SALIDA SCHOOL DISTRICT R-32-J

BOARD OF EDUCATION

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Free and Reduced Price School Meals – Information Letter to Households

Dear Parent/Guardian:

Children need healthy meals to learn. **Salida School District** offers healthy meals every school day. Breakfast costs **\$1.65** and K-4 school lunch costs \$2.50 and 5-12 costs \$3.15. **Your children may qualify for free or reduced price school meals.** Students in all grades that qualify for free or reduced price meals will receive breakfast at no charge. Students in preschool through 5th grade who qualify for reduced meals will also receive lunch at no charge. Reduced price lunch is \$.40 for students grades 6-12.

This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. You can also find applications at each school office or District Office at 349 E. 9th St., Salida, CO 81201 or apply online at **salidaschools.com**. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- a. All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance for Needy Family (TANF/Colorado Works Basic Cash Assistance or State Diversion), are eligible for free meals.
- b. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Foster children may be added as a household member of the foster family if the foster family chooses to apply. Including foster children as household members may help other children qualify for benefits. If the foster family is not eligible, it does not prevent a foster child from receiving benefits.
- c. Children who qualify for their districts Head Start program are eligible for free meals.
- d. Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- e. 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.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2018 – 2019								
Household size	Yearly	Monthly	Weekly					
1	\$22,459	\$1,872	\$432					
2	\$30,451	\$2,538	\$586					
3	\$38,443	\$3,204	\$740					
4	\$46,435	\$3,870	\$893					
5	\$54,427	\$4,536	\$1,047					
6	\$62,419	\$5,202	\$1,201					
7	\$70,411	\$5,868	\$1,355					
8	\$78,403	\$6,534	\$1,508					
Each additional person:	\$7,992	\$666	\$154					

- 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 have not already been notified that your children will receive free meals, please call or e-mail Jim Sampson @ 530-5204 or jsampson@salidaschools.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 office, the District Office or to Terry A. Clark, Nutrition Services Mgr., 349 E. 9th St., Salida, CO 81201

- 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 please read the letter you received carefully and follow the instructions. If any children in your household are missing from your eligibility notification, contact **Terry A. Clark @ 530-5433 i**mmediately.
- 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 **salidaschools.com** to begin or to learn more about the online application process. Contact **Terry A. Clark** if you have any questions about the online application.
- 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 valid for that school year and for the first 30 days of this school year. You must send in a new application unless the school notified you that your child is eligible for the new school year.
- 7. I RECEIVE WIC. CAN MY CHILDREN RECEIVE FREE MEALS? Children in households participating in WIC <u>may</u> be eligible for free or reduced price meals. Please send in a completed free and reduced price school meal application.
- 8. WILL THE INFORMATION I GIVE BE CHECKED? You may be selected to provide written proof of the household income you report on the application.
- 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 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: **David Blackburn, District Superintendent, 349 E. 9**th **St., Salida, CO 81201**
- 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. Immigration, migrant, citizenship or refugee status is not required to be provided during the application process, and families should continue to apply for free or reduced price school meals. The application does require the last four numbers of a Social Security number or an indication that there is no Social Security number. Social Security number information is not reported to any organization outside of Salida School District.
- 12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you <u>normally</u> 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. The last four digits of the Social Security Number of an adult household member (or an indication of "none") is required to process a complete income application.
- 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, please write a 0 in the field. However, if any income fields are left empty or blank, those will <u>also</u> be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you <u>meant</u> to do so. The last four digits of the Social Security Number of an adult household member (or an indication of "none") is required to process a complete income application.
- 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 **Terry A. Clark, Nutrition Services Mgr., @ 530-5433 or tclark@salidaschools.org** 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 other assistance benefits, contact your local assistance office. Colorado PEAK is an online service to screen and apply for medical, food and cash assistance programs. It can be accessed at http://coloradopeak.force.com/.

If you have other questions or need help, contact Terry A. Clark, Nutrition Services Mgr. @ 530-5433 or tclark@salidaschools.org.

