

**FREE/REDUCED MEAL APPLICATION**  
**LIFE SCHOOL OF DALLAS 2017-2018**

**Only fill out one form per household.**

We will be scanning the forms on a computer. Please write neat and legible or it may delay processing your application.

You **MUST** use **BLACK** ink

Please complete all necessary information, including your signature or it will delay processing your application.

In order for your child/children's benefits to start as quickly as possible, please complete and return to your child's school lunch coordinator immediately.

**(DO NOT FOLD)**

Thank you,  
Life School of Dallas  
Child Nutrition Department

## Life School

Dear Parent/Guardian:

Children need healthy meals to learn. *Life School* offers healthy meals every school day. Breakfast costs \$1.65; lunch costs \$3.20. **Your children may qualify for free meals or for reduced-price meals.** Reduced-price is \$.30 for breakfast and \$.40 for lunch. If you received a notification letter that a child is directly certified for free meals, do not complete an application. Let the school know if any children in the household attending school are not listed in the letter.

The questions and answers that follow and attached directions provide additional information on how to complete the application. Complete only one application for all the students in the household and return the completed application to

<b>Life School Cedar Hill Students:</b> <i>Sherrill Orcutt, 129 West Wintergreen, Cedar Hill, TX 75104, 972-293-2825</i>	<b>Life School Lancaster Students:</b> <i>Blanca Flores, 950 S. I-35 E., Lancaster, TX 75146, 972-274-7956</i>	<b>Life School Mountain Creek Students:</b> <i>Rachel Estrada, 5525 W. Illinois Ave., Dallas, TX 75211, 214-623-0012</i>
<b>Life School Oak Cliff Elementary Students:</b> <i>Tammy Crane, 4400 S. R.L. Thornton Fwy., Dallas, TX 75224, 214-413-1616</i>	<b>Life School Oak Cliff Secondary Students:</b> <i>Dorothy Lambert, 4400 S. R.L. Thornton Fwy., Dallas, TX 75224, 214-413-1615</i>	
<b>Life School Red Oak Elementary Students:</b> <i>Judy Frazier, 777 S. I-35 E., Red Oak, TX 75154, 469-552-9200</i>	<b>Life Middle School Waxahachie Students:</b> <i>Winona Toumbs, 3295 Hwy 77, Waxahachie, TX 75165, 972-937-0715</i>	<b>Life High School Waxahachie Students:</b> <i>Robin Olivarez, 170 W. Butcher Rd., Waxahachie, TX 75165, 469-708-4444</i>

**Central Office Federal Programs Coordinator:** *Kay Bateman, 132 E. Ovilla Rd, Suite A, Red Oak, TX 75154, 469-850-5433, ext 7262.*

If you have questions about applying for free or reduced-price meals [see contact list above].

### 1. Who Can Get Free Meals?

- **Income**—Children can get free or reduced-price meals if a household's gross income is within the limits described in the *Federal Income Eligibility Guidelines*.
- **Special Assistance Program Participants**—Children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance for Needy Families (TANF), are eligible for free meals.
- **Foster**—Foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals.
- **Head Start, Early Head Start, and Even Start**—Children participating in these programs are eligible for free meals.
- **Homeless, Runaway, and Migrant**—Children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told about a child's status as homeless, runaway, or migrant or you feel a child may qualify for one of these programs, please call or email [Susan Boggs at 469-850-5433 ext 7237 or susan.boggs@lifeschools.net](mailto:Susan.Boggs@lifeschools.net).
- **WIC Recipient**—Children in households participating in WIC may be eligible for free or reduced-price meals.

### 2. What If I Disagree With the School's Decision About My Application?

Talk to school officials. You also may ask for a hearing by calling or writing to [Jennifer Wilson at 469-850-5433 ext 7261, 132 E. Ovilla Rd., Red Oak, TX 75154](mailto:Jennifer.Wilson@lifeschools.net).

### 3. My Child's Application Was Approved Last Year. Do I Need To Fill Out A New One?

Yes. An application is only good for that school year and for the first few days of this school year. Send in a new application unless the school has told you that your child is eligible for the new school year.

4. **If I Don't Qualify Now, May I Apply Later?** Yes. Apply at any time during the school year. A child 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.
5. **What If My Income Is Not Always the Same?** List the amount normally received. If a household member lost a job or had hours/wages reduced, use current income.
6. **We Are in The Military. Do We Report Our Income Differently?** Basic pay and cash bonuses must be reported as income. Any cash value allowances for off-base housing, food, or clothing, or Family Subsistence Supplemental Allowance payments count as income. If housing is part of the Military Housing Privatization Initiative, do not include the housing allowance as income. Any additional combat pay resulting from deployment is excluded from income.
7. **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.
8. **Will Application Information Be Checked?** Yes. We may also ask you to send written proof of the reported household income.
9. **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 or 2-1-1.

