

Please see attached information for submitting a free and reduced meal application for the 2020-2021 school year.

New applications must be submitted for every new school year. Applications do not automatically roll over from school year to school year.

For a list of the Community Eligibility Provision Schools (CEP schools) please visit our website at www.knoxschools.org.

Knox County Schools School Nutrition Program

**P.O. Box 2188
Knoxville, Tennessee 37901-2188
Phone: 865-594-3640 Fax: 865-594-1203**

Free and Reduced Meal Application Information

For questions related to Free and Reduced Meal Applications, please contact Mona Underwood at mona.underwood@knoxschools.org or at 865-594-9563.

New applications will not be accepted until after July 1, 2020 for the 2020-2021 school year. All applications submitted before July 01, 2020 for the 2020-2021 school year will drop out of the system, and it will be as if an application has not been submitted. You should always receive a letter of confirmation within a week or two after you submit the meal application. If you do not receive this letter, please call me. This means your application has not been processed.

There are three ways to apply for free or reduced meals:

- Online at www.lunchapplication.com (Please provide student ID number when applying)
- Pick up a paper application at the front office or cafeteria where your child attends and return to the school cafeteria for processing
- Print a copy from the website at www.knoxschools.org

Please Note: Applications that are dated for the current school year in progress are the only ones that will be accepted for processing.

Meal applications do not automatically roll over from one school year to the next. New applications must be submitted for each school year if you believe your child may be eligible for the meal benefit. This also includes children who are in foster care and children who receive SNAP benefits. If applying based on a SNAP benefit case number, you must include the case number on the application. This must be a Tennessee case number. Out of state SNAP benefits case numbers will not be accepted.

Applications may be submitted at any time during the school year, however any negative balance that has accumulated on a student's meal account before an application is approved will be the responsibility of the parent/guardian to pay in full. Negative balances are not retroactively removed regardless of what status the new application is approved for.

There is a 30-day grace period for students whose meals were free or reduced at the end of the previous school year. The grace period allows extra time for a parent who applied and was approved for the previous school year to get their application submitted and approved for the new school year. If an application is not submitted and approved by the date the grace period ends, the student will start being charged full price for meals. If an application is submitted before the grace period ends and the status changes based on the new application, the status will change immediately to reflect the new information and status.

If there is only one child in the home who attends a CEP school, no application needs to be submitted. However, if there are multiple students in one home and some attend a CEP and some attend a Non-CEP school, ALL students will need to be listed on the application. When an application is submitted based on income, every member of the home needs to be listed. The application is based on number of persons living in the home vs. income in the home. If all members are not listed, it could be the difference between getting approved for free or reduced meals or being denied based on income.

This institution is an equal opportunity employer.

Knox County Schools

Programa de Nutrición Escolar

P.O. Box 2188

Knoxville, Tennessee 37901-2188

Phone: 865-594-3640 Fax: 865-594-1203

Información de solicitud de comida gratis y precio reducido.

Si tiene preguntas relacionadas con las Solicitudes de comidas gratis y a precio reducido, comuníquese con Mona Underwood en mona.underwood@knoxschools.org o al 865-594-9563.

No se aceptarán solicitudes nuevas hasta el 01 de julio de 2020 para el año escolar 2020-2021. Todas las solicitudes enviadas antes del 01 de julio de 2020 para la escuela 2020-2021 abandonarán el sistema y será como si no se hubiera enviado una solicitud. Siempre debe recibir una carta de confirmación dentro de una o dos semanas después de enviar la solicitud de comida. Si no recibe esta carta, por favor llámeme. Esto significa que su solicitud no ha sido procesada.

Tres formas de solicitar comidas gratis o reducidas:

- En línea, a través del sitio: www.lunchapplication.com (proporcione el número de identificación del estudiante cuando realice la solicitud)
- Recoja una solicitud en papel en la oficina o cafetería de la escuela a la que asiste su hijo.
- Imprima una copia del sitio web en www.knoxschools.org

Tenga en cuenta: las solicitudes con fecha del año escolar en curso son las únicas que se aceptarán para ser procesadas.

