

## FIVE QUICK TIPS

# COMPLETING A FREE AND REDUCED HOUSEHOLD INCOME APPLICATION



### 1 COMPLETE ALL REQUIRED FIELDS

Your child's school will not be able to process the application if required fields are missing. Make sure to reach out to the contact on the application instructions with any questions on what is required!

1

2

If Migrant, Runaway or Homeless is checked off in step one (1) of the application, your child's school will need to confirm this status with the appropriate school official prior to granting benefits.

3

### IS YOUR CHILD DIRECTLY CERTIFIED FOR FREE MEALS?

If the household has gotten a notification letter from your child's school stating they are directly certified for free meals, you do NOT need to complete an application as your child is automatically qualified to receive free meals. If you have questions regarding direct certification, or if you only received a notification letter for one child in the household, contact your child's school.



4

If you are providing a case number in Step 2 of the application, and anyone in your household receives SNAP and/or TANF assistance, you must include with your application, a copy of the Notice of Decision for SNAP and/or TANF eligibility that you received from the Department of Health and Human Services (DHHS). If you need to get a copy of the Notice of Decision from DHHS, contact 1-844-ASK-DHHS.

### CASE NUMBERS

SNAP = Supplemental Nutrition Assistance Program

TANF or FANF = Temporary (or Financial) Assistance for Needy Families

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### TOTAL HOUSEHOLD MEMBERS

Make sure the number of names (children and adult household members) adds up to the total number of household members in step three (3). If these are not the same, your child's school will not be able to process the application.

