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## Application Instructions

Please read the instructions below to make sure you fill out the Free and Reduced-Price Meal Benefit Application completely and accurately. Please fill out only one application per household.

### For Families with Foster Children Only

- **Part 1:** List the enrolled foster student's name, birth date, school and grade; skip to Part 4.
- **Part 4:** An adult must sign the application. The last four digits of a Social Security number are not required.
- **Part 5:** Check the boxes to indicate your preference for sharing or not sharing application information with the programs indicated. Your decision will not change whether your children get free or reduced-price meals.

### For Families Receiving Food Supplement Program (FSP) or Temporary Cash Assistance (TCA)

Complete one form for your household.

- **Part 1:** List each enrolled student's name, birth date, school and grade. Write the Food Supplement or Temporary Cash Assistance case number, and then skip to Part 4.
- **Part 4:** An adult family or household member must sign the application. The last four digits of a Social Security number are not required.
- **Part 5:** Check the boxes to indicate your preference for sharing or not sharing application information with the programs indicated. Your decision will not change whether your children get free or reduced-price meals.

### For All Other Households

Complete one form for your household, including foster children. In Part 1, list each enrolled student's name, birth date, school and grade, and then skip to Part 3.

In **Part 3**, you should

- List the first and last name of everyone in your household, whether they receive income or not. Your household includes all those living as one economic unit. Include yourself, all children living with you (including foster children) and any other person living in your household, related or not. List each type of income received last month and how often it is received, unless an FSP or TCA number was provided in Part 2 for a member of the household, or if the application is only for foster children. You must indicate how much (in dollars and cents), and how often received (weekly, bi-weekly/every other week, twice a month or monthly). If a household member has no income, check the No Income box in the column right beside that person's name.
- If the person receives income, provide the gross amount each person earns. This is pay before taxes and other deductions; it should be listed on your pay stub or can be provided by your boss or supervisor. (If the amount received is not always the same, give the usual amount.) Next to the amount, darken the circle that shows how often you receive that amount: every week, bi-weekly/every two weeks, twice a month or once a month.
- In the next columns, provide the total amount that each person earns from all other sources. In the middle column, write the amount of income from Temporary Cash Assistance (TCA), child support and alimony. In the last column, provide the total of pensions, retirement income, Social Security income and all other types of income, including worker's compensation, unemployment, strike benefits, Supplemental Security Income (SSI), veterans' (VA) benefits, disability benefits, regular contributions from people who do not live in your household, net income from a business you own, farm income, rental income or income from any other source. If a foster child receives personal income, enter the amount in this column.
- If your household has no income, check the box beside each person's name.

A parent or guardian must sign the application in Part 4 and provide her or his last four digits of the Social Security number (if she or he has one).

### Part 5: Sharing Information with Other Program

Check the boxes to indicate your preference for sharing or not sharing application information with the programs indicated. Your decision will not change whether your children get free or reduced-price meals.

# 2011-12 Free and Reduced Price Meals Application

*Please complete and return  
the enclosed form to your school  
right away!*

**BALTIMORE CITY**  
**PUBLIC SCHOOLS**

August 2011

Dear Parent/Guardian:

Baltimore City Public Schools offers healthy meals every school day. Breakfast is no cost; lunch costs \$2.50 for elementary/middle school students and \$2.75 for high school students. Your children may qualify for free meals or for reduced-price meals. The reduced-price for lunch is 40¢.

**1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Complete one Free and Reduced-Price Meal Benefit Application for all children in your household. We cannot approve an application that is not complete. Fill out all required information. Return the completed application to your youngest child's school.

**2. WHO CAN RECEIVE FREE MEALS?** All children in households receiving benefits from the Food Supplement Program (FSP) or Temporary Cash Assistance (TCA) can receive free meals regardless of your income. Also, your children can receive free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.

**3. CAN FOSTER CHILDREN RECEIVE FREE MEALS?** Yes. Foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals regardless of household income.

**4. CAN HOMELESS, RUNAWAY AND MIGRANT CHILDREN RECEIVE FREE MEALS?** Yes. If you have not been told that your child(ren) will receive free school meals this year, complete the application. You may also call the Office of Food and Nutrition at 410-396-8755 to ask about benefits.

**5. WHO CAN RECEIVE REDUCED-PRICE MEALS?** Your children can receive low-cost meals if your household income is within the reduced-price limits on the Federal Income Eligibility Guidelines (see the guidelines opposite).

**6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS?** No, you do not need to complete an application. Call 410-396-8755 if you have questions.

**7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE?** Yes. Your child's application was only good for last school year and for the first few days of this school year. You must send in a new application unless you were told that your child is eligible for the new school year.

**8. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced-price meals. Please fill out an application.

**9. IF I DO NOT QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year.

**10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials. You may also ask for a hearing by calling or writing to Michael Frist, Chief Financial Officer, Baltimore City Public Schools, 200 E. North Ave., Room 403, Baltimore, MD 21202; 410-396-8745.

**11. 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 U.S. citizens to qualify 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 \$1,000 each month but you missed some work last month and only made \$900, put down that you made \$1,000 per month. If you normally get overtime, include it—but do not include it if you only work overtime sometimes.

**13. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME?** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.

**14. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS THE COMBAT PAY COUNTED AS INCOME?** No, if the combat pay is received in addition to basic pay because of deployment, and it was not received before being deployed, combat pay is not counted as income.

**15. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE CAN APPLY FOR?**

For information and referral for the Food Supplement Program, Temporary Cash Assistance and medical programs, call 1-800-332-6347.

**16. WHAT ARE THE OTHER BENEFITS TO COMPLETING THE APPLICATION?** Students who qualify for free or reduced-price meals receive fee waivers for required high school summer school and SAT tests, and tutoring if they are enrolled in Title I schools.

**17. WILL THE INFORMATION I GIVE BE CHECKED?** Yes, your information may be checked.

**18. WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** Your household includes all those living as one economic unit, related or not (such as grandparents, other relatives, foster children or friends).

If you have other questions or need help, call Baltimore City Public Schools' Office of Food and Nutrition at 410-396-8755.

Sincerely,

D. Michael Frist  
Chief Financial Officer

## Eligibility for Free and Reduced-Price Meals

Your children may qualify for free and reduced-price meals if your household income falls within the limits on the Federal Income Eligibility Guidelines shown in this chart.

Number of People in Your Household	Your Household Income		
	Yearly	Monthly	Weekly
1	\$20,147	\$1,679	\$ 388
2	27,214	2,268	524
3	34,281	2,857	660
4	41,348	3,446	796
5	48,415	4,035	932
6	55,482	4,624	1,067
7	62,549	5,213	1,203
8	69,616	5,802	1,339
For each additional person:	\$ 7,067	\$ 589	\$ 136

## Privacy Act Statement

**This explains how we will use the information you give us.** 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 are not required when you are only applying for foster children, or you list a Food Supplement Program or Temporary Cash Assistance case number 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.

## Confidentiality

School officials use the information on the form to determine if your children should get free or reduced-price meals. Also, the name and eligibility status of your children may be given to local Title I officials for allocation and evaluation purposes; used for National Assessment of Educational Progress analyses or other authorized purposes; or given to other federal and state education or state health programs. No other use of this information is permitted.

## Nondiscrimination Statement

**This explains what to do if you believe you have been treated unfairly.** "In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call 866-632-9992. Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer."