

## Instructions for Completing Iowa Eligibility Application

### Complete both sides of an application for each household.

**All applicants should complete Part 1.** This application may be used to apply for benefits in school meals or milk programs, child care centers and home based care for children. Check all boxes that apply to your family. You may make copies of a completed application for each program in which your child participates.

#### **FIP OR FOOD ASSISTANCE HOUSEHOLD MEMBER, including child(ren) in Head Start or Even Start, follow these instructions.**

**Part 2.** List one FIP or Food Assistance **Case Number** per household in the area provided. **Use the Case Number listed in the DHS Notice of Decision.** Eligibility based on Head Start or Even Start is available only if your child is enrolled in Head Start and documentation from the Head Start agency is provided. **NOTE: Medicaid, Title XIX and EBT card numbers are not acceptable.**

**Part 4,** List the name, date of birth, grade (if applicable), name of school/Head Start/child care center attended for each child in your household. Provide ethnic and racial information if you choose, but the school/Head Start/child care will make the determination of your child's ethnic and racial status if you do not complete this section.

**Part 5.** Skip this section.

**Part 6.** Read the certification and complete this section.

#### **HOMELESS, MIGRANT OR RUNAWAY, follow these instructions.**

**Part 3.** For children attending school, check if any child is Homeless, Migrant, or a Runaway and call your child's school.

**Part 4,** List the name, date of birth, grade (if applicable), name of school/Head Start/child care center attended for each child in your household. Provide ethnic and racial information if you choose, but the school/Head Start/child care will make the determination of your child's ethnic and racial status if you do not complete this section.

**Part 5.** Skip this section.

**Part 6.** Read the certification and complete this section.

**FOSTER CHILD IN HOUSEHOLD, follow these instructions.** A foster child is a child who is living with a household but who remains the legal responsibility of the welfare agency or court. Foster children can be included as household members or included on a separate application.

**Part 4.** List the child's name, date of birth, grade (if applicable), name of school/Head Start/child care center attended. Check the box for foster child. Provide ethnic and racial information if you choose, but the school/Head Start/child care will make the determination of your foster child's ethnic and racial status if you do not fill this section.

**Part 5.** Complete this section only if the foster child receives money for personal use or has other regular personal income. If the foster child has no income, check the box indicating no income. DO NOT include the stipend received by the foster family to provide care to the foster child.

**Part 6.** Read the certification and complete this section.

#### **ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions for reporting income.**

**Part 4.** List the name, date of birth, grade (if applicable), name of school/Head Start/child care center/home attended for each child in your household. Provide ethnic and racial information if you choose, but the school/Head Start/child care will make the determination of each child's ethnic and racial status if you do not complete this section.

**Part 5.** Follow these instructions to report total household income from last month.

**Name:** List the last and first names of **each** person living in your household, related or not (such as grandparents, other relatives, or friends); include yourself and all children living with you. The household decides whether to include the foster child on their household application with non-foster children. Attach another sheet of paper if needed.

**Age:** List the age of each household member.

**If No Income:** Put a mark in the box if a household member **does not** have an income, or leave the income cells blank.

**Gross Income last month and how it was received:** Report the amount of income received in the appropriate Gross Income column (weekly, every 2 weeks, twice monthly, or monthly). 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 you have a household member for whom last month's income was higher or lower than usual, list that person's expected average income. If the household includes the foster child, they must report any personal income received by the foster child on the foster parent's household application.

**Other Monthly Payments or Income:** Money is reported in this section if it is regularly received. List the amount each person received last month from welfare, child support, alimony, adoption subsidies, pensions, retirement, Social Security, Supplemental Security Income (SSI), and Veteran's benefits (VA benefits). In the **All Other Income** column, include Worker's Compensation, unemployment, strike benefits, regular contributions from people who do not live in your household, cash withdrawn from savings, investments or trusts, interest and **ANY OTHER INCOME.** Use the Self-Employment Income Worksheet on the back of the application to calculate net income for self-owned businesses, farm, or rental income and report in the All Other Income column. **Do not report:** Scholarships, educational benefits, lump sum payments, combat pay, Deployment Extension Incentive Pay (DEIP) or children's incidental income from occasional activities such as babysitting, shoveling snow, or cutting grass. If you are in the Military Housing Privatization Initiative or get combat pay do not include these allowances.

