

INSTRUCTIONS FOR APPLYING

If your household gets FOOD STAMPS OR TANF, follow these instructions:

Part 1: List each WCPSS child's name, school, grade, and a Food Stamp or TANF Case Number for each child.

Note: The EBT CARD number is not acceptable. If you are unsure of your Food Stamp Case Number, contact your local Department of Social Services to get the number.

Part 2: Check the appropriate box, if any.

Part 3: Skip this part.

Part 4: Skip this part.

Part 5: Sign the form. A Social Security Number is not necessary.

Part 6: Answer this question if you choose to do so.

Part 7: Please choose a Language Preference

Part 8: Answer this question if you choose to do so.

Homeless, Migrant or Runaway

Check the appropriate box and contact your school.

Fill out application by following instructions for **ALL OTHER HOUSEHOLDS**.

If you are applying for a FOSTER CHILD, follow these instructions:

USE A SEPARATE APPLICATION FOR EACH FOSTER CHILD.

Part 1: Skip this part

Part 2: Skip this part

Part 3: List the child's name, school, and grade. List the child's personal use monthly income, If any. If no Income please indicate with a zero.

Part 4: Skip this part.

Part 5: Sign the form. A Social Security Number is not necessary.

Part 6: Answer this question if you choose to do so.

Part 7: Please choose a Language Preference.

Part 8: Answer this question if you choose to do so.

ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

Part 1: List each WCPSS child's name, DOB, school, and grade. Please list income (if any) and indicate frequency. If no Income please indicate with a zero.

Part 2: Check the appropriate box, if any.

Part 3: Skip this part.

Part 4: Follow these instructions to report total household income from last month.

Column 1 – Name: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children living with you. Attach another sheet of paper if needed.

Column 2 - Check if no income: If the person, including a child, does not have any income, check the "no income" box. **If the box is not checked, the application will not be approved.**

Column 3 – Gross income last month and how often it was received. Next to each person's name, list each type of income received last month, and how often it was received. Example: *Earning from work:* List the **Gross Income** each person earned from work. This is not the same as take – home pay. **Gross income is the amount earned before taxes and other deductions.** The amount should be listed on your pay stub, or your boss can tell you. **NEXT TO THE AMOUNT, CHECK HOW OFTEN THE PERSON GOT IT (WEEKLY, BI-WEEKLY, TWICE A MONTH, OR MONTHLY).**

All other income: List the amount each person got last month from welfare, child support, alimony, (second column); pensions, retirement, Social Security and all OTHER INCOME SOURCES (third column). Other income includes Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME. Report net income for self-owned business, farm, or rental income. **Next to the amount, check how often the person got it.** If you are in the Military Housing Privatization Initiative do not include this housing allowance.

Part 5: An adult household member must sign the form and list his or her Social Security Number, or check the box if he or she does not have a social security number.

Part 6: Answer this question if you choose to do so.

Part 7: Please choose a Language Preference

Part 8: Answer this question if you choose to do so.