Las solicitudes de comidas no se transfieren automáticamente de un año escolar al siguiente. Se deben presentar nuevas solicitudes para cada año escolar, si cree que su hijo puede ser elegible para el beneficio de comida. Esto también incluye a niños que están bajo cuidado temporal (foster care) y niños que reciben beneficios de SNAP. Si la solicitud se basa en un número de caso de beneficio de SNAP, debe incluir el número de caso en la solicitud. Este debe ser un número de caso de Tennessee. Fuera del estado, no se aceptarán números de casos de beneficios de SNAP.

Las solicitudes pueden presentarse en cualquier momento durante el año escolar, sin embargo, cualquier saldo negativo que se haya acumulado en la cuenta de comidas de un estudiante antes de que se apruebe la solicitud, el padre / tutor tendrá la responsabilidad de pagar por completo. Los saldos negativos **no** se eliminan retroactivamente, independientemente del estado para el que se aprueba la nueva aplicación.

Hay un período de gracia de 30 días para los estudiantes cuyas comidas fueron gratis o reducidas al final del año escolar anterior. El período de gracia permite un tiempo adicional para un padre o representante que haya presentado una solicitud, y fué aprobado para el año escolar anterior, para que su solicitud sea presentada y aprobada para el nuevo año escolar. Si la solicitud no se envía y se aprueba antes de la fecha en que finaliza el período de gracia, se le cobrará al estudiante el precio completo de las comidas.

Si sólo hay un niño en el hogar que asiste a una escuela de CEP, no es necesario presentar ninguna solicitud. **Sin embargo, si hay varios estudiantes en un hogar y algunos asisten a un CEP y otros asisten a una escuela que no pertenece al CEP, TODOS los estudiantes deberán estar en la solicitud.** Cuando se presenta una solicitud en función de los ingresos, cada miembro del hogar debe estar en la lista. La aplicación se basa en la cantidad de personas que viven en el hogar y los ingresos en el hogar. Si todos los miembros no están en la lista, podría significar la diferencia entre recibir la aprobación para comidas gratuitas o reducidas, o ser denegado en función de los ingresos.

Esta es una institución que brinda igualdad de oportunidades en sus servicios

FOR EACH HOUSEHOLD MEMBER:

B) List Adult Household member's name. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Do not list any household members you listed in STEP 1. If a student listed in STEP 1 has income, follow the instructions in STEP 3, part A.

Who should I list here?

When filling out this section, please include **all members** in your household who are:

- Living with you and share income and expenses, even if not related and even if they do not receive income of their own.

Note: DO NOT add any household members that you listed in STEP 1.

Do **not** include people who:

- Live with you but are not supported by your household's income **and** do not contribute income to your household.
- Students already listed in Step 1

How do I fill in the income amount and source?

FOR EACH TYPE OF INCOME:

- Use the charts in this section to determine if your household has income to report.
- Report all amounts in **gross income ONLY**. Report all income in whole dollars. Do not include cents.
 - o **Gross income is the total income received before taxes or deductions.**
 - o Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will be counted as zeros. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have knowledge or available information that your household income was reported incorrectly, your application will be verified for cause.

C) Report earnings from work. Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.

What if I am self-employed?

If you are self-employed, report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

D) Report income from Public Assistance/Child Support/Alimony. Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the value of any cash value public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only **court-ordered** payments should be reported here. Informal but regular payments should be reported as "other" income in the next part.

E) Report income from Pensions/Retirement/All other income. Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

F) Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number **MUST** be equal to the number of students and household members listed in STEP 1 and STEP 3. If there are any students or members of your household that you have not listed on the application, go back and add them. It is very important to list all students and household members, as the size of your household determines your income cutoff for free and reduced price meals.

G) Provide the last four digits of your Social Security Number. The household's primary wage earner or another adult household member must enter the last four digits of their Social Security Number in the space provided. **You are eligible to apply for benefits even if you do not have a Social Security Number.** If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SS#."

