**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, but you must also submit an application to TPS if you have children in the household attending a TPS school. 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 Amy Knight 918-828-7727 aknight@tsas.org.

### STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

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.

**Who should I list here?** When filling out this section, please include ALL members in your household who are:
- Children age 18 or under AND are supported with the household’s income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending [school/school system here], regardless of age.

<table>
<thead>
<tr>
<th>A) List each child’s name. 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.</th>
<th>B) Is the child a student at [name of school/school system here]? Mark ‘Yes’ or ‘No’ under the column titled “Student” to tell us which children attend [name of school/school district here]. If you marked ‘Yes,’ write the grade level of the student in the ‘Grade’ column to the right.</th>
<th>C) Do you have any foster children? 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 STEP 1, go to STEP 4. 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.</th>
<th>D) Are any children homeless, migrant or runaway? 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 complete all steps of the application.</th>
</tr>
</thead>
</table>

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

### STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?

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:
- The Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- The Food Distribution Program on Indian Reservations (FDPIR)

<table>
<thead>
<tr>
<th>A) If no one in your household participates in any of the above listed programs:</th>
<th>B) If anyone in your household participates in any of the above listed programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave STEP 2 blank and go to STEP 3.</td>
<td>Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact your caseworker. Go to STEP 4.</td>
</tr>
</tbody>
</table>
Step 4: Contact Information and Adult Signature

Provide the last four digits of your Social Security Number.

Step 3: Report Income for All Household Members

A. Report all income earned or received by children:

Mark how much each type of income is received using the check boxes to the right of each field.

- Gross income includes everything your household earned.
- Sources of income for adults and "sources of income for children" are reported on the back side of the application form to determine if your income is considered "earned" or "unearned." Please refer to the "Sources of Income for Adults" and "Sources of Income for Children" sections of the application for additional information.

B. Report total household income:

- Use the chart below to calculate your total household income.
- Include income from all sources, including "earned" and "unearned." This includes income received from any source, regardless of how it is reported on your tax return.

C. Report all income received from public assistance or support:

- Include income received from public assistance or support received by any member of your household.

D. Report income from employment:

- Include income received from employment and self-employment.

E. Report income from business or profession:

- Include income received from business or profession, regardless of whether it is reported on your tax return.

F. Report all other income:

- Include income received from any other source, regardless of how it is reported on your tax return.

Step 2: Fill in the application:

- Use the chart below to calculate your total income.
- Include income from all sources, including "earned" and "unearned." This includes income received from any source, regardless of how it is reported on your tax return.

Earnings from employment include income received from employment and self-employment.

Gross income includes all income received, regardless of how it is reported on your tax return.

Net income is the income received after all tax and other deductions have been applied.

H. Report all other income:

- Include income received from any other source, regardless of how it is reported on your tax return.

I. Report total household income:

- Use the chart below to calculate your total household income.
- Include income from all sources, including "earned" and "unearned." This includes income received from any source, regardless of how it is reported on your tax return.

J. Report all income received from public assistance or support:

- Include income received from public assistance or support received by any member of your household.

K. Report all income received from employment:

- Include income received from employment and self-employment.

L. Report income from business or profession:

- Include income received from business or profession, regardless of whether it is reported on your tax return.

M. Report all other income:

- Include income received from any other source, regardless of how it is reported on your tax return.

N. Report total household income:

- Use the chart below to calculate your total household income.
- Include income from all sources, including "earned" and "unearned." This includes income received from any source, regardless of how it is reported on your tax return.

O. Report all income received from public assistance or support:

- Include income received from public assistance or support received by any member of your household.

P. Report all income received from employment:

- Include income received from employment and self-employment.

Q. Report income from business or profession:

- Include income received from business or profession, regardless of whether it is reported on your tax return.

R. Report all other income:

- Include income received from any other source, regardless of how it is reported on your tax return.

S. Report total household income:

- Use the chart below to calculate your total household income.
- Include income from all sources, including "earned" and "unearned." This includes income received from any source, regardless of how it is reported on your tax return.

T. Report all income received from public assistance or support:

- Include income received from public assistance or support received by any member of your household.

U. Report all income received from employment:

- Include income received from employment and self-employment.

V. Report income from business or profession:

- Include income received from business or profession, regardless of whether it is reported on your tax return.

W. Report all other income:

- Include income received from any other source, regardless of how it is reported on your tax return.

X. Report total household income:

- Use the chart below to calculate your total household income.
- Include income from all sources, including "earned" and "unearned." This includes income received from any source, regardless of how it is reported on your tax return.

Y. Report all income received from public assistance or support:

- Include income received from public assistance or support received by any member of your household.

Z. Report all income received from employment:

- Include income received from employment and self-employment.

AA. Report income from business or profession:

- Include income received from business or profession, regardless of whether it is reported on your tax return.

BB. Report all other income:

- Include income received from any other source, regardless of how it is reported on your tax return.

CC. Report total household income:

- Use the chart below to calculate your total household income.
- Include income from all sources, including "earned" and "unearned." This includes income received from any source, regardless of how it is reported on your tax return.

DD. Report all income received from public assistance or support:

- Include income received from public assistance or support received by any member of your household.

EE. Report all income received from employment:

- Include income received from employment and self-employment.

FF. Report income from business or profession:

- Include income received from business or profession, regardless of whether it is reported on your tax return.

GG. Report all other income:

- Include income received from any other source, regardless of how it is reported on your tax return.

HH. Report total household income:

- Use the chart below to calculate your total household income.
- Include income from all sources, including "earned" and "unearned." This includes income received from any source, regardless of how it is reported on your tax return.
A) Provide your contact information. 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.

B) Print and sign your name and write today’s date. Print the name of the adult signing the application and that person signs in the box “Signature of adult.”

C) Return Completed Form to: TSAS 1202 W Easton Tulsa 74127 Email to Amy Knight aknight@tsas.org

D) Share children’s racial and ethnic identities (optional). 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.