

**APPLICATION INSTRUCTIONS**

ALL HOUSEHOLDS, including applications for foster, homeless, migrants and runaway children, follow these instructions:

Part 1: List all student names and the name of school for each child – include foster children and check the box if a foster child.

Part 2: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your school, homeless liaison, migrant coordinator. If not, skip this part.

Part 3: Follow these instructions to report total household income from this month or last month. Part 4 **must** be completed for all applications.

- Box 1–Name: List **all** household members, **including students listed in Part 1**.
- Box 2 –Gross Income and How Often It Was Received: For each household member, list each type of income received for the month. You must tell us how often the money is received— weekly, every other week, twice a month or monthly. For earnings, be sure to list the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount each person received for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran’s benefits (VA benefits), and disability benefits. Under All Other Income, list Worker’s Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, under Earnings from Work, report income after expenses. This is for your business, farm, or rental property. Do not include income from SNAP, FDPIR, WIC or Federal education benefits. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.
- Box 3 – **Check the no income for any household members (adults and children) that do not receive any income.**

Part 4: Adult household member must sign the form, print their name, date, address, phone number and list the last four digits of their Social Security Number (or mark the box if s/he doesn’t have one).