Sources of Income for Adults		
Earnings from Work	Public Assistance/Alimony/Child Support	Pensions/Retirement/All Other Income
<ul style="list-style-type: none"> • Salary, wages, cash bonuses • Net income from self-employment (farm or business) • Strike benefits <p>If you are in the U.S. Military</p> <ul style="list-style-type: none"> • Basic pay and cash bonuses (<i>do NOT include combat pay, FSSA or privatized housing allowances</i>) • Allowances for off-base housing, food and clothing 	<ul style="list-style-type: none"> • Unemployment benefits • Worker's compensation • Supplemental Security Income (SSI) • Cash assistance from State or local government • Alimony payments • Child support payments • Veteran's benefits 	<ul style="list-style-type: none"> • Social Security (including railroad retirement and black lung benefits) • Private Pensions or disability • Income from trusts or estates • Annuities • Investment income • Earned interest • Rental income • Regular cash payments from outside household

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. **Before completing this section, please also make sure you have read the privacy and civil rights statements at the bottom of page 1.**

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 students ineligible for free or reduced price school meals.** Sharing a phone number is optional, but helps us reach you quickly if we need to contact you.

B) Sign and print your name. Print your name in the box "Printed name of adult completing the form." And sign your name in the box "Signature of adult completing the form."

C) Write Today's Date. In the space provided, write today's date in the box.

Knox County Schools - School Nutrition Program

PLEASE read the enclosed information to determine if your student may be eligible to receive free or reduced price meals at school. If anyone in your household is receiving SNAP (formerly food Stamps) or Families First your student may be eligible for free meals this year. Contact Mona Underwood at (865) 594-9563 to confirm student status.

Complete the form as soon as possible so your benefits can begin quickly. All charges accrued before an application is processed will need to be paid in full before the end of the school year.

Dear Parent/Guardian:

Students need healthy meals to learn. Knox County Schools offers healthy meals every school day. Breakfast costs **\$1.75**; lunch costs **\$2.50** at elementary schools and **\$2.75** at middle and high schools. Your student may qualify for free meals or 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 with instructions on the application. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All students in households receiving benefits from **SNAP** or **Families First** 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.
- Students who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Students may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines.

2. HOW DO I KNOW IF MY STUDENT QUALIFIES 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 students living with you who have chosen to leave their prior family or household? If you believe students in your household meet these descriptions and haven't been told your students will get free meals, please call (865) 594-3648 (homeless) or (865) 564-1760 (migrant/runaway).

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH STUDENT? 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: School Nutrition Department, PO Box 2188, Knoxville, TN 37901 marked ATTN: Federal Application Verification Clerk. You may also send it to your students school cafeteria or apply online at www.lunchapplication.com.

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY STUDENTS ARE ALREADY APPROVED FOR FREE MEALS? Please read the letter you got carefully and follow the instructions. If any students in your household were missing from your eligibility notification, **contact Mona Underwood at (865) 594-9563** immediately.

5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of paper. Visit www.lunchapplication.com to begin or learn more about the online application process. Contact the School Nutrition Department at (865) 594-9563 with questions.

6. MY STUDENTS APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your students application is only good for that school year and for the first few days of this school year. You must send in a new application unless you were notified by letter that your student is eligible for the new school year.

7. I GET WIC. CAN MY STUDENTS GET FREE MEALS? Students 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, students 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 **Mona Underwood, (865) 594-9563**. You also may ask for a hearing by calling or writing to: **Brett Foster, 912 S. Gay Street, Knoxville, TN 37902; (865) 594-3640**.

11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your students, 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. However, if any income fields are left empty or blank, those will also be counted as zeros. 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, or receive Family Subsistence Supplemental Allowance payments, 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 **Mona Underwood, PO Box 2188, Knoxville, TN 37901, (865) 594-9563** to receive a second application.

16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call **1-800-869-1150 extension 2**.

If you have other questions or need help, call **Mona Underwood at (865) 594-9563** for more information.

Sincerely, Brett Foster, Director - School Nutrition, Knox County Schools

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 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.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, 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: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, 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. This institution is an equal opportunity provider.

