



Free and Reduced-Price Economic Status Household Income Guidelines and Forms

Provisions 2 and 3 or Community Eligibility Provision Schools and Schools without a Meal Program

School Year 2020-21

This packet has 18 pages and includes the seven documents listed below.

Documents in this packet For School Use Only

Document	Description
Summary of Alternate Application for Educational Benefits (five pages)	Describes the primary requirements for determining and reporting Economic Indicator on the Minnesota Automated Reporting Student System (MARSS).
2020-21 Household Income Guidelines (two pages)	Shows the ranges of income that qualify for Economic Indicator of free and reduced-price, for each household size.
Procedures for Approval / Denial (five pages)	Main procedures for a school to review and approve or deny Alternate Applications for Educational Benefits.

For Distribution to Families

Documents	Description
Household Letter (one page)	Explains school financial benefits.
Instructions for Completing the Alternate Application for Educational Benefits (one page)	Explains to families how to complete the application. May be copied on back of Household Letter.
Application for Educational Benefits form (two pages)	The second page of the application form includes important information for families and must be included.
Approval/Denial Letter (one page)	Send to family, after their application has been reviewed, to notify family if the application is incomplete.

Summary of Alternate Application for Educational Benefits

1. This information applies to Minnesota Automated Reporting Student System (MARSS) reporting of Economic Indicator for all local educational agencies (LEA) that participate in Community Eligibility Provision for meal benefits, are Provision 2 or 3 or do not provide a meal program. Although all students enrolled in Community Eligibility Provision and Provision 2 or 3 schools are already eligible for a free meal, other state and federal programs require documentation of individual eligibility for economic status, which is reported as an Economic Indicator on MARSS.
2. Schools that are not participating in Community Eligibility Provision and are not Provision 2 or 3 but provide a meal program must continue to use the traditional Application for Educational Benefits provided by Food and Nutrition Services (FNS).

All schools on a meal program can use the Direct Certification lists to determine potential eligibility for a free Economic Indicator status on MARSS. All schools, including those not on a meal program, can also use warning message #364 on the local MARSS 08 Error Report to determine potential eligibility for a free Economic Indicator status on MARSS.

Households with children enrolled in different schools and where at least one of the schools is on the meal program and another school is participating in Community Eligibility Provision or is Provision 2 or 3 status will need only complete the FNS *Application for Educational Benefits* form; it should include all members of the household. The school is responsible for distributing the correct application to families.

Distribution of Application Packets for School Year 2020-21

An LEA must inform all households about financial benefits to which the school may be entitled before the beginning of each school year. Application materials for school year 2020-21 can be distributed any time after July 1, 2020. Application packets may not be distributed before July 1, 2020, the date that the income guidelines are effective. The only situation in which applications may be distributed before July 1 is that year-round schools operating in July may distribute applications in June.

Households may not be required to complete the FNS Application for Educational Benefits or the *Alternate Application for Educational Benefits* form for MARSS reporting. LEAs are allowed to take additional steps to facilitate the return of applications from households, such as providing return envelopes.

The attached materials must be sent to households to notify them about school financial benefits. Households with students in both types of schools need provide only the FNS *Application for Educational Benefits* as described in a mailing from FNS. Households with students in only Community Eligibility Provision, Provision 2 or 3 or schools without a meal program need provide:

- Household Letter (one page—copy on your school letterhead).
- Instructions for Completing the *Alternate Application for Educational Benefits* for MARSS Reporting (one page – the instructions may be copied on the reverse side of the household letter).
- *Alternate Application for Educational Benefits* for MARSS Reporting form (the third page of the application, which has information about data privacy, must be included).

Carryover of Meal Benefits from Previous Year

Applications that were approved in school year 2019-20 (applications and direct certifications) may not be carried over into the next school year for MARSS reporting purposes.

Requirement to Notify Families about State Health Programs

State law ([Minnesota Statutes, section 256.962](#)) requires public school districts and charter schools to notify households each year about the availability of state health care programs. This notification may be included in the annual application packet.

View the *Minnesota Health Care Programs Notification* flyer on the [Student Meal Application webpage](#). This flyer is currently available in English, Somali, Spanish and Hmong).

