

# HUNTINGDON AREA SCHOOL DISTRICT

Dear Parent/Guardian:

Children need healthy meals to learn. **Huntingdon Area School District** offers healthy meals every school day. Breakfast costs **\$1.30**; lunch costs **\$2.85** at the Elementary Schools and **\$2.90** at the Middle School and High School. **Your child(ren) may qualify for free meals or for reduced price meals.** Reduced price is **\$0.30** for breakfast and **\$0.40** for lunch. This packet includes an application for free and reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

If you have received a **NOTICE OF DIRECT CERTIFICATION** letter for free meals, **do not** complete the application. But **do** let the school know if any children in your household are not listed on the **NOTICE OF DIRECT CERTIFICATION** letter you received.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS OR SPECIAL MILK?

- All children in households receiving Supplemental Nutrition Assistance Program (SNAP) (formerly the Food Stamp Program) or Temporary Assistance for Needy Families (TANF) benefits are eligible for free meals.
- Foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

**\*\*\*NOTE: YOU MUST FILL OUT A NEW APPLICATION FOR THE 2022-23 SCHOOL YEAR BY OCTOBER 7, 2022, IN ORDER TO CONTINUE TO RECEIVE BENEFITS. BEGINNING OCTOBER 8, 2022, STUDENTS WITHOUT A NEW APPLICATION ON FILE WILL BE CHARGED THE FULL PRICE FOR BREAKFAST AND LUNCH MEALS. \*\*\***

| INCOME ELIGIBILITY REDUCED PRICE GUIDELINES JULY 1, 2022-JUNE 30, 2023 |        |         |                 |                 |        |
|------------------------------------------------------------------------|--------|---------|-----------------|-----------------|--------|
| Family Size                                                            | Annual | Monthly | Twice Per Month | Every Two Weeks | Weekly |
| 1                                                                      | 25,142 | 2,096   | 1,048           | 967             | 484    |
| 2                                                                      | 33,874 | 2,823   | 1,412           | 1,303           | 652    |
| 3                                                                      | 42,606 | 3,551   | 1,776           | 1,639           | 820    |
| 4                                                                      | 51,338 | 4,279   | 2,140           | 1,975           | 988    |
| 5                                                                      | 60,070 | 5,006   | 2,503           | 2,311           | 1,156  |
| 6                                                                      | 68,802 | 5,734   | 2,867           | 2,647           | 1,324  |
| 7                                                                      | 77,534 | 6,462   | 3,231           | 2,983           | 1,492  |
| 8                                                                      | 86,266 | 7,189   | 3,595           | 3,318           | 1,659  |
| Each additional family member add:                                     | 8,732  | 728     | 364             | 336             | 168    |

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, call or email the Homeless Liaison **Staci Young at 814-643-4140 or syoung@huntsd.org.**
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **your school or the Food Service Office at Huntingdon Area Middle School, 2500 Cassady Avenue, Huntingdon, PA 16652.**
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification letter, contact **Ellen Riley, at 643-2900, ext. 2192 or email [iriley@huntsd.org](mailto:iriley@huntsd.org)** immediately.
5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit **[huntsd.org](http://huntsd.org)** or visit the PA Department of Human Services website at **[www.compass.state.pa.us](http://www.compass.state.pa.us)**.
6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first 30 operating school days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Send in an application.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and/or reduced price meals if the household income drops below the income limit.
10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Jennifer Mitchell, Superintendent, 2400 Cassady Avenue, Suite 2, Huntingdon, PA 16652 or 814-643-4140.**
11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application or may not receive income at all. Whenever this happens, write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Be careful when leaving income fields blank, as we will assume you meant to do so.
14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper and attach it to your application. Contact **Ellen Riley at 814-643-2900, ext. 2192** to receive a second application.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **SNAP** or other assistance benefits, visit [www.compass.state.pa.us](http://www.compass.state.pa.us), contact your local county assistance office, or call 1-800-692-7462.

If you have other questions or need help, call **814-643-2900, ext. 2192**.

Sincerely,

**Matthew Gibson, Business Manager**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

17. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
18. **fax:**  
(833) 256-1665 or (202) 690-7442; or
19. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

ATTENTION: If you speak Spanish, language assistance services, free of charge, are available to you. Contact your child's school.  
ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Comuníquese con la escuela de su niño.

# HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS or SPECIAL MILK PROGRAM

Use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in Huntingdon Area School District. The application must be filled out completely to certify your children for free or reduced-price school meals. 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, contact Food Service Office at 814-643-2900, ext. 2192 or Ellen J. Riley at [jriley@huntsd.org](mailto:jriley@huntsd.org).

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                         |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                         |
| <b>Who should I list here?</b> When filling out this section, include ALL members in your household who are:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>• Children age 18 or under AND are supported with the household's income;</li><li>• In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;</li><li>• Students attending Huntingdon Area School District, <u>regardless of age</u>.</li></ul>                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                         |
| <b>A) List each child's name.</b> Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. 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>B) Is the child a student at Huntingdon Area School District?</b><br>Mark 'Yes' or 'No' under the column titled "Student" to tell us which children attend Huntingdon Area School District. If you marked 'Yes,' write the grade level of the student in the 'Grade' column to the left.                                                                                                     | <b>C) Do you have any foster children?</b> 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 <b>STEP 1</b> , go to <b>STEP 4</b> .<br>Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3. | <b>D) Are any children homeless, migrant, or runaway?</b> If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and <u>complete all steps of the application</u> . |
| <b>STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP or TANF?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                         |
| 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 school meals:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>• The Supplemental Nutrition Assistance Program (SNAP).</li><li>• The Temporary Assistance for Needy Families (TANF).</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                         |
| <b>A) If no one in your household participates in any of the above listed programs:</b> <ul style="list-style-type: none"><li>• Leave <b>STEP 2</b> blank and go to <b>STEP 3</b>.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>B) If anyone in your household participates in any of the above listed programs:</b> <ul style="list-style-type: none"><li>• Write a case number for SNAP or TANF. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: 1-877-395-8930 or your local assistance office.</li><li>• Go to <b>STEP 4</b>.</li></ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                         |
| <b>STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                         |
| <b>How do I report my income?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>• Use the charts titled "<u>Sources of Income for Adults</u>" and "<u>Sources of Income for Children</u>" printed on the back side of the application form to determine if your household has income to report.</li><li>• Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.<ul style="list-style-type: none"><li>o Gross income is the total income received before taxes.</li><li>o 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</li></ul></li></ul> |                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                         |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.</p> <ul style="list-style-type: none"> <li>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.</li> <li>Mark how often each type of income is received, using the check boxes to the right of each field.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>3.A. REPORT INCOME EARNED BY CHILDREN</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>A) Report all income earned or received by children.</b> Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.</p>                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>What is Child Income?</b> Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>3.B. REPORT INCOME EARNED BY ADULTS</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>Who should I list here?</b></p> <ul style="list-style-type: none"> <li>When filling out this section, include ALL adult members in your household who are living with you and share income and expenses, <u>even if they are not related and even if they do not receive income of their own.</u></li> <li><b>Do NOT include:</b> <ul style="list-style-type: none"> <li>People who live with you but are not supported by your household's income AND do not contribute income to your household.</li> <li>Infants, Children, and Students already listed in STEP 1.</li> </ul> </li> </ul>                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>B) List adult household members' names.</b> Print the name of each household member in the boxes marked "Names of Adult Household Members (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.</p>                                                                                                                                                                                                                                                                                                                    | <p><b>C) Report earnings from work.</b> Report all income from work in 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.</p> <p><b>What if I am self-employed?</b> 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.</p> | <p><b>D) Report income from public assistance/child support/alimony.</b> Report all income that applies in the "Public Assistance/Child Support/Alimony" field on 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.</p> | <p><b>G) Provide the last four digits of your Social Security Number.</b> 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."</p> |
| <p><b>STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><i>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, also make sure you have read the privacy and civil rights statements on the back of the application.</i></p>                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>A) Provide your contact information.</b> Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced-price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.</p>                                                                                                                                                                                                                                                   | <p><b>B) Print and sign your name.</b> Print the name of the adult signing the application and that person signs in the box "Signature of adult."</p>                                                                                                                                                                                                                                                                                                                                  | <p><b>C) Write today's date.</b> In the space provided, write today's date in the box.</p>                                                                                                                                                                                                                                                                                                                                                                   | <p><b>D) Share children's racial and ethnic identities (optional).</b> 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 or reduced-price school meals.</p>                                                                                                                                  |

(Complete one application per household. Use a pen)

**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 attach another sheet of paper)

[illegible]

**STEP 2** Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP or TANF?

**If NO** > Go to STEP 3.

**If YES** > Write a case number here, then go to STEP 4 (Do not complete STEP 3)

**Case Number:** \_\_\_\_\_

Write only one nine (9) digit case number in this space.