**Social Security Number:** If the application is being made on the basis of income, the adult signing the form must provide the last 4 digits of his or her Social Security number or mark the "I do not have a Social Security number" box. If you do not provide your Social Security information or mark the box, your application cannot be processed.

**Part 6.** Read the certification and complete this section.

## Public Release

The Iowa Department of Education, Bureau of Nutrition and Health Services, today announced its policy for free and reduced price meals for children unable to pay the full price of meals served under the National School Lunch Program, School Breakfast Program and the Afterschool Care Snack Program.

State and Local school officials have adopted the following family size and income criteria for determining eligibility:

### INCOME ELIGIBILITY GUIDELINES Effective 7-1-2015

<u>Household Size</u>	<u>Free Meals</u>					<u>Reduced Price Meals</u>				
	<u>Yearly</u>	<u>Monthly</u>	<u>Twice a Month</u>	<u>Every two weeks</u>	<u>Weekly</u>	<u>Yearly</u>	<u>Monthly</u>	<u>Twice a Month</u>	<u>Every two weeks</u>	<u>Weekly</u>
1	15,301	1,276	638	589	295	21,775	1,815	908	838	419
2	20,709	1,726	863	797	399	29,471	2,456	1,228	1,134	567
3	26,117	2,177	1,089	1,005	503	37,167	3,098	1,549	1,430	715
4	31,525	2,628	1,314	1,213	607	44,863	3,739	1,870	1,726	863
5	36,933	3,078	1,539	1,421	711	52,559	4,380	2,190	2,022	1,011
6	42,341	3,529	1,765	1,629	815	60,255	5,022	2,511	2,318	1,159
7	47,749	3,980	1,990	1,837	919	67,951	5,663	2,832	2,614	1,307
8	53,157	4,430	2,215	2,045	1,023	75,647	6,304	3,152	2,910	1,455
For each additional family member add:	5,408	451	226	208	104	7,696	642	321	296	148

Households may apply for free or reduced price meal benefits one of four ways as listed below.

1. Households whose income is at or below the levels shown are eligible for reduced price meals or for free meals. Households may complete one application listing all children and return it to your child's school.
2. Food Assistance households and children receiving benefits under the Family Investment Program (FIP) are eligible for free meals. Most children from Food Assistance and FIP households will be qualified for free meals automatically. These households will receive a letter from their children's schools notifying them of their benefits. Households that receive a letter from the school need to do nothing more for their children to receive free meals.
3. Some Food Assistance and FIP households will receive a letter from the Department of Human Services (DHS) which will qualify the children listed on the letter for free meals. Parents must take this letter to the child's school to receive free meals.
4. Food Assistance or FIP households receiving benefits that do not receive a letter from DHS must complete an application for their children to receive free meals.

Only complete applications will be approved by the school. Applications may be submitted at any time during the year. If a family member becomes unemployed the family should contact the school to complete an application.

Foster children are eligible for free meal benefits. Some foster children will be qualified for free meals automatically through the State Direct Certification process. Their host family will receive notification of these benefits. Families that receive this notification from the school need to do nothing more for their foster children to receive free meals. If a family has foster children living with them and does not receive notification and wishes to apply for such meals, instructions for making application for such children are contained on the application form. Special Supplement Nutrition Program for Women, Infants, and Children (WIC) participants may be eligible for free or reduced price meals based on a completed application.

Households with children who are enrolled in the Head Start/Even Start Program or the Migrant Education Program or who are considered homeless or runaway by the school district's homeless liaison should contact the school for assistance in receiving benefits. If households are dissatisfied with the ruling of the officials, they may make a formal appeal either orally or in writing to the school's designated hearing official. The policy statement on file at the school contains an outline of the hearing procedure. School officials may verify the information in the application, and that deliberate misrepresentation of information may subject the applicant to prosecution under applicable State and Federal criminal statutes. Households should contact their local school for additional information.

**Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.**

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html). Or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202-690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). *Individuals who are deaf, hard of hearing 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.

**Iowa Non-Discrimination Notice.** "It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14<sup>th</sup> St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."