Application Approval Procedures

Although the Alternate Application does not generate a free meal for the student, the same approval processes are used as for the *Application for Educational Benefits*. Economic Indicators are approved for the whole school year. Once an application has been approved, the student's status is changed only when required due to verification or administrative review. Households are not required to notify their LEA of any changes in household income or size during the year.

Resources for reviewing and approving Alternate Applications for Educational Benefits:

- Procedures for Approval/Denial of Alternate Applications for Educational Benefits (attached to this memo).
- Eligibility Guidance for School Meals manual available on U.S. Department of Agriculture (USDA) website. View [USDA Eligibility Guidance for School Meals manual](#).

Conversion of Incomes to Annual Income

When an application has incomes that are paid at different frequencies, the LEA must convert each income to an annual income and then add the annual incomes together.

To convert to annual income:

- Multiply a weekly income by 52.
- Multiply an every two weeks (bi-weekly) income by 26.
- Multiply a twice-per-month income by 24.
- Multiply a monthly income by 12.

Example: A household reports incomes of \$500 received every two weeks and \$1,000 received monthly. Since the incomes are paid at different frequencies, they must be converted to annual incomes to add them together: \$500 bi-weekly income x 26 = \$13,000 annual income and \$1,000 monthly income x 12 = \$12,000 annual income. The two annual incomes are added together for a total annual household income of \$25,000.

Categorical Eligibility / Extension to All Household Members

If any household member reports a case number that appears valid from one of the programs listed below, all of the students in the household are approved for free Economic Indicator based on categorical eligibility. Refer to the document Case Numbers Reported on an Application for Educational Benefits, available on the Districts, Schools and Educators > School-Community Connections > Food and Nutrition > School Nutrition Programs > Free and Reduced-Price Process > Student Meal Applications page of the [Minnesota Department of Education \(MDE\) website](#).

A case number may be provided from any of these three programs:

- Minnesota Family Investment Program (MFIP).
- Supplemental Nutrition Assistance Program (SNAP).
- Food Distribution Program on Indian Reservations (FDPIR).

Medical Assistance and WIC (Special Supplemental Nutrition Program for Women, Infants, and Children) programs are not categorically eligible for school meal benefits. Households participating in these and other public assistance programs should check the household income guidelines to see whether they should complete an *Alternate Application for Educational Benefits*.

Direct Certification (Public Schools)

Public schools on a meal program receive direct certification data that lists students who are eligible for free Economic Indicator without an application from the family, based on the student's participation in MFIP or SNAP.

- The direct certification data that MDE will provide in late June 2020 will be the first data for directly certifying students for school year 2020-21.
- If one child in a household has been directly certified for free school meals, then all children that the school district knows are in the same household are considered directly certified.

All public schools that report MARSS data also have warning message #364 in the MARSS 08 Local Error Report that identifies students who may be eligible to report as free Economic Indicator. This warning message is a secondary form of Direct Certification and can be used by schools not on the meal program to determine a student's economic status.

For both types of Direct Certification, the school is expected to provide due diligence to verify that the student enrolled in the school and reported on MARSS is the same individual identified via Direct Certification. Also, in case of an audit, keep a copy of either the Direct Certification list or the MARSS 08 Error Report for each student reported as free Economic Indicator, and for whom the school does not have any type of Application for Educational Benefits as supporting documentation.

Application for Student from Residential Child Care Institution (RCCI)

When a student living in a residential child care institution (RCCI), for example, a group home, attends an LEA, the RCCI director should complete the *Alternate Application for Educational Benefits* for the student and indicate

that the application is for a student in residential care. The completed application must identify the child and list any regular income that is available to the student in Section 1 or provide a copy of the RCCI's Residential Income Policy that is on file at MDE. The RCCI director must sign in Section 5.

Consent to Release Data for Health Insurance Purposes

The state of Minnesota continues its efforts to notify eligible families about the availability of health care coverage through Minnesota Health Care Programs, for example, MinnesotaCare. Section 4 of the Application for Educational Benefits records whether a household that has been approved for a free Economic Status has declined to share their eligibility information with health insurance programs. The section uses a “negative check-off” format – the household’s free or reduced-priced Economic Status may be shared with the health insurance programs, unless the household has checked the box to indicate that information may not be shared. Public schools annually report this data element for students in MARSS.