FEDERAL ELIGIBILITY GUIDELINES

EFFECTIVE FOR SCHOOL YEAR
JULY 1, 2021 - JUNE 30, 2022

Household Size	Annual	Monthly	Twice per Month	Every 2 Weeks	Weekly
1	\$23,828	\$1,986	\$993	\$917	\$459
2	\$32,227	\$2,686	\$1,343	\$1,240	\$620
3	\$40,626	\$3,386	\$1,693	\$1,563	\$782
4	\$49,025	\$4,086	\$2,043	\$1,886	\$943
5	\$57,424	\$4,786	\$2,393	\$2,209	\$1,105
6	\$65,823	\$5,486	\$2,743	\$2,532	\$1,266
7	\$74,222	\$6,186	\$3,093	\$2,855	\$1,428
8	\$82,621	\$6,886	\$3,443	\$3,178	\$1,589
Each additional household member add:					
	\$8,399	\$700	\$350	\$324	\$162

STEP 1 List ALL Knox County students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

Student's First Name	MI	Student's Last Name	Grade	Student ID Number	FOSTER CHILD	HOMELESS MIGRANT RUNAWAY
Students in Foster care					<input type="checkbox"/>	<input type="checkbox"/>
and students who meet the definition of Homeless, Migrant or Runaway					<input type="checkbox"/>	<input type="checkbox"/>
are eligible for free meals.					<input type="checkbox"/>	<input type="checkbox"/>
Read How to Apply for Free and Reduced Price School Meals for more information.					<input type="checkbox"/>	<input type="checkbox"/>

OPTIONAL Student's Racial and Ethnic Identities

We are required to ask for information about your student's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your student's eligibility for free or reduced price meals.

Ethnicity (check one):
☐ Hispanic/Latino
☐ Not Hispanic/Latino

Race (check one or more):
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, FAMILIES FIRST?

Circle one: Yes / No

If you answered NO > Complete STEP 3

If you answered YES > Write a case number

Case Number:

Write only one case number in this space

STEP 3 Report Income for ALL Household Members that were not included in Step 1 (Skip this step if you answered 'Yes' to STEP 2)

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related."	Name of Household Members (Print First and Last Name)	Earnings from Work			How Often?			Public Assistance/Child Support/Alimony			How Often?			Pensions/Retirement/All Other Income			Total Student Income		
		Weekly	Bi-Weekly	2x Month	Monthly	Weekly	Bi-Weekly	2x Month	Monthly	Weekly	Bi-Weekly	2x Month	Monthly	Weekly	Bi-Weekly	2x Month	Monthly		
The Sources of Income for Children section will help you with the Student Income question. The Sources of Income for Adults section will help you with the Household Members section.		\$																	
		\$																	
		\$																	
		\$																	
		\$																	
Total Household Members (Children and Adults)																			

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member

XXX - XX -

Check if no SSN

STEP 4 Contact information and adult signature

"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 child(ren) may lose meal benefits and I may be prosecuted under State and Federal Laws."

Street Address (if available)	Apt #	City	State	Zip
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.				
Printed name of adult completing the form				
Signature of adult completing the form				

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, even if your students attend more than one school in Knox County**. The application must be filled out **completely** to certify your students 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 you have any questions concerning this application please contact Mona Underwood at (865) 594-9563 or email mona.underwood@knoxschools.org. If you have access to a computer, you may also complete this application online at www.lunchapplication.com.

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

STEP 1: LIST ALL STUDENTS IN A KNOX COUNTY SCHOOL UP TO AND INCLUDING GRADE 12

Who should I list here?

When filling out this section, please include **all** members in your household who are:

- Students attending a KNOX COUNTY SCHOOL, *regardless of age*.

A) **List each student's name.** For each student, print their first name, middle initial and last name. Use one line of the application for each student. When printing names, write one letter in each box. Stop if you run out of space. If there are more students present than lines on the application, attach a second piece of paper with all required information for the additional names.

B) **For each student, print the current grade and Student ID Number.** If unknown, contact Mona Underwood at (865) 594-9563 or email mona.underwood@knoxschools.org.

C) **Do you have any foster children? If any students listed are foster children, mark the "Foster Child" box next to the child's name. Foster children who live with you may count as members of your household and should be listed on your application. If you are only applying for foster children, after completing STEP 1, skip to STEP 4 of the application and follow the instructions.**

D) **Are any students homeless, migrant, or runaway?** If you believe any student listed in this section may meet this description, please mark the "Homeless, Migrant, Runaway" box next to the student's name and **complete all steps of the application**.

E) **Share student's Racial and Ethnic Identities (optional).** To the right of the application, we ask you to share information about your student's race and ethnicity. **This field is optional and does not affect your student's eligibility for free or reduced price school meals.**

STEP 2: DO ANY HOUSEHOLD MEMBERS (INCLUDING YOU) CURRENTLY PARTICIPATE IN ONE OR MORE OF THE FOLLOWING ASSISTANCE PROGRAMS: SNAP OR FAMILIES FIRST?

