**Step 1:** **STUDENT INFORMATION:** List all students living in the household

**Foster Child Homeless/Migrant**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Last Name Student First Name School**

**Foster Child Homeless/Migrant**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Last Name Student First Name School**

**Foster Child Homeless/Migrant**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Last Name Student First Name School**

**Foster Child Homeless/Migrant**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Last Name Student First Name School**

**Step 2: BENEFITS** Do any members of your household (including you) receive SNAP, TANF or FDPIR assistance? **Y** **/**  **N**

**If no** > complete Step 3. **If yes** > provide the case number and name of the person receiving these benefits. Do not complete step 3.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_**

**SNAP or TANF Number Letter**

**Step 3: INCOME** List all Household Members. Include yourself & students listed above. List gross income for each person.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Names | Gross Income | | | | | | | | | | | | | | |
| Household Member | Earnings from Work before deductions | Weekly | Every 2 weeks | 2 times/month | Monthly | Welfare, Child Support, Alimony  received | Weekly | Every 2 weeks | 2 times/month | Monthly | Pensions, Retirement, Social Security & All Other Income | Weekly | Every 2 weeks | 2 times/month | Monthly |
|  | $ | € | € | € | € | $ | € | € | € | € | $ | € | € | € | € |
|  | $ | € | € | € | € | $ | € | € | € | € | $ | € | € | € | € |
|  | $ | € | € | € | € | $ | € | € | € | € | $ | € | € | € | € |
|  | $ | € | € | € | € | $ | € | € | € | € | $ | € | € | € | € |
|  | $ | € | € | € | € | $ | € | € | € | € | $ | € | € | € | € |
|  | $ | € | € | € | € | $ | € | € | € | € | $ | € | € | € | € |
|  | $ | € | € | € | € | $ | € | € | € | € | $ | € | € | € | € |
|  | $ | € | € | € | € | $ | € | € | € | € | $ | € | € | € | € |

**Step 4: Required - Adult signature and last four digits of social security number**

*I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.*

### I do not have a Social Security Number

### Signature of Adult: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last 4 Digits of Social Security Number: \_\_ \_\_ \_\_ \_\_ ❑

### Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **\* FOR SCHOOL USE ONLY \*** Annual Income Conversion: Weekly x 52, Every 2 weeks x 26, Twice a month x 24, Monthly x 12

Total Income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Household Size: \_\_\_\_\_ Free\_\_\_ Reduced\_\_\_ Denied\_\_\_ Categorically eligible free: \_\_\_\_\_\_\_\_\_\_

Determining Official’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirming Official’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 5: CHILDREN’S ETHNIC and RACIAL IDENTITIES**: Optional. You are **not required** to answer this question.

Mark one ethnic identity: Mark one or more racial identities:

❑ Hispanic or Latino ❑ Asian ❑ American Indian or Alaska Native

❑ Not Hispanic or Latino ❑ White ❑ Native Hawaiian or Other Pacific Islander

❑ Black or African American ❑ Other

## NOTIFICATION OF ELIGIBILITY

DATE:

Dear Parent/Guardian:

Your application for free milk for your child(ren) has been:

❑ Approved for applicable programs listed below (check all that apply)

❑ Free Lunches ❑ Reduced price lunches at $\_\_\_\_\_\_\_\_ per meal

❑ Free Breakfasts ❑ Reduced price breakfast at $\_\_\_\_\_\_\_\_ per meal

❑ Free After School Snacks ❑ Reduced price After School Snacks at $\_\_\_\_\_\_\_\_ per snack

❑ Free Milk for K and Pre-K, if meals are unavailable to them

❑ Denied because:

❑ Household income is over the amount allowable. ❑ The application is missing\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

❑ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

You may appeal this decision by contacting the Hearing Official, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at (phone/email of Hearing Official) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approving Officer

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 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 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 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.

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.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](https://nam03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.ocio.usda.gov%2Fsites%2Fdefault%2Ffiles%2Fdocs%2F2012%2FComplain_combined_6_8_12.pdf&data=02%7C01%7CPaula.Nadeau%40maine.gov%7C37538e69344f464cd0ed08d79066d3e2%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637136643619496071&sdata=ULYop6GmbBiM89oXQayx%2BrJ2fdGHc5O5VmvA6kyoOAA%3D&reserved=0), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\_filing\_cust.html](https://nam03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.ascr.usda.gov%2Fcomplaint_filing_cust.html&data=02%7C01%7CPaula.Nadeau%40maine.gov%7C37538e69344f464cd0ed08d79066d3e2%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637136643619506029&sdata=i%2Bcfze%2BRy6wmgD8g7f51pbmmqKZa57B%2Brefe2BX%2BIi8%3D&reserved=0), 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.

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.

Complaints of discrimination must be filed at the office of the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051. If you wish to file a discrimination complaint electronically, visit the Human Rights Commission website at <https://www.maine.gov/mhrc/file/instructions> and complete an intake questionnaire. Maine is an equal opportunity provider and employer.

(Federal Statement Revised 1/3/2020)