Translations

USDA provides translations of the USDA prototype school meal application in many languages, including Spanish, Somali, Hmong and Russian. View [USDA translated application packets](#). A USDA application packet is eight pages, including the household letter, instructions for applying, the *Free and Reduced Price School Meals Application*, and the *Sharing Information with Medicaid/SCHIP* consent form. If using a USDA translated application packet, also download the English version for reference.

Cost of Certifying Alternative Applications for Educational Benefits

While the cost of certifying the *Applications for Educational Benefits* may be charged to Fund 02, the cost of certifying the *Alternate Applications for Educational Benefits* cannot be charged to Fund 02. It is considered a General Fund expenditure: Fund 01. Refer to the [Financial Management System Requirements webpage](#) for more information on Uniform Financial Accounting and Reporting Standards (UFARS) coding for Fund 01 and Fund 02 as it relates to food service.

Reporting Economic Indicator on MARSS (Public Schools)

The Economic Indicator reported annually by public schools on each student’s MARSS enrollment record is based on student eligibility for free or reduced-price school meals. The MARSS Economic Indicator for school year 2020-21 must be based only on applications and direct certifications that have been received and approved for school year 2020-21. The MARSS Economic Indicator may not be based on eligibility for meal benefits from school year 2019-20.

Students certified as eligible for a free or reduced-price Economic Indicator by December 15, 2020, can be reported on the fall MARSS file as Economic Indicator 1 or 2. Certifications made after December 15, 2020, would be reported on the year-end MARSS files with Economic Indicator 1 or 2 but as 0 on the fall files.

Verification of Information Provided on Applications

Each fall an LEA must verify a percentage (usually 3 percent) of approved *Alternate Applications for Educational Benefits*. In addition, any application may be verified “for cause.” Use the same verification process that is required for *Application for Educational Benefits* as provided by FNS. The memorandum on verification requirements for school year 2020-21 will be posted in August 2020.

Attachments

For *internal use* by LEA:

- 2020-21 Household Income Guidelines – for each household size, shows the maximum household income that qualifies for free Economic Indicator and the maximum household income that qualifies for reduced-price Economic Indicator.
- Procedure for Approval/Denial – how to review Alternate Applications for Educational Benefits and approve or deny applications.

For distribution to households:

- Household Letter (one page).
- **Instructions** for completing *Alternate Application for Educational Benefits* (one page may be copied on the back of the household letter). This shows the maximum income for each household size that qualifies for at least reduced-price Economic Indicator.
- **Alternate Application for Educational Benefits form** (three pages). The second page of the Alternate Application has important information and must be included.

For distribution to households after application has been determined to be incomplete:

- Notice of Incomplete Application Letter

MDE Contacts

If you have any questions about this information, contact School Finance at 651-582-8855, or email [MARSS](mailto:marss@state.mn.us) (marss@state.mn.us).

Questions on the Community Eligibility Provision should be sent to cep.mde@state.mn.us.

For School Use Only
School Nutrition Programs

Household Income Guidelines for School Year 2020-21

Effective July 1, 2020

Household Size of One (1)

Frequency of Income	Free Meals \$	Reduced Price Meals \$	Paid Meals \$
Weekly	0 – 319	320-454	455 or more
Bi-Weekly	0 – 638	639-908	909+
2x per month	0 – 692	693-984	985+
Monthly	0 – 1,383	1,384-1,968	1,969+
Yearly	0 – 16,588	16,589-23,606	23,607+

Household Size of Two (2)

Frequency of Income	Free Meals \$	Reduced Price Meals \$	Paid Meals \$
Weekly	0 – 431	432-614	615 or more
Bi-Weekly	0 – 862	863-1,227	1,228+
2x per month	0 – 934	935-1,329	1,330+
Monthly	0 – 1,868	1,869-2,658	2,659+
Yearly	0 – 22,412	22,413-31,894	31,895+