Sincerely,
Terry A. Clark
Nutrition Services Manager

Non-discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the <u>USDA Program Discrimination Complaint Form</u>, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights; 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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How to Apply for Free and Reduced Price School Meals

Please 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 **Salida School District.** The application must be filled out completely to certify your children for free or reduced price school meals.

Please 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, please contact **Terry A. Clark, Nutrition Services Mgr. @ 530-5433 or tclark@salidaschools.org.**

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

Terry A. Clark, Nutrition Services Mgr., Salida School District, 349 E. 9th St., Salida, CO 81201

STEP 1: LIST ALL STUDENTS ATTENDING Salida School District.

Tell us how many students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here?

When filling out this section, please include all members in your household who are:

- Students attending **Salida School District** and are in your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending Salida School District, regardless of age.
- **A)** List each student's name. For each student, print their first name, middle initial and last name. Use one line of the application for each child. 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) Does the student have income? If 'Yes' report income of student's in STEP 3A.
- C) Optional: Provide the birthdate and Grade for each student.
- **D)** *Do you have any foster children?* If any children listed are foster children, mark the "Foster Child" box next to the child's name. Foster children who live with you may count as members of your household and should be listed on your application. If you are *only* applying for foster children, after completing STEP 1, skip to STEP 4 of the application and these instructions.
- **E)** Are any children homeless, migrant, runaway or participating in Head Start? If you believe any child listed in this section may meet this description, please mark the "Homeless, Head Start, Migrant, Runaway" box next to the child's name and complete all steps of the application.

STEP 2: DO ANY HOUSEHOLD MEMBERS (INCLUDING YOU) CURRENTLY PARTICIPATE IN ONE OR MORE OF THE FOLLOWING ASSISTANCE PROGRAMS: SNAP, TANF OR FDPIR?

If anyone in your household participates in the assistance programs listed below, your children are <u>eligible</u> for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF/Colorado Works Basic Cash Assistance or State Diversion)
- The Food Distribution Program on Indian Reservations (FDPIR)

A) IF NO ONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:

• Leave STEP 2 blank and proceed to STEP 3.

B) IF ANYONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:

- Provide a case number for SNAP, TANF or FDPIR. You only need to write one case number. If you
 participate in one of these programs and do not know your case number, contact your county or state
 assistance programs office. You must provide a case number on your application.
- If you provided a case number, skip to STEP 4.

STEP 3: REPORT GROSS INCOME FOR ALL STUDENT'S AND HOUSEHOLD MEMBERS

A) Student Income: Refer to the chart titled "Sources of Income for Student's" below and report the combined gross income (before taxes and other deductions) for **ALL** students listed in Step 1 in your household in the box marked "Student Income." Only count foster children's income if you are applying for them together with the rest of your household. It is optional for the household to list foster children living with them as part of the household.

What is Student Income?

Income that is received from outside your household and is paid **directly** to your children should be reported. Many households do not have any student income. Use the chart below to determine if your household has student income to report.

Sources of Income for Students					
Sources of Student Income	Example(s)				
Earnings from work	 A child has a job where they earn a salary or wages. 				
 Social Security Disability Payments Survivor's Benefits 	 A child is blind or disabled and receives Social Security benefits. A parent is disabled, retired, or deceased, and their child receives social security benefits. 				
Income from persons <i>outside</i> the household	 A friend or extended family member regularly gives a child spending money. 				
Income from any other source	 A child receives income from a private pension fund, annuity, or trust. 				

B) All Other Household Members (including yourself): Print the name of each household member in the boxes marked "Names of Other Household Members." Do not list any household members you listed in STEP 1. If a student listed in STEP 1 has income, follow the instructions in STEP 3, part A.

FOR EACH HOUSEHOLD MEMBER:

Who should I list here?

When filling out this section, please include all members in your household who are:

- Living with you and share income and expenses, even if not related and even if they do not receive income of their own.
- Children age 18 or under and are supported with the household's income, that were not already reported as students.

