HOW TO COMPLETE THE HOUSEHOLD SIZED-INCOME APPLICATION

Please use these instructions to help you fill out the application for your child's participation in the Summer Food Service Program (SFSP). You only need to submit one application per household. The application must be filled out completely to certify your children as eligible for summer meals offered at camps or enrolled programs. Please follow these instructions in order. If at any time you are not sure what to do next, please contact [Sponsor Representative Contact info here; phone and email preferred].

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

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 a 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, or enrolled in a Head Start program; and
- Students attending school, regardless of age.

A) 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.	**B) Enter the child's age and indicate if a Participant.** Print child's age in boxes. Indicate yes or no by checking the appropriate box next to the child's name to indicate if children are participating in the enrolled/camp SFSP.	**C) Do you have any foster children?** If any children listed are foster children, mark the "Foster Child" box next to the children's names. If you are ONLY applying for foster children, after finishing **STEP 1**, go to **STEP 4**. 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.	**D) Are any children homeless, migrant, runaway or enrolled in a Head Start program?** If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway or Head Start" box next to the child's name. Go to step 2 if applying for other children in the household.

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN FoodShare, W-2 Cash Benefits OR FDPIR?

Does anyone in your household (including you) currently participate in one or more of the assistance programs listed below?
- The Supplemental Nutrition Assistance Program (SNAP) or Wisconsin FoodShare.
- Temporary Assistance for Needy Families (TANF) or W-2 Cash Benefits.
- The Food Distribution Program on Indian Reservations (FDPIR).

A) If no one in your household participates in any of the above listed programs:	**B) If anyone in your household participates in any of the above listed programs:**
• Leave **STEP 2** blank and go to **STEP 3**.	• Write a case number for FoodShare, W-2 Cash Benefits, 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 your case worker. **Do Not List**: BadgerCare, Forward Card (IL residents Link Card) or Medicaid, SSI, W-2 Childcare Case Numbers. • Go to **STEP 4**.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?
- Use the charts titled **"Sources of Income for Children"** and **"Sources of Income for Adults,"** 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.

- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application may be investigated.
- Mark how often each type of income is received using the boxes to the right of each field.

3. A. REPORT INCOME EARNED BY CHILDREN

A) **Report all income earned or received by children.** Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's personal income if you are applying for them together with the rest of your household.

What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

3. B. REPORT INCOME EARNED BY ADULTS

List adult household members' names.
- Print the name of each household member in the boxes marked "Name of Adult Household Members (First and Last)." When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, <u>even if they are not related and even if they do not receive income of their own.</u>
- *Do NOT include:*
  o   People who live with you but are not supported by your household's income AND do not contribute income to your household.
  o   Infants, children and students already listed in **STEP 1.**

C) Report earnings from work and how often received.	D) Report income from public assistance/child support/alimony.	E) Report income from pensions/retirement/all other income.
Report all total gross income (before taxes) 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?* 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.	Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. <u>Do not report the cash value of any public assistance benefits NOT listed on the chart.</u> If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.	Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.
F) Fluctuating Income. For *seasonal* workers and others whose income fluctuates and usually earn more money in some months than others. In these situations, project the annual rate of income and report that. This includes workers with annual employment contracts but may choose to have salaries paid over a shorter period of time; for example, school employees.	**G) 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 household members listed in **STEP 1** and **STEP 3**. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects the eligibility for summer meals.	**H) Provide the last four digits of your Social Security Number (SSN).** An adult household member must enter the last four digits of their SSN in the space provided. You are eligible to apply for benefits even if you do not have a SSN. If no adult household members have a SSN, leave this space blank and mark the box to the right labeled "Check if no SSN."

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

An adult member of the household must sign the application. 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 on the back of the application.

| 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 children ineligible for summer meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you. | B) Print and sign your name. The adult filling out the application must print their name and sign in the signature box. Also include the date the form is signed. | C) Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for summer meals. | D) Return completed form to: <mark>[Insert Sponsor address here]</mark> |