Household Size of Three (3)

Frequency of Income	Free Meals \$	Reduced Price Meals \$	Paid Meals \$
Weekly	0 – 543	544-773	774 or more
Bi-Weekly	0 – 1,086	1,087-1,546	1,547+
2x per month	0 – 1,177	1,178-1,675	1,676+
Monthly	0 – 2,353	2,354-3,349	3,350+
Yearly	0 – 28,236	28,237-40,182	40,183+

Household Size of Four (4)

Frequency of Income	Free Meals \$	Reduced Price Meals \$	Paid Meals \$
Weekly	0 – 655	656-933	934 or more
Bi-Weekly	0 – 1,310	1,311-1,865	1,866+
2x per month	0 – 1,420	1,421-2,020	2,021+
Monthly	0 – 2,839	2,840-4,040	4,041+
Yearly	0 – 34,060	34,061-48,470	48,471+

Household Size of Five (5)

Frequency of Income	Free Meals \$ Range	Reduced-Price Meals \$ Range	Paid Meals \$ Range
Weekly	0-767	768-1,092	1,093 or more
2 Weeks	0-1,534	1,535-2,183	2,184+
2x/month	0-1,662	1,663-2,365	2,366+
Monthly	0-3,324	3,325-4,730	4,731+
Yearly	0-39,884	39,885-56,758	56,759+

Household Size of Six (6)

Frequency of Income	Free Meals \$	Reduced Price Meals \$	Paid Meals \$
Weekly	0 – 879	880-1,251	1,252 or more
Bi-Weekly	0 – 1,758	1,759-2,502	2,503+
2x per month	0 – 1,905	1,906-2,711	2,712+
Monthly	0 – 3,809	3,810-5,421	5,422+
Yearly	0 – 45,708	45,709-65,046	65,047+

Household Size of Seven (7)

Frequency of Income	Free Meals \$	Reduced Price Meals \$	Paid Meals \$
Weekly	0 – 991	992-1,411	1,412 or more
Bi-Weekly	0 – 1,982	1,983-2,821	2,822+
2x per month	0 – 2,148	2,149-3,056	3,057+
Monthly	0 – 4,295	4,296-6,112	6,113+
Yearly	0 – 51,532	51,533-73,334	73,335+

Household Size of Eight (8)

Frequency of Income	Free Meals \$	Reduced Price Meals \$	Paid Meals \$
Weekly	0 – 1,103	1,104-1,570	1,571 or more
Bi-Weekly	0 – 2,206	2,207-3,140	3,141+
2x per month	0 – 2,390	2,391-3,401	3,402+
Monthly	0 – 4,780	4,781-6,802	6,803+
Yearly	0 – 57,356	57,357-81,622	81,623+

Household Size of Nine or More (9+)

For each household member of nine or more people, add the amount shown below to the maximum amount shown above for a household of eight people to qualify for free or reduced-price meals.

Frequency of Income	Free Meals \$ Range	Reduced-Price Meals \$ Range
Weekly	112	160
2 Weeks	224	319
2x/month	243	346
Monthly	486	691
Yearly	5,824	8,288

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Procedures for Approval/Denial of Alternate Application for Educational Benefits

These are the main steps for a school/district staff to review, and approve or deny, *Alternate Applications for Educational Benefits*.

Step 1: Determine the type of application

The minimum information that is required for a complete application depends on the type of application. There are four types of applications, depending on which sections of the application were completed by the household:

- a. *Case Number* application: A case number is provided in Section 2. No household size/income information is needed in Section 3.
- b. *Foster Children Only* application: All household children who need an application are foster children. No household size/income information is needed in Section 3.
- c. *Household Size/Income Only* application: Household size/income information is provided in Section 3. If applicable, income to children is provided in Section 1.
- d. *Combination – Household Size/Income + Foster Children* application: Foster children are approved based on their foster status. Other children may be approved based on total household size and income.

Step 2: Check for completeness and review information

Based on the type of application as determined in step 1, review the application to determine whether it is complete and determine the appropriate Economic Indicator:

00 – No *Alternate Application for Educational Benefits*; no *Application for Educational Benefits*; no Direct Certification; student is not categorically eligible; or household income exceeds eligibility for reduced-price status.