Received Date: \_\_\_\_\_ **Iowa Eligibility Application** **FFY 15-16**  
**Complete one application per household. School Year 2015-2016**

**Part 1. Check all applicable boxes:**  school meals  children in child care center  
 special milk (restrictions apply)  Tier I home provider (HP)  children in child care home(HP) Provider name: \_\_\_\_\_  
 Head Start/Even Start

**Part 2. FIP or Food Assistance Eligible:** Enter the FIP or Food Assistance Case Number for ANY household member as listed in the Notice of Decision. NOTE: Medicaid, Title XIX and EBT card numbers are not acceptable. Skip part 5.

Name of household member with Case Number \_\_\_\_\_ List Case Number \_\_\_\_\_ - - -

**Part 3. Check if any child is Homeless, Migrant, or a Runaway and call your child's school.**  Run away  Migrant  Homeless

**Part 4. Children enrolled. REQUIRED OF ALL APPLICANTS.**

List name(s) of all enrolled child(ren) in your household.

**Ethnicity:** H=Hispanic or Latino, N=Non Hispanic or Latino **Race:** A=Asian B=Black or African American I=American Indian or Alaska Native P=Native Hawaiian or other Pacific Islander W=White

Last Name	First Name	Middle Name or Initial	Check box for FOSTER child	Date of Birth	Grade	OPTIONAL		Name of School/Head Start/ Child Care Center/Home
						ETHNICITY	RACE	
1.			<input type="checkbox"/>					
2.			<input type="checkbox"/>					
3.			<input type="checkbox"/>					
4.			<input type="checkbox"/>					

**Part 5. Total Household Gross Income. DO NOT COMPLETE PART 5 IF YOU LISTED A FIP OR FOOD ASSISTANCE NUMBER IN PART 2.** Report the gross income received by EACH household member one time in the correct column: weekly, every 2 weeks, twice a month or monthly. Gross income is the amount earned before taxes and other deductions, not take-home pay. Report all other monthly income received. Self-employed persons, see the worksheet on reverse side of this application. If a household member does not receive income from any source, check "No income" or leave cells blank. If you check "no income" or leave any cells blank, you are certifying (promising) that there is no income to report.

List the names of everyone living in your household, including the children listed in Part 4. Attach a separate page if more space is needed. For FOSTER children, include only money available for child's personal use or child's own income.

Last Name	First Name	Age	Check if NO Income	Gross Income: Report income by how often the household member is paid.				Other Monthly Payments or Income Received.		
				Gross amount earned weekly	Gross amount earned every 2 weeks	Gross amount earned twice a month	Gross amount earned monthly	Welfare, child support, alimony, adoption subsidies	Pension, retirement, social security, SSI, VA benefits	All other income
1.			<input type="checkbox"/>							
2.			<input type="checkbox"/>							
3.			<input type="checkbox"/>							
4.			<input type="checkbox"/>							
5.			<input type="checkbox"/>							

Last four digits of my Social Security Number: **XXX - XX -** \_\_\_\_\_  I do **not** have a Social Security Number. If Part 5 is completed, the adult signing the form must provide the last 4 digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. For further information refer to the Privacy Act Statement in the parent letter.

**Part 6. Certification and Signature. REQUIRED OF ALL APPLICANTS.**

I certify (promise) that all information on this application is true and that all income is reported if required. I understand that I will receive benefits from Federal funds based on the information I give. I understand that officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal/milk benefits, and I may be prosecuted. Email of Adult Completing Form \_\_\_\_\_

Signature of Adult Completing Form \_\_\_\_\_ Printed Name of Adult Completing Form \_\_\_\_\_ Date Signed \_\_\_\_\_

Address of Adult Completing Form \_\_\_\_\_ Town \_\_\_\_\_ ZIP Code \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Part 7. DO NOT WRITE BELOW THIS LINE. FOR ADMINISTRATIVE USE ONLY.**

Income conversion factors for annual income: weekly X 52; two weeks X 26; twice a month X 24; monthly X 12  
 Household Income: \$ \_\_\_\_\_  Weekly  Every 2 Weeks  Twice Monthly  Monthly  Annually Household Size \_\_\_\_\_