Do **not** include people who:

- Live with you but are not supported by your household's income and do not contribute income to your household.
- Children and students already listed in Step 1.

How do I fill in the income amount and source? FOR EACH TYPE OF INCOME:

- Use the charts in this section to determine if your household has income to report.
- Report all amounts in gross income ONLY. Report all income in whole dollars. Do not include cents.
 - Gross income is the total income received before taxes or deductions.
 - 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 reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will be
 counted as zeroes. If you write '0' or leave any fields blank, you are certifying that there is no income to
 report. If local officials have known or available information that your household income was reported
 incorrectly, your application will be verified for cause.
- Mark how often each type of income is received using the check boxes to the right of each field.
- **C)** Report earnings from work. Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income from work in the "Earnings from Work" field on the application. If you are a self-employed business or farm owner, you will report your net income.

What if I am self-employed?

If you are self-employed, 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.

- **D)** Report income from Public Assistance/Child Support/Alimony. Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the value of any cash value public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only **court-ordered** payments should be reported here. Informal but regular payments should be reported as "other" income in the next part.
- **E)** Report income from Pensions/Retirement/All other income. Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income that applies in the "Pensions/Retirement/All Other Income" field on the application.
- **F)** Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number **MUST** be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household determines your eligibility for free and reduced price school meals.
- **G)** Provide the last four digits of your Social Security Number, or an indication of no Social Security Number. The household's primary wage earner or another 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."

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

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

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, please also make sure you have read the privacy and civil rights statements on the back of the application.

- A) Provide your contact information. Write your current mailing 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.
- **B)** Sign and print your name. Print your name in the box "Printed name of adult completing the form." And sign your name in the box "Signature of adult completing the form."
- C) Today's Date. In the space provided, write today's date in the box.

STEP 5: RELEASE OF INFORMATION

The information provided on this application will be used in conjunction with state educational programs and may be shared with Medicaid or State Children's Health Insurance Program (SCHIP) offices to seek enrollment of children into the above programs. Also, if your students are eligible to receive free or reduced price meals this information may be shared with the school/district for the purpose of waiving certain school/district program fees that your child(ren) might otherwise be required to pay. The school/district is not permitted to share your information with anyone else. You are not required to consent to the release of your information; this will not affect your student(s)' eligibility for school meals. Your information WILL be shared unless you check one of the boxes below.

OPTIONAL: Share children's Racial and Ethnic Identities. 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.

Salida School District 2018-2019 Household Application for Free and Reduced Price School Meals Complete one application per household. Please use a black or blue pen (not a pencil).