01 – Approved *Alternate Application for Educational Benefits* or approved *Application for Educational Benefits* indicates eligible for reduced-price status.

02 – Approved *Alternate Application for Educational Benefits* or approved *Application for Educational Benefits* indicates eligible for free status; student is categorically eligible; or student is directly certified.

Case Number application

All household children are categorically eligible for free Economic Indicator if a case number is provided from one of these public assistance programs:

- Minnesota Family Investment Program (MFIP)
- Supplemental Nutrition Assistance Program (SNAP)
- Food Distribution Program on Indian Reservations (FDPIR)

A *Case Number* application is complete if the household has provided:

Section 1 – Children’s names

Section 2 – Case number

- MFIP and SNAP case numbers are four to eight digits (usually seven or eight digits) with no letters.
- FDPIR uses Social Security number for case number.
- A Medical Assistance case number does not qualify.
- If a valid case number is provided, disregard any income information provided in Section 3.

Section 5 – Signature of an adult household member.

If any required information is missing, return the application to the household with a letter that explains what information is missing. A sample form letter is included in this packet. In the approval section at the bottom of the application, check the box that the application was incomplete and sign and date the application.

If the application is complete, approve the students for the appropriate Economic Indicator. In the approval box at the bottom of the application, check the box indicating that there is a case number, and sign and date the application.

Foster Children Only application

Foster children are categorically eligible for free Economic Indicator. (If there are any enrolled students in addition to foster children.)

An application for one or more foster children only is complete if the household has provided:

- Section 1 – Children’s names and boxes are checked to indicate they are foster children.
- Section 5 – Signature of an adult household member.

If any required information is missing, return the application to the household with a letter that explains what information is missing. A sample form letter is included in this packet. In the approval section at the bottom of the application, check the box that the application was incomplete and sign and date the application.

If the application is complete, approve the students for free Economic Indicator. In the approval box at the bottom of the application, check the box for foster children and sign and date the application.

Household Size/Income Only application

If the application is completed with household size/income information only (no case number and no foster children), the application is complete if the household has provided:

- Section 1 – Children’s names and, if applicable, regular income to children.
- Section 3 – Name and income for each adult (or indication of “no income”).
- Section 5 – Signature of an adult household member and the date the application was signed.

If any required information is missing, return the application to the household with the letter that explains what information is missing. A sample form letter is included in this packet. In the approval section at the bottom of the application, check the box that the application was incomplete and sign and date the application.

If the application is complete:

- Determine total household members (number of people listed in Sections 1 and 3) and record in the approval section.
- Determine the total income⁺ for the household from Section 3 (also include any regular incomes to children reported in Section 1) and record the total income in the approval section.

⁺ Total Household Income: If all household incomes are reported at the same frequency (all incomes are weekly, or all incomes are monthly, etc.), then add all income amounts together for total household income. If household incomes are reported at different frequencies, convert all incomes to the same frequency, then add all incomes together for total household income. To convert incomes to an annual income: multiply a weekly income by 52, a bi-weekly income by 26, a twice-per-month income by 24, or a monthly income by 12.

- Compare the household income to the income ranges for the household size in the household income guidelines.
 - Approve for free Economic Indicator if total household income is within the range for free meals.
 - Approve for reduced-price Economic Indicator if total household income is within the income range for reduced-price meals.
 - Deny the application if total household income is higher than the income range for reduced-price meals.

Indicate the approval or denial status in the approval box at the bottom of the application, and sign and date the application.

Combination – Household Size/Income + Foster Children application

If the household has a combination of some foster children and some other children (who may be approved based on total household size/income), eligibility must be determined separately. The foster children are categorically eligible for free Economic Indicator; eligibility of the other children depends on the total household size/income.

Note that when there are foster children and other children on the same application, there may be different eligibility results for each group. Even though foster children are approved for free Economic Indicator, other children in the household may, for example, be approved only for reduced-price Economic Indicator or be ineligible for either Economic Indicator.