**Can I Apply Online?** Yes! The online application has the same requirements and will ask you for the same information as the paper application. Visit [Http://lifeschool.schoollunchapp.com](http://lifeschool.schoollunchapp.com) to begin or to learn more about the online application process. Contact *Kay Bateman, 469-850-5433 ext 7262, 132 E. Ovilla Rd, Suite A., Red Oak, TX 75154, kay.bateman@lifeschools.net* if you have questions about the online application.

If you have other questions or need help, call

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**Central Office Federal Programs Coordinator:** *Kay Bateman, 132 E. Ovilla Rd, Suite A, Red Oak, TX 75154, 469-850-5433, ext 7262.*

Si necesita ayuda, por favor llame al teléfono: [see contact list above].

Sincerely,

*Sherrill Orcutt, Blanca Flores, Rachel Estrada, Tammy Crane, Dorothy Lambert, Judy Frazier, Winona Toumbs, and Robin Olivarez*



## INSTRUCTIONS TO COMPLETE APPLICATION SNAP OR TANF

• If you are applying for only a foster child, complete Sections 1, 2, and 4 of the application. DO NOT complete Section 3 – Income. (FDPIR) complete Sections 1, 2, and 4 of the application. DO NOT complete SECTION 3 - Income.

### FOSTER CHILD

• If you are applying for only a foster child, complete Sections 1, 2, and 4 of the application. DO NOT Complete Section 3 – Income.

### ALL OTHER HOUSEHOLDS

• Complete all Sections 1, 2, 3, and 4 of the application.

**SECTION 1 – List ALL Household Members who are infants, children, and students up to and including grade 12:** Use **BLACK INK** to print the student ID (optional), first name, middle initial, last name, date of birth, grade, school code (see chart below), student attends school in district (Check the box “yes” if student is enrolled in Life School or “no” if student is not in school or attends school in another district), mark box if child is a foster child and list eligibility group number (#) for SNAP, TANF, or FDPIR (if any).

**SECTION 2 – Provide the Eligibility Determination Group Number (EDG) in the blocks provided.**

**SECTION 3 - INCOME:** Follow these instructions to report last month's household income:

**Part A:** Provide the amount of income received by all children in the household listed in Part 1 based on the frequency it is received (weekly, Every 2 weeks, Twice a Month, Monthly or Annually)

**Part B:** Provide the income for all house hold members not listed in Part 1 (all adults, including yourself)

• **Column 1 - Name:** List the first and last name of each adult living in your household (do not include children), related or not (such as grandparents, other relatives, or friends). You must include yourself. Attach another application if you need more space for household members.

• **Column 3 - Earnings from work before deductions.** Next to each person's name list each type of income received last month. For example, *Earning from work: List the gross income each person earned from work. Next to the amount, bubble in how often the person receives it (weekly, every other week, twice a month or monthly).* 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.

*All Other Income:* List the amount each person receives from welfare, child support, alimony, pensions, retirement, Social Security, and ANY OTHER INCOME SOURCES. In the Any Other Income column, include 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 businesses, farm, or rental income. Next to the amount, bubble in how often the person receives it (weekly, every other week, twice a month or monthly). If this box has "0" or is left blank, you are certifying (promising) that there is no income to report.

**TOTAL HOUSEHOLD NUMBER:** Enter the total number of household members in the box provided. (Example: if 5 people, enter 05 in the box.)

**SOCIAL SECURITY NUMBER:** enter the last 4-digits of (SSN) of Household Member completing this form, or check the box if the person does not have a social security number.

**SECTION 4 - ADULT SIGNATURE, ADDRESS, PHONE NUMBER AND DATE:** The adult household member signing the form must print their household mailing address information including street, apt# (if applicable), city, state, zip code, daytime phone number, email address, print their name, sign the form and print the date.

**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 apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child 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.

**Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.** "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 USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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](mailto:program.intake@usda.gov). This institution is an equal opportunity provider."

### FEDERAL INCOME CHART

For School Year 2017–18

Household size	Yearly	Monthly	Weekly
1	22,311	1,860	430
2	30,044	2,504	578
3	37,777	3,149	727
4	45,510	3,793	876
5	53,243	4,437	1,024
6	60,976	5,082	1,173
7	68,709	5,726	1,322
8	76,442	6,371	1,471
Each additional person:	7,733	645	149