Application Approved:  Income  Foster Child  FIP/Food Assistance  
 Head Start DOCUMENTATION REQUIRED  Tier 1  
 Homeless/Migrant/Runaway (Schools only) -Local Official Documentation Required

Eligibility Determination:  Free Meals  Reduced Price Meals  Free Milk  
 Application Denied:  Incomplete  Over income limits

\_\_\_\_\_ **Confirming Official Signature (Schools only)** \_\_\_\_\_ **Date** \_\_\_\_\_  
 \_\_\_\_\_ **Determining Official Signature** \_\_\_\_\_ **Effective Date** \_\_\_\_\_  
 \_\_\_\_\_ **Follow-Up Official Signature (Schools only)** \_\_\_\_\_ **Date** \_\_\_\_\_

**hawk-i/Medicaid Information Form: Read this information and sign if you do not want your name released to hawk-i or Medicaid.**

If your children do not have health insurance, many families getting free and reduced price meals can also get free or low-cost health insurance for their children.

The law requires schools to share your free and reduced price meal eligibility information with Medicaid and **hawk-i**, the State's medical insurance program for children. Specifically, we will give them your child's name and your name and address. Medicaid and **hawk-i** can only use the information to identify children who may be eligible for free or low-cost health insurance and then to contact you. They are not allowed to use the information from your free and reduced meal application for any other purpose.

Childcare organizations may share this information at their option.

You are not required to allow us to share information from your children's free and reduced price meal application with Medicaid or the **hawk-i** program. It will not affect your children's eligibility for free and reduced price meals. If you do NOT want your information shared with Medicaid or **hawk-i**, you must tell us by completing the information below at the time you complete this eligibility application. If you want further information, you may call **hawk-i** at 1-800-257-8563.

**I DO NOT want school/home sponsor/child care or Head Start center officials to share information from my free and reduced price meal application with Medicaid or hawk-i. Also, if you are already receiving Medicaid or hawk-i, please sign below. This will avoid another contact.**

Child's Name: \_\_\_\_\_ School/Child Care/Head Start Center: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School/Child Care/Head Start Center: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School/Child Care/Head Start Center: \_\_\_\_\_

Parent/Guardian Name (Printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Self-Employment Income Worksheet: This worksheet will assist you in calculating the amount to report if you engage in farming, are self-employed, or have income from other sources.**

Persons who are engaged in farming or who operate other types of private businesses may experience variations in cash flow or monthly income throughout the year. These persons may use their income tax records from the preceding calendar year as a basis for applying for the free and reduced price meals. The income to be reported is income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as medical expenses and other non-business deductions are not allowed in reducing gross business income.

If you have additional income from other kinds of employment, this income must be treated as separate and apart from the income generated from your business venture. USDA **DOES NOT** recognize income the same way as IRS. USDA does not permit a loss from a business venture to off-set earnings from wages or salary. Though your business may have suffered a net operational loss, for purposes of this application, it is not possible to have a negative income. **The least self-employed income possible is zero (no income).** For example, if you operated a business at a net loss but held another job where you received wages, your income for purposes of applying for free or reduced price meals would be the income from your wages only. The loss from the business cannot be deducted from the amount of the income earned in the other job.

A prior year loss from farming or other private business operation cannot be used to reduce the current year net income for determining free and reduced price eligibility. Wages paid to a spouse or other family member in the operation of a farm or private business must be shown as household income in Part 5 of the application.

**Income from private business operations is to be taken from your most recent U.S. Individual Income Tax Return - Form 1040. Use the lines from the 1040 that are identified.**

Line 12 - Business income or (loss) \$ \_\_\_\_\_

Line 13 - Capital gain or (loss) \$ \_\_\_\_\_

Line 14 - Other gains or (losses) \$ \_\_\_\_\_

Line 17 - Rental real estate, royalties, partnerships, S corporations, trusts, etc. \$ \_\_\_\_\_

Line 18 - Farm income or (loss) \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

**The least income possible is zero (a negative number cannot be reported)** Total ÷12\* = \_\_\_\_\_

\*Enter amount in the "All Other Income Last Month" column in Part 5 on the front of the Iowa Eligibility Application.

**Optional Waiver Information (for Schools only)**