If anyone in your household participates in the TN Supplemental Nutrition Assistance Programs (SNAP) or Families First your students are **eligible** for free school meals.

However, please complete an application to ensure that your student is in the system correctly to receive these benefits and to avoid meal charges to your student's account that parent/guardian is responsible for

A) **IF NO ONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:**

- Circle 'NO' and skip to STEP 3 on these instructions and STEP 3 on your application.
- Leave STEP 2 blank.

B) **IF ANYONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:**

- Circle 'YES' and provide a case number for SNAP or Families First. You only need to write one case number. If you participate in one of these programs and do not know your case number, contact the Child Nutrition Department, Mona Underwood, (865) 594-9563. **You must provide a case number on your application if you circled "YES".**
- Skip to STEP 4.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

A) **Report all income earned by students.** Refer to the chart titled "Sources of Income for Students" in these instructions. Report the combined gross income for ALL students listed in Step 1 in your household in the box marked "Total Child Income." Only count foster student's income if you are applying for them together with the rest of your household.

What is Student Income?

Student income is money received from outside your household that is paid **directly** to your children. Many households do not have any student income. Use the chart below to determine if your household has student income to report.

Sources of Income for Children	
Sources of Child Income	Example(s)
• Earnings from work	• A child has a regular full or part-time job where they earn a salary or wages
• Social Security - Disability Payments - Survivor's Benefits	• A child is blind or disabled and receives Social Security benefits. • A parent is disabled, retired, or deceased and their child receives Social Security Benefits.
• Income from persons <i>outside</i> the household	• A friend or extended family member <i>regularly</i> gives a child spending money.
• Income from any other source	• A child receives regular income from a private pension fund, annuity, or trust.

FOR EACH HOUSEHOLD MEMBER:

B) List Adult Household member's name. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." **Do not list any household members you listed in STEP 1.** If a student listed in STEP 1 has income, follow the instructions in STEP 3, part A.

Who should I list here?

When filling out this section, please include **all members** in your household who are:

- Living with you and share income and expenses, even if not related and even if they do not receive income of their own.

Note: DO NOT add any household members that you listed in STEP 1.

Do **not** include people who:

- Live with you but are not supported by your household's income **and** do not contribute income to your household.
- Students already listed in Step 1

How do I fill in the income amount and source?

FOR EACH TYPE OF INCOME:

- Use the charts in this section to determine if your household has income to report.
- Report all amounts in **gross income** ONLY. Report all income in whole dollars. Do not include cents.
 - **Gross income is the total income received before taxes or deductions.**
 - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will be counted as zeros. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have knowledge or available information that your household income was reported incorrectly, your application will be verified for cause.

C) Report earnings from work. Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.

What if I am self-employed?

If you are self-employed, report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

D) Report income from Public Assistance/Child Support/Alimony. Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the value of any cash value public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only **court-ordered** payments should be reported here. Informal but regular payments should be reported as "other" income in the next part.

E) Report income from Pensions/Retirement/All other income. Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

F) Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number **MUST** be equal to the number of students and household members listed in STEP 1 and STEP 3. If there are any students or members of your household that you have not listed on the application, go back and add them. It is very important to list all students and household members, as the size of your household determines your income cutoff for free and reduced price meals.

G) Provide the last four digits of your Social Security Number. The household's primary wage earner or another adult household member must enter the last four digits of their Social Security Number in the space provided. **You are eligible to apply for benefits even if you do not have a Social Security Number.** If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SS#."

Sources of Income for Adults		
Earnings from Work	Public Assistance/Alimony/Child Support	Pensions/Retirement/All Other Income
<ul style="list-style-type: none">• Salary, wages, cash bonuses• Net income from self-employment (farm or business)• Strike benefits <p>If you are in the U.S. Military</p> <ul style="list-style-type: none">• Basic pay and cash bonuses (<i>do NOT include combat pay, FSSA or privatized housing allowances</i>)• Allowances for off-base housing, food and clothing	<ul style="list-style-type: none">• Unemployment benefits• Worker's compensation• Supplemental Security Income (SSI)• Cash assistance from State or local government• Alimony payments• Child support payments• Veteran's benefits	<ul style="list-style-type: none">• Social Security (including railroad retirement and black lung benefits)• Private Pensions or disability• Income from trusts or estates• Annuities• Investment income• Earned interest• Rental income• <i>Regular</i> cash payments from outside household

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. **Before completing this section, please also make sure you have read the privacy and civil rights statements at the bottom of page 1.**

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 students ineligible for free or reduced price school meals.** Sharing a phone number is optional, but helps us reach you quickly if we need to contact you.