		rict (if more spaces are required for	r additional na	ames, attach anotl	ner sheet of paper)		
		Student's Last Name		Birth Da	ate 1	Foster Head	
Student's First Nam	e wii	Student's Last Name		M M D D	y <u>y</u> Grade	Child Start Runaway Homeless Migrant	
						Check all that apply. Read	
						How to Apply for Free and	
						Reduced Price School	
						Meals for more	
						information.	
STEP 2 If any household mo	embers (including you) c	urrently receive assistance from	any of the f	ollowing progra	ms: SNAP, TANE	or FDPIR list the case number below.	
Supplemental Nutrition Assistance I		·					
(TANF/Colorado Works – Basic Ca	sh Assistance or State Divers	ion), or Food Distribution					
Program on Indian Reservations (FI	<u> </u>	<u> </u>	SNAP Case		TANF Case Nu	mber FDPIR Case Number	
STEP 3 Report income for A	ALL household member	s (skip this step if you provided a	a case numb	,	- Office 2		
A. Student Income			Student Incom		Often? Month Monthly Annually		
Please include the TOTAL inco	me, if any, received by al	students' listed above.		0 0			
B. All Other Household Member							
						er listed, if they do receive income, report m any source, write '0'. If you enter '0' or leave	
any fields blank, you are certifying			. Wildie dollars	How Of		How Often?	
Names of All Other Household Memb	Ders Earnings from Wor		Public Assistance/ Child Support/Alimo		Month Monthly Annually	Pensions/Retirement/ All Other Income Weekly Bi-Weekly 2x Month Monthly Annually	
(First and Last)		Weekly DEVECKLY ZAWOULL MOULT AIRCRAFT		Sily House, Educated Extra	\$		
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	\$	0 0 0 0 s		0 0	O O \$	0 0 0 0 0	
Total Household Members	I act four	digits of Social Security Number	(SSN) or mar	rk "no			
(Students' and Adults from Steps 1 and		lult signing this form only if Step 3B has b		XXX-X	X-	Check box if no SSN	
STEP 4 Contact information		Iail signed and completed applic	•	E. 9th St., Salida	a, CO 81201		
		ne is reported. I understand that this information be prosecuted under applicable State and Feder		tion with the receipt of I	Federal funds, and that sch	nool officials may verify (check) the information. I am aware that	
g I purposety give juise information, my chitare	n may tose meat benefus, and I may	oe prosecuted under applicable state and Feder	CO				
Mailing Address or PO Box	Apt. # or Lot #	City	State	Zip Code		Email Address	
				-			
Home or Cell Phone Number	SIGNATURE of Adu	lt Household Member (Required)		Printed Firs	t and Last Name of Signer	Today's Date	
STEP 5 Release of Information							
The information provided on this application will be used in conjunction with state educational programs and may be shared with Medicaid or State Children's Health Insurance Program (SCHIP) offices to seek enrollment of children into the above programs. Also, if your students are eligible to receive free or reduced price meals this information may be shared with the school/district for the purpose of waiving certain school/district program fees that your child(ren) might otherwise be required to pay. The school/district is not							
						n WILL be shared unless you check one of the boxes below.	
Do NOT share my information with any programs	Do not share my information w	ith Medicaid/SCHIP	Г				
with any programs	the programs I have checked:			_	_	See back of application	

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 Native Hawaiian or Other Pacific Race (check one or more): American Indian or Alaskan Native Asian Black or African American White You may also qualify for the Supplemental Nutrition Assistance Program! See more information below. Colorado PEAK is an online service for Coloradans to **NEED HELP BUYING GROCERIES?** screen and apply for medical, food and cash assistance programs. Receive one-on-one assistance with applying for food stamps Referrals to food pantries and free meals Visit coloradopeak.force.com to learn more. Get information on child and senior nutrition programs **Food Resource Hotline** STATEWIDE, 855-855-4626 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 submit METRO 7 2 0 - 3 8 2 - 2 9 2 0 all needed information, 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 ¿NO LE ALCANZA EL DINERO PARA COMPRAR COMIDA? primary wage earner or other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster • Reciba ayuda personalizada para solicitar las estampillas de comida child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary • Derivaciones a bancos de comida y comidas gratis Assistance for Needy Families (TANF) Program or Food Distribution Program on • Obtenga información sobre programas de nutrición Indian Reservations (FDPIR) case number or other FDPIR identifier for your child para niños y ancianos 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 Línea Directa de Recursos de Comidas LÍNEA **855-855-4626** 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 METRO 7 2 0 - 3 8 2 - 2 9 2 0 information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and HungerFreeColorado.org law enforcement officials to help them look into violations of program rules. DISTRICT USE ONLY. DO NOT WRITE BELOW THIS LINE Annual Income Conversion: Weekly x 52; Bi-Weekly x 26; 2 Times per Month x 24; Monthly x 12 Application Type: Application Status: □ Total Household Income: \$ Household Size: Approved - □Free □Reduced Household Income Frequency - ☐ Weekly ☐ Bi-Weekly ☐ 2x/Month ☐ Monthly ☐ Annually Denied - □Over Income Guidelines □Incomplete/Missing: □Categorical Eligibility - □SNAP □FDPIR □TANF □Foster □Homeless/Migrant/Runaway/Head Start Notes: **Determining Official Signature:** Approval/Denial Date: **Notification Sent:**

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 Children's Racial and Ethnic Identities