

## INSTRUCTIONS FOR APPLYING

**If your household gets FOODSHARE or W-2 CASH BNEFITS, follow these instructions:**

**Part 1.** List children's name, school, grade and a FoodShare, W-2 benefits case number.

**Part 2.** Check the appropriate box, if it applies to you.

**Part 3.** Ship 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.

**If you are applying for a child that is HOMELESS, MIGRANT or a RUNAWAY, follow these instructions:**

Check the appropriate box in Part 2 and contact your school homeless liaison, migrant coordinator at 920-623-5950, ext. 3151.

Fill out application by following instructions for ALL OTHER HOUSEHOLDS.

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

**Part 1.** Use a separate application for each foster child. List the child's name, school and grade.

**Part 2.** Skip this part.

**Part 3.** Check the box and list the child's personal use monthly income, if any.

**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.

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

**Part 1.** List each child's name, school and grade.

**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 you need to.

**Column 2- 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. For example, *Earnings 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, write how often the person got it (weekly, every other week, 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 (third column) and ALL OTHER INCOME SOURCES (fourth column). In the All Other column include worker's compensation, unemployment, strike benefits, SSI, 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, write how often the person got it.

**Column 3- Check if not income:** If the person does not have any income, check the box

**Part 5.** An adult household member must sign the form and list his or her Social Security number, or mark the box if he or she doesn't have one.

**Part 6.** Answer this question if you choose to.