



## 2011-12 Confidential Family Application for Free or Reduced-Price Meals

Apply online at [www.pps.k12.or.us/departments/nutrition](http://www.pps.k12.or.us/departments/nutrition)

### Frequently Asked Questions and Instructions for Applying

**Do I need to apply every year?** Yes. Eligibility for free and reduced-price meals is only approved for one school year at a time. In addition to free or reduced-price school meals, students may also be eligible for other benefits (see page 3 of the application).

**Should I fill out an application if I got a letter this school year saying my children are approved for free meals?** Please carefully read the letter you got and follow the instructions. If you received an *Eligibility Notification-Free Meal Benefits* letter for one or more children in your household (but not all) call (503) 916-3402 and tell us the names of other students in your household.

**Do I need to fill out a separate application for each child?** No. Use one Family Application for Free and Reduced-Price Meals for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information (see checklist on page 4). **Return the completed application to your school or mail to the district's central office: Portland Public Schools Nutrition Services, PO Box 3107, Portland OR 97208-3107**

**Who can get free meals?** Children in households getting Supplemental Nutrition Assistance Program (SNAP) Benefits (formerly the Food Stamp Program), TANF or FDPIR can get free meals regardless of your income. Also, your children can get free meals if your household income is within the free limits on the Federal Income Guidelines.

**Can foster children get free meals?** Yes, foster children that are under the legal responsibility of a foster care agency or court can get free meals. Any foster child in the household can get free meals regardless of income.

**Can homeless, runaway and migrant children get free meals?** Yes. Please call (503) 916-3402 to see if your child(ren) qualify, if you have not been informed that they will get free meals.

**Who can get reduced-price meals?** Your children can get low cost meals (40 cents per lunch) if your household income is within the reduced-price limits on the Federal Income Guidelines shown on page 2 of the application.

**If my child is eligible for free or reduced-price meal benefits, when will the meal benefits begin?** Meal benefits for new applications cannot start until an application is approved. Please provide a lunch or money for a paid lunch until you receive notice that the application is approved.

**I get WIC. Can my child(ren) get free meals?** This can only be determined by completing and submitting the enclosed application for meal benefits. Please fill out an application.

**My children receive Oregon Health Plan benefits. Can they get free meals?** This can only be determined by completing and submitting the enclosed application for meal benefits. Please fill out an application.

**Will the information I give be checked?** Yes. We may ask you to send written proof.

**If I don't qualify now, may I apply later?** Yes. You may apply at any time during the school year.

**What if I disagree with the school district's decision about my application?** You may ask for a hearing by calling or writing to: Portland Public Schools Nutrition Services, PO Box 3107, Portland OR 97208-3107, Phone: (503) 916-3399.

**May I apply if someone in my household is not a U.S. citizen?** Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced-price meals.

**Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives or friends). You must include yourself and all children who live with you. Foster children may be included as household members. If you live with other people who are economically independent (for example, people you do not support, who do not share income with you or your children and who pay a pro-rated share of expenses), do not include them.

**What if my income is not always the same?** List the amount that you normally get. For example, if you normally earn \$1000 each month, but you missed some work last month and only got \$900, put down that you earn \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes.

**We are in the military; do we include our housing allowance?** If you get an off-base housing allowance, it must be counted as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. **My spouse is deployed to a combat zone. Is combat pay counted as income?** Combat pay is excluded if it is received in addition to the service member's basic pay; because of the deployment; and not received before being deployed.

**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, call 1-800-SAFENET (723-3638).

All students who were receiving free or reduced-price meal benefits at the end of last year must complete a NEW meal application for the 2011-12 school year. Any change in free or reduced-price meal benefits becomes effective as soon as the 2011-12 application is processed. Students who have not submitted a NEW application will be required to pay full price starting Wednesday, October 12<sup>th</sup>.

*Did you know... you can submit this application online at [www.pps.k12.or.us/departments/nutrition](http://www.pps.k12.or.us/departments/nutrition)*

### Instructions for Applying

**For Supplemental Nutrition Assistance Program, SNAP (formerly Food Stamps) OR Temporary Assistance for Needy Families (TANF) Households, do the following:**

**Part 1:** Complete Household information

**Part 2:** List child(ren)'s name, school, grade, birthday and mark the checkbox if they are a formally placed foster child in the family.

**Part 3:** Give the name of the person in the household with benefits and their case number, Supplemental Nutrition Assistance Program (SNAP) benefits case number (A11-11-1111) or TANF (AA111 or AAA111)

**Part 4:** Skip this part.

**Part 5:** Sign the form. A Social Security Number is not necessary *for a SNAP or TANF application*.

**Part 6:** Answer this question if you choose to.

**Part 7:** Answer this question if you choose to.

**If you are applying for a FOSTER CHILD, follow these instructions:**

**Part 1:** Complete Household information

**Part 2:** List child(ren)'s name, school, grade, birthday and mark the checkbox if they are a formally placed foster child in the family.

**Part 3:** Skip this part

**Part 4:** Skip this part

**Part 5:** Sign the form. A Social Security Number is not necessary *for a Foster Child application*.

**Part 6:** Answer this question if you choose to.

**Part 7:** Answer this question if you choose to.

OR Complete a household application for the entire household including the foster child following instructions for " All Other Households"

**ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:**

**Part 1:** Complete Household information.

**Part 2:** List child(ren)'s name, school, grade, birthday and mark the checkbox if they are a formally placed foster child in the family.

**Part 3:** Skip this part.

**Part 4: Follow these instructions to report total household income from last month.**

**Column 1 - Name:** List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself, those children living with you but not attending school and children in school receiving regular income. Do not repeat children listed in part 2 unless they receive regular income. Attach another sheet of paper if you need to.

**Column 2 - Gross Monthly Income:** Next to each person's name list each type of income received last month. For example, *Monthly Income:* List the **gross income** each person earned from work. This is not the same as take-home pay. **Gross income is the amount earned before taxes and other deductions.** The amount should be listed on your pay stub, or your boss can tell you. If your income is paid weekly, every 2 weeks or twice a month, follow the instructions on the back of the application. **Column 3 -** List the amount each person got last month from welfare, child support, alimony.

**Column 4 -** List the amount each person got last month from pensions, retirement, Social Security. **Column 5 -** List the amount each person got last month from Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME.

*Report net income for self-owned business, farm, or rental income. Next to the amount, write how often the person got it.*

*Military Housing Privatization Initiative - do not include this housing allowance.*

**Column 6 -** Check the box if the household member listed has no income.

**Part 5: An adult household member must sign the form and list the last four (4) numbers of his or her Social Security Number, or mark the box if he or she doesn't have one.**

**Part 6:** Answer this question if you choose to. **Part 7:** Answer this question if you choose to.

USDA, the State of Oregon, and Portland Public Schools are equal opportunity providers.