### Determining Eligibility

<table>
<thead>
<tr>
<th>Determination Date</th>
<th>Reason for denial:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Exempted from calculation</th>
<th>Results of calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual Income</td>
</tr>
<tr>
<td></td>
<td>12 Monthly</td>
</tr>
<tr>
<td></td>
<td>26 Biweekly</td>
</tr>
<tr>
<td></td>
<td>26 Biweekly</td>
</tr>
<tr>
<td></td>
<td>4 Biweekly</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Household Income

- **Monthly Income:**
  - Annual
  - Biweekly
  - Biweekly

- **Monthly Income:**
  - 12 Monthly
  - 26 Biweekly
  - 26 Biweekly
  - 4 Biweekly

### Total Income

- **Monthly Income:**
  - Annual
  - Biweekly

### Sources of Income

**Adults:**
- Employment
- Self-employment
- Social Security
- Disability Payments
- VA Benefits
- Child Support
- Unemployment Insurance
- Child Support
- Public Assistance/Other

**Children (Ages 6-17):**
- Employment
- Self-employment
- Child Support
- Unemployment Insurance
- Child Support
- Public Assistance/Other

### Instructions

- **Income Calculation:**
  - For School Use Only

- **Exempted:**
  - Unemployment Insurance
  - Child Support

- **Household Size:**
  - 1
  - 2
  - 3
  - 4

- **Gender:**
  - Male
  - Female

- **Race:**
  - White
  - Black
  - American Indian or Alaska Native
  - Asian
  - Hispanic/Latino

- **Ethnicity:**
  - North American

- **Earnings from Work:**
  - Total Income

- **Other Income Sources:**
  - Child Support
  - Unemployment Insurance
  - Social Security
  - Disability Payments
  - VA Benefits

- **Employment:**
  - Full-time
  - Part-time
  - Self-employment

- **Income from Self-employment:**
  - Monthly
  - Annual

- **Other Income:**
  - Child Support
  - Unemployment Insurance
  - Social Security
  - Disability Payments
  - VA Benefits

- **Income from Child Support:**
  - Monthly
  - Annual
FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:
Children need healthy meals to learn. Crossett School District offers healthy meals every school day. Breakfast costs $1.00; lunch costs $2.50. Your children may qualify for free meals or for reduced price meals. Reduced price is $.30 for breakfast and $.40 for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?
   - All children in households receiving benefits from Supplemental Nutrition Assistance Program (SNAP), are eligible for free meals.
   - Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
   - Children participating in their school’s Head Start program are eligible for free meals.
   - Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
   - Children may receive free or reduced price meals if your household’s income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

<table>
<thead>
<tr>
<th>Household size</th>
<th>Yearly</th>
<th>Monthly</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>23,606</td>
<td>1,968</td>
<td>454</td>
</tr>
<tr>
<td>2</td>
<td>31,894</td>
<td>2,658</td>
<td>614</td>
</tr>
<tr>
<td>3</td>
<td>40,182</td>
<td>3,349</td>
<td>773</td>
</tr>
<tr>
<td>4</td>
<td>48,470</td>
<td>4,040</td>
<td>933</td>
</tr>
<tr>
<td>5</td>
<td>56,758</td>
<td>4,730</td>
<td>1,092</td>
</tr>
<tr>
<td>6</td>
<td>65,046</td>
<td>5,421</td>
<td>1,251</td>
</tr>
<tr>
<td>7</td>
<td>73,334</td>
<td>6,112</td>
<td>1,411</td>
</tr>
<tr>
<td>8</td>
<td>81,622</td>
<td>6,802</td>
<td>1,570</td>
</tr>
<tr>
<td>Each additional person:</td>
<td>8,288</td>
<td>691</td>
<td>160</td>
</tr>
</tbody>
</table>

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven’t been told your children will get free meals, please call or e-mail barbara.garner@crossettschools.org.

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Crossett School District 219 Main St. Crossett, AR 71635.

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact cheryl.owens@crossettschools.org, (870)364-3112 or lisa.henderson@crossettschools.org immediately.

5. CAN I APPLY ONLINE? N/A
6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year, through 9/23/2020. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.

8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children 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.

10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: Barbara Garner 219 Main Street (870)364-3112 barbara.garner@crossettsschools.org.

11. 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.

12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make $1000 each month, but you missed some work last month and only made $900, put down that you made $1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact Lisa Henderson 219 Main Street Crossett, AR 71635 (870)364-3112.

16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for Supplemental Nutrition Assistance Program (SNAP), contact your local assistance office or call 501-682-8276.

If you have other questions or need help, call (870)364-3112.

Sincerely,

Cheryl Owens
CND Director
(870)364-3112
Please use a pen (not a pencil) when filling out the application and do your best to print clearly.

If you are not sure what to do next, please contact Cheryl Ovens, 870-369-3372 or cheryl.owens@crossreedschools.org.

If you want to help all your children and school students live in your household, they do not have to be enrolled to refer to your household. Please use these instructions to help fill out the application for free or reduced price school meals. You only need to submit one application per household.

HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS
Step 4: Contact Information and Adult Signature

The right-hand page contains a form to fill out with contact information and a signature. The form includes fields for the applicant's name, address, telephone number, and Social Security Number. There are also spaces for additional contact information such as email and phone numbers.

The instructions on the form state that all information provided must be accurate and complete. The form also includes a section for the applicant to sign, indicating that they have read and understood the terms and conditions of the application.

The form is divided into sections, with each section containing specific instructions and fields for information. The sections include:

- **Step 1**: Report total household size
- **Step 2**: Report total household income
- **Step 3**: Report total household expenses
- **Step 4**: Report total household debt

The form also includes a section for the applicant to certify that the information provided is true and complete.

In the bottom left corner, there is a note stating that the application must be signed by an adult member of the household. The note also emphasizes the importance of providing accurate and complete information to ensure the application is processed correctly.