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

**A. Child Income**

Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

|  | Child Income |  |  |  | How often?            |                       |
|--|--------------|--|--|--|-----------------------|-----------------------|
|  | \$           |  |  |  | Weekly                | Monthly               |
|  |              |  |  |  | <input type="radio"/> | <input type="radio"/> |

  

**B. All Adult Household Members (including yourself)**

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only.

**If no income is received 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.**

| Names of Adult Household Members (First and Last) | Earnings from Work   |                      |                      |                      | Public Assistance/Child Support/Alimony |                      |                      |                      | Pensions/Retirement/All Other Income |        |                      |                      |                      |
|---------------------------------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------------------------|----------------------|----------------------|----------------------|--------------------------------------|--------|----------------------|----------------------|----------------------|
|                                                   | How often?           |                      | How often?           |                      | How often?                              |                      | How often?           |                      | How often?                           |        | How often?           |                      |                      |
|                                                   | Weekly               | Bi-Weekly            | 2x Monthly           | Monthly              | Annual                                  | Weekly               | Bi-Weekly            | 2x Monthly           | Monthly                              | Weekly | Bi-Weekly            | 2x Monthly           | Monthly              |
|                                                   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$                                      | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>                 | \$     | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|                                                   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$                                      | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>                 | \$     | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|                                                   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$                                      | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>                 | \$     | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|                                                   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$                                      | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>                 | \$     | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|                                                   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$                                      | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>                 | \$     | <input type="text"/> | <input type="text"/> | <input type="text"/> |

  

| Total Household Members (Children and Adults) | Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member | Check if no SSN          |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------|
| <input type="text"/>                          | <input type="text"/>                                                                                    | <input type="checkbox"/> |

**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 and Email (optional) | Today's date |
|                               |       |      |       |     |                                    |              |

Printed name of adult signing the form

INSTRUCTIONS Sources of Income

Sources of Income for Children

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

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.

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

Sources of Income for Adults

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

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 (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

SCHOOL USE ONLY – DO NOT FILL OUT

Total Income: \_\_\_\_\_ Per: ☐ Week, ☐ Every 2 Weeks, ☐ Twice A Month, ☐ Monthly, ☐ Yearly, Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12

Household Size: \_\_\_\_\_

Eligibility: ☐ Free ☐ Reduced ☐ Denied Reason: \_\_\_\_\_ ☐ Categorically Eligible ☐ Other Source Categorically Eligible

Confirming Official's Signature (cannot be the Determining Official): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of School Employee Completing Verification: \_\_\_\_\_ Date: \_\_\_\_\_

Determining Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.  
\* All Household Applications must be returned to your child's school for processing.

## SHARING INFORMATION WITH OTHER PROGRAMS

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Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify. For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.

- 
- ☐ **HIGH SCHOOL ONLY** - Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with: applicable institutions for a possible tuition fee waiver for a Dual Enrollment Course there.
- ☐ **HIGH SCHOOL ONLY** - Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with: PSAT/SAT/ACT Officials for a possible fee waiver for those standardized tests.
- ☐ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with: Elementary Backpack Program Committee Members for possible consideration in participation in the School Backpack Program.

If you checked "Yes" to any or all of the boxes above, fill out the form below to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the programs you checked.

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

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For more information, you may call Ellen J. Riley at (814) 643-2900 ext 2192 or email at [jriley@huntsd.org](mailto:jriley@huntsd.org)

Return this form to: Your School OR Food Service Office, 2500 Cassady Avenue, Huntingdon, PA 16652.

This institution is an equal opportunity employer and provider.

ATTENTION: If you speak Spanish, language assistance services, free of charge, are available to you. Contact your child's school.

ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Comuníquese con la escuela de su niño.

2022-2023 SY

Free and Reduced-Price School Meals Application - Sharing Information with Other Programs

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