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 children attend more than one school in Richards R-V School District. The application must be filled out completely to certify your children 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 at any time you are not sure what to do next, please contact Richards R-V School District, (417) 256-5239.

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

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**STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12**

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be part of your household.

**Who should I list here?** When filling out this section, please include ALL members in your household who are:
- Children age 18 or under AND are supported with the household’s income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending Richards R-V School, regardless of age.

<table>
<thead>
<tr>
<th>List each child’s name. Print each child’s name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.</th>
<th>Building name/Grade. If child is a student, list building name and grade.</th>
<th>Do you have any foster children? If any children listed are foster children, mark the “Foster Child” box next to the child’s name. If you are ONLY applying for foster children, after finishing <strong>STEP 1</strong>, go to <strong>STEP 4</strong>. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.</th>
<th>Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the “Homeless, Migrant, Runaway” box next to the child’s name and complete all steps of the application.</th>
</tr>
</thead>
</table>

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**STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?**

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:
- The Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- The Food Distribution Program on Indian Reservations (FDPIR).

If no one in your household participates in any of the above listed programs:
- Leave **STEP 2** blank and go to **STEP 3**.

If anyone in your household participates in any of the above listed programs:
- Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: State number 1-855-373-4636.
- Go to **STEP 4**.

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**STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS**

How do I report my income?
- Use the charts titled “Sources of Income for Adults” and “Sources of Income for Children,” printed on the back side of the application form 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
  - 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.

(Information follows on the reverse side.)
### Step 4: Contact Information and Adult Signature

<table>
<thead>
<tr>
<th><strong>Contact Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Property Manager:</strong></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
</tr>
<tr>
<td><strong>Email:</strong></td>
</tr>
</tbody>
</table>

**Property Manager:**
- John Smith
- 123 Main St
- 555-123-4567
- john.smith@realty.com

**Property Address:**
- 123 Main St
- Anytown, USA 12345

**Phone:**
- 555-123-4567

**Email:**
- john.smith@realty.com

### 3A. Report Income Earned by Adults

**What is your gross income?**
- Include all income received from any job, rental property, investments, etc.
- Do not include income from gifts, inheritances, or other non-regular sources.

**Total Annual Income:**
- $50,000

**What is the number of adults in your household?**
- 2

### 3B. Report Income Earned by Children

**What is your child's income?**
- Include all income received from any job, allowance, etc.
- Do not include income from gifts or inheritances.

**Total Annual Income:**
- $0

**Number of children: 3**

### 4. Certification

**Certify:**
- I certify that the information provided is true and correct to the best of my knowledge and belief.
- I authorize the landlord to obtain credit and income information.

**Signatures:**
- John Smith
- [Other Signatures]

**Date:**
- 01/01/2023

**Note:**
- If you need assistance filling out this form, please contact the landlord.

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**Contact Information:**
- Property Manager: John Smith
- Address: 123 Main St
- Phone: 555-123-4567
- Email: john.smith@realty.com

**Property Address:**
- 123 Main St
- Anytown, USA 12345

**Phone:**
- 555-123-4567

**Email:**
- john.smith@realty.com

**Total Annual Income:**
- $50,000

**Number of adults: 2**

**Total Annual Income:**
- $0

**Number of children: 3**