 9 of the National School Lunch Act requires that unless your child's SNAP or TANF case number is provided, you must include the Social Security Number of the adult household member signing the application or indicate that the household member does not have a Social Security Number. *Provision of a Social Security Number is not mandatory, but if a Social Security Number is not given or indication is not made that the signer does not have such a number, the Application cannot be approved. The Social Security Number may be used to identify the household member in carrying out efforts to verify the correctness of information stated on the Application. These verification efforts may be carried out through program reviews, audits, and investigations, and may include contacting employers, to determine income, contacting Supplemental Nutrition Assistance Program or Transitional Assistance office to determine current certification for receipt of SNAP or TANF benefits, contacting the State Employment Security Office to determine the amount of benefits received, and checking the documentation produced by the household members to prove the amount of income received. These efforts may result in loss or reduction of benefits, administrative claims, or legal action if incorrect information is reported.*