

**MAIL TO: Child Nutrition Services at 1551 Rock Quarry Road Raleigh, NC 27610. Questions? 919-856-2920 \* 919-588-3535**

**Apply ONLINE [www.MySchoolApps.com](http://www.MySchoolApps.com)**

**Change of Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Instructions – Sources of Income**

<b>Sources of Income for CHILDREN/STUDENTS</b>		
Sources of Income	Examples	
-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 any other source	-A child receives regular income from a private Pension fund, annuity or trust	
<b>Sources of Income for ADULTS</b>		
Earnings from Work	Public Assistance/Alimony/ Child Support	Pensions/Retirement/ All Other Income
-Salary, wages, cash bonuses -Net income from self-employment (farm or business)  If you are in the US Military  -Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)  -Allowances for off-base housing, food and clothing	-Unemployment benefits -Worker's compensation -Supplemental Security Income (SSI) -Cash Assistance from State or local government -Alimony payments -Child support payments -Veteran's benefits -Strike benefits	-Social Security (including railroad retirement and black lung benefits) -Private pensions or disability benefits -Regular income from trusts or estates -Annuities -Investment income -Earned interest -Rental Income -Regular cash payments from outside household
<b>Weekly</b> = Once per Week <b>Bi-Weekly</b> = Every two (2) weeks <b>Bi-Monthly</b> = Twice per month <b>Monthly</b> = Once per month <b>Annually</b> = Total salary per year		

<b>FEDERAL INCOME CHART</b>					
Effective July 1, 2018 through June 30, 2019					
Household Size	Yearly	Monthly	2x Month	Every Two Wks	Weekly
1	\$22,459	\$1,872	\$936	\$864	\$432
2	\$30,451	\$2,538	\$1,269	\$1,172	\$586
3	\$38,443	\$3,204	\$1,602	\$1,479	\$740
4	\$46,435	\$3,870	\$1,935	\$1,786	\$893
5	\$54,427	\$4,536	\$2,268	\$2,094	\$1,047
6	\$62,419	\$5,202	\$2,601	\$2,401	\$1,201
7	\$70,411	\$5,868	\$2,934	\$2,709	\$1,355
8	\$78,403	\$6,534	\$3,267	\$3,016	\$1,508
Each additional person:	\$ 7,992	\$666	\$333	\$308	\$154

**INCOMPLETE OR INCORRECT APPLICATIONS WILL DELAY MEAL BENEFITS.** Until your application is processed, you will need to provide your child(ren) with money to purchase school meals, Breakfast costs **\$1.25 (K-5)**, **\$1.50 (6-12)**; lunch costs **\$2.55 (K-5)**, **\$2.80 (6-12)**. You will be notified by mail when the application is approved or denied. **PLEASE ALLOW 10 WORKING DAYS FOR ELIGIBILITY DETERMINATION.** A child who is determined eligible for free or reduced- price meals will remain eligible for the entire school year and the first 30 days of the next school year, unless a redetermination is made through the verification process.

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, audiotape, 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: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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