

STEP 1 List ALL infants, children, and students up to grade 12 who are members of your household (if more spaces are required for additional names, attach another sheet of paper)

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related."
 Children in **Foster care** and children who meet the definition of **Homeless, Migrant or Runaway** are eligible for curricular material assistance. Read **How to Apply** for more information.

Child's First Name	MI	Child's Last Name	Student?		Name of School Building	Birthdate	Grade	Living with parent or caretaker relative?		Foster Child	Homeless, Migrant, Runaway
			Yes	No				Yes	No		
1			<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check all that apply

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP (Food Stamp) or TANF?

If NO > Skip to Step 3

If YES > Write a case number here, then go to Step 4. Do Not Complete STEP 3

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STEP 3 Report Income for All Household Members (Skip this step if you answered 'Yes' to STEP2)

(Only one SNAP, Food Stamp CASE number)

Are you unsure what to do here?
 Please read **How to Apply** for more information.

The **Sources of Income for Children** section will help you with the **Child Income** question.
 The **Sources of Income for Adults** section will help you with the **All Adult Household Members** section.

A. Child Income: Sometimes children in the household earn or receive income. Please include the TOTAL income received by all children in household listed in STEP 1 here.

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 Weekly Every 2 Wks 2x Month Monthly

B. All Adult Household Members (including yourself)

List all Household Members not listed in STEP 1 (including yourself) **even if they do not receive income**. For each Household Member listed, if they do receive income, report **total (gross) income before any taxes or deductions** for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often?				Public Assistance/ Child Support/Alimony	How often?				Pensions/Retirement/ All Other Income	How often?															
		Weekly	Every 2 Wks	2x Month	Monthly		Weekly	Every 2 Wks	2x Month	Monthly		Weekly	Every 2 Wks	2x Month	Monthly												
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Total Household members (Children and Adults)

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Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member

X X X X

X X

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Check if NO SSN

Step 4 Contact Information and Adult Signature. **Step 5** Textbook Assistance and Other Benefits

My signature below authorizes the release of information on this application for curricular material assistance. I give up my right of confidentiality for this purpose only. The application may be subject to audit by the State of Indiana to determine student eligibility for curricular materials. The application information may be shared with the Indiana Family and Social Services Administration pursuant to I.C. 20-33-5-2 and I.C. 12-14-28-2, solely for purposes of complying with 45 C.F.R. Parts 260 and 265. I certify that I am the parent/guardian of the child(ren) for whom application is being made and authorize the release of information for the purposes outlined in the application.

Sign Here →

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Printed NAME or SIGNATURE of the adult completing the form.

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Date

Check "YES" if you want to receive TEXTBOOK ASSISTANCE?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

For Hoosier Healthwise information call 1-800-889-9949.

This institution is an equal opportunity provider.

Street Address (if available)	Apt #	City	State	Zip	Daytime Phone	Email Address
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For School Use Only:	Processor's Signature / Initials	Date	Total Annual Income	Confirming Official's Signature / Initials	Date
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CURRICULAR MATERIAL ASSISTANCE APPLICATION PARENT LETTER

Perry Township Schools is implementing the 2022-23 Community Eligibility Provision (CEP). **What does this mean for you and your child(ren) attending a participating school?** All enrolled students, at Perry Township Schools during the 2022-23 school year, are eligible to receive a healthy breakfast and lunch at no charge to your household. No further action is required of you. Your child(ren) will be able to participate in the meal program without having to pay a fee or complete an application. **Why should we fill out an application?** CEP pertains only to meals and does not extend to other educational benefits. Some examples of other educational benefits may include: curricular material (textbook) assistance, test/exam fee reduction or waiver, and eligibility for other discounts or program opportunities. All students must pay curricular material (textbook) fees unless you have been notified in writing that your child has been approved for free curricular materials for the 2022-23 school year. **Who may receive curricular assistance and other educational benefits?** The following are ways in which children may be approved to receive curricular material and other educational benefits: children in households receiving SNAP (Food Stamps) or TANF benefits; foster children who are under the legal responsibility of a foster care agency or court; homeless or migrant children identified by the school's liaison; and households with a gross income that is within the limits of the Federal Income Guidelines. To apply, complete a 2022-23 Application for Curricular Material Assistance and Other Benefits. Return the completed application to the school. You will be notified when your application is approved or denied.

FEDERAL ELIGIBILITY INCOME CHART for School Year 22-23			
Household size	Yearly	Monthly	Weekly
1	25,142	2,096	484
2	33,874	2,823	652
3	42,606	3,551	820
4	51,338	4,279	988
5	60,070	5,006	1,156
6	68,802	5,734	1,324
7	77,534	6,462	1,492
8	86,266	7,189	1,659
Each additional person:	+8,732	+728	+168