B) Sign and print your name. Print your name in the box "Printed name of adult completing the form." And sign your name in the box "Signature of adult completing the form."

C) Write Today's Date. In the space provided, write today's date in the box.

Guidelines for Acceptable Use of Electronic Media

Use of Electronic Media in the Knox County Schools constitutes the acceptance of these guidelines and the user's assent to abide by the terms of use stated herein.

I. Statement of Affirmation

The Internet is a global electronic highway connecting millions of computers and individuals in the fields of education, business, government, the military and a variety of other organizations. This communication information network is being used in schools to educate, inform, and expand resources in much the same way as periodicals, videos, and computer software programs are used.

Knox County Schools' users will participate in projects using the Internet in a directed manner to support curriculum and research activities. They may participate in distance learning programs, ask questions of and consult with experts, communicate with other users, and locate materials to meet educational needs. Users will also be able to access a variety of information including news resources, electronic discussion groups, information databases, the holdings of libraries worldwide, and electronic mail.

The State of Tennessee and the Knox County Board of Education believe that the benefits of having access to the Internet are invaluable for both educators and students. Among the vast resources on the Internet are some materials that are not suitable for viewing in a school environment. It is not appropriate to locate material that is illegal, defamatory, or offensive. Such conduct will lead to the immediate loss of Internet access and may lead to other disciplinary actions.

Users are expected to understand and abide by the guidelines and behaviors set forth by the Knox County Board of Education in its *Guidelines for Acceptable Use of Electronic Media*. The Board makes no warranty, expressed or implied, regarding the use of the Internet. The Board shall accept no liability or legal responsibility for any damage which may arise from the use of the Internet in violation of these guidelines.

II. Rights and Responsibilities of Users

All use of the Internet must be in support of education and research and be consistent with the mission statement of Knox County Schools. For educational purposes, users have specific rights and responsibilities which include, but are not limited to the following.

Users can

- examine and use interactive electronic formats.
- examine a broad range of opinions, ideas, and information in the educational process.
- locate, use and exchange information on the Internet.
- retain ownership of their own intellectual works as users of the Internet, consistent with the policies of the Knox County Board of Education.

Users cannot

- use the network for personal commercial or for-profit purposes.
- participate in harassment, discriminatory remarks, or other inappropriate behaviors.
- use the network to access obscene or pornographic material.
- use the network for any illegal activity, including violation of copyright or other contracts.
- damage computer(s), computer systems or computer networks.
- invade the privacy of other network users.
- gain unauthorized access to computer networks, resources or materials.

III. Network Etiquette

Network users are expected to abide by accepted rules of network etiquette. These rules include but are not limited to the following.

- Do not reveal your own personal address or phone number or those of other students or colleagues.
- Be polite. Use appropriate language. Do not become abusive in your messages to others. Never use a computer to harm other people. Show consideration and respect for others at all times.
- Do not use a computer to steal. Do not copy software for which you have not paid, use computer resources without authorization, or plagiarize the intellectual property of others.
- Be mindful of the rights of other network users. Do not violate the privacy of other users.
- Do not use the network in any way that would disrupt its operation or that would interfere with another user's computer work.
- Abide by the policies and procedures of each network accessed.
- Keep your password private.
- Be careful when using sarcasm and humor. Without face-to-face communication, a joke may be viewed as criticism.
- Focus on one subject per message.
- Make your subject line as descriptive, yet as short, as possible.
- Keep paragraphs and messages short and to the point.
- Cite all quotes, references, and sources.
- When including a signature at the end of e-mail messages, limit it to four lines.
- Use capital letters only to highlight a word or identify titles or headings. Using all capitals for an entire message has the same effect as verbally shouting.
- Always think about the social consequences of what you do on the network.