Additional Questions & Answers

1. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes, your child's application is only good for that school year and the first few days of the new school year through August 31, 2022. You must complete a new application unless the school told you in writing that your child has been approved for free curricular materials for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for textbook assistance, your child will be charged the full price of curricular materials.
2. CAN HOMELESS, RUNAWAY, OR MIGRANT CHILDREN GET OTHER EDUCATIONAL BENEFITS? Yes, children who meet the definition of homeless, runaway, or migrant are eligible for free curricular materials. If you believe children in your household meet these descriptions please call the school's homeless liaison/migrant coordinator Ms. Kathy Luessow, phone number 317-789-3961 or email kluessow@perryschools.org.
3. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR CURRICULAR MATERIALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Tresa Henschen, phone number 317-789-3747 or email thenschen@perryschools.org immediately.
4. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit perryschools.org/departments/child-nutrition-department/free-and-reduced-lunch to begin or to learn more about the online application process. Contact Tresa Henschen, phone number 317-789-3747 or Janet Nataren, phone number 317-789-3738 if you have any questions about the online application.
5. WHO DO I INCLUDE AS MEMBERS OF MY HOUSEHOLD? You must include all people living in your household, related or not (grandparents, other relatives, or friends), who share income and expenses. You must include yourself and all of your children who live with you. Do not include other people who live with you who are economically independent.
6. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount you normally receive. For example, if you normally receive \$1,000 each month, but you missed some work last month and only received \$900, record \$1,000 per month. If you normally receive overtime, include it, but not if you receive it occasionally. If you are a seasonal or a 9, 10, 11-month employee, list the amount you normally receive. If you have lost your job or had your hours or wages reduced, use your current income.
7. WE ARE IN THE MILITARY; DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
8. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible if the household income drops below the income limit.
9. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply.
10. WILL THE INFORMATION I GIVE BE CHECKED? Yes, we may ask you to provide written proof of income to verify eligibility.
11. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE CAN APPLY FOR? To find out how to apply for SNAP (Food Stamp) or other assistance benefits, contact your local assistance office or call **1-800-403-0864**.

If you have other questions or need help, call Tresa Henschen, phone 317-789-3747 or email thenschen@perryschools.org.

HOW DO I APPLY FOR CURRICULAR MATERIALS ASSISTANCE?

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

Please use these instructions to help you fill out the application for curricular materials assistance and other benefits. You only need to submit one application per household, even if your children attend more than one school in Perry Township Schools. The application must be filled out completely to certify your children for curricular materials assistance. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Tresa Henschen, phone 317-789-3747 or email thenschen@perryschools.org.

STEP 1: LIST ALL INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12 IN THE HOUSEHOLD

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, qualify as homeless, migrant, or runaway youth; and students attending Perry Township Schools regardless of age.

<p>A) List each child's name. Print each child's name. Use one line of the application for each child. 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.</p>	<p>B) Is the child a student at Perry Township Schools? Mark 'Yes' or 'No' under the column titled "Student" to tell us which children attend Perry Township Schools. If you marked "Yes" write the name of the school building, birthdate, and grade level of the student in the 'Grade' column to the right. Is the child living with parent or caretaker relative? Mark 'Yes' or 'No' next to each child.</p>	<p>C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. 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.</p>	<p>D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application.</p>
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STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP or TANF? (FOODSTAMPS)

If **anyone** in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals: The Supplemental Nutrition Assistance Program (SNAP--previously called Food Stamps). Temporary Assistance for Needy Families (TANF).

<p>A) If no one in your household participates in any of the above listed programs: Leave STEP 2 blank and go to STEP 3.</p>	<p>B) If anyone in your household participates in any of the above listed programs: Write a case number for SNAP or TANF. (FOOD STAMP CASE NUMBER) You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: 1-800-403-0864. Go to STEP 4.</p>
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STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income? Use the charts titled "Sources of Income for Adults" and "Sources of Income for Children," below to determine if your household has income to report.

<u>Sources of Income for Children</u>		<u>Sources of Income for Adults</u>		
	Example(s)	Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages	Salary, wages, cash bonuses Net income from self-employment (farm or business)	- Unemployment benefits worker's compensation	- Social Security (including railroad retirement and black lung benefits)
-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	If you are in the U.S. Military:	- Supplemental Security Income (SSI)	- Private pensions or disability benefits
-Income from person outside the household	- A friend or extended family member regularly gives a child spending money	-Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)	- Cash assistance from State or local government	- Regular income from trusts or estates
-Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust	-Allowances for off-base housing, food, and clothing	- Alimony payments - Child support payments - Veteran's benefits - Strike benefits	- Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household

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 will be investigated. **Mark how often each type of income is received using the check 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 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

Who should I list here? When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own. **Do NOT include:** People who live with you but are not supported by your household's income AND do not contribute income to your household and Infants, Children, and students already listed in STEP 1.

B) List adult household members' names. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Do not list any household members you listed in STEP 1. If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.

C) Report earnings from work. Report all income 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.

D) Report income from public assistance/child support/alimony. Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. 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.

E) Report income from pensions/retirement/all other income. Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.

F) 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 your eligibility for curricular materials assistance.

G) Provide the last four digits of your Social Security Number. An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. 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) Print and sign your name. Print the name of the adult signing the application and that person signs in the box "Signature of adult."

B) 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 curricular materials assistance. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

C) Return the Completed Form to the schools or Mail to:
Perry Township Schools Child Nutrition Department
6548 Orinoco Avenue
Indianapolis, IN 46227

STEP 5: OTHER BENEFITS – OPTIONAL

The following sections are optional and do not affect your children's eligibility for curricular materials assistance.

A) Textbook Assistance

If you want to receive textbook assistance, check 'Yes' and then read, sign, and date the section to the right. If you do not want to receive textbook assistance, check 'No'.

B) Hoosier Healthwise Information

If you want to share your child's curricular materials assistance eligibility in order to qualify for free or low-cost health insurance under Medicaid or Hoosier Healthwise Call 1-800-889-9949.