Foster Children

Children who are indicated in section 1 of the application to be foster children are categorically eligible for free Economic Indicator, regardless of household/size income shown in section 3. Return the application if any information is missing for foster children. If the application is complete, approve the foster children for free

Economic Indicator. Document the status of foster children in the approval section of the application, and sign and date the application.

Other Children

Other children in the same household, who are not foster children, are eligible for free or reduced-price Economic Indicator if they qualify based on total household size (including the foster children) and total household income (not including foster care payments). Return the application if any information is missing for the other children. A sample form letter is included in this packet. If the application is complete, determine the appropriate Economic Indicator for the other children, or deny the application for the other children.

Document the status of the other children in the approval section of the application.

Summary – Information Required for a Complete Application for Educational Benefits

	Sections of Alternate Application for Educational Benefits	Required for Case Number Application*	Required for Foster Child Application**	Required for Household Size/Income Application**
1	Names of children	✓	✓	✓
1	Box checked to indicate foster status		✓	
1	Regular earnings of children, if any			✓
2	Case Number	✓		
3	Names and incomes of adults			✓
4	Check box for not sharing data with health care programs (not required)			
5	Signature of adult household member	✓	✓	✓

*If a case number is provided from any household member, all children in the household are approved for free Economic Indicator based on the case number and the dated signature of an adult household member. Any income information provided by the household is not considered. The case number must be from the Minnesota Family Investment Program (MFIP), Supplemental Nutrition Assistance Program (SNAP), or Food Distribution Program on Indian Reservations (FDPIR).

MFIP and SNAP case numbers are four to eight (usually seven or eight) digits with no letters. FDPIR uses the Social Security number for the case number. A Medical Assistance case number or a WIC number does not automatically qualify for the purpose of reporting Economic Indicator.

**If an application has some children whose approval is based on family size/income, and others who are foster children, approval is separate for the foster children and the other children. For example, an application could be approved for a foster child, but be missing family size/income information that is needed to determine Economic Indicator for the other children in the household.

[Print on School District Letterhead]

Dear Parent/Guardian:

Our school is eligible to receive additional state and federal funds based on the number and/or percentage of students enrolled who reside in households that meet established federal income guidelines. These data are reported to the Minnesota Department of Education based on applications provided by each household. The *Alternate Application for Educational Benefits* and instructions on how to complete it are attached. A new application must be submitted each year. Your application also helps our school qualify for education funds and discounts.

Return your completed Alternate Application for Educational Benefits to: [insert return address]

Automatic Eligibility: Households with children participating in the Supplemental Nutrition Assistance Program (SNAP), Minnesota Family Investment Program (MFIP) or Food Distribution Program on Indian Reservations (FDPIR), and foster children automatically meet the federal income guidelines and do not need to report household income. Foster children who are the legal responsibility of a foster care agency or court are eligible for free meals regardless of household income.

Households that include non-U.S. citizens may be eligible to generate additional revenue for our school and should complete the *Alternate Application for Educational Benefits*.

Household Members: Include yourself and all other people living in the household, related or not (such as grandparents, other relatives or friends). Include a household member who is temporarily away, such as a college student.

Variable Income: List the amount that you normally get. If you normally get overtime, include it, but not if you get it only sometimes.

Information you provide on the form, and your child's income status will be protected as private data. See the back page of the *Alternate Application for Educational Benefits* for more information about how the information is used.

Verification: The information may be checked and we may also ask you to send written proof. If you have other questions or need help, call [phone number].

Sincerely,

[signature]

Instructions for Completing the Alternate Application for Educational Benefits

Complete the *Alternate Application for Educational Benefits* for school year 2020-21 if any of the following apply:

Any household member currently participates in the Minnesota Family Investment Program (MFIP), or

The Supplemental Nutrition Assistance Program (SNAP), or the Food Distribution Program on Indian Reservations (FDPIR), or

One or more children in the household are foster children (a welfare agency or court has legal responsibility for the child), or

Total household income (gross earnings, not take-home pay) is within these guidelines:

Maximum Total Income

Household Size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
1	23,606	1,968	984	908	454
2	31,894	2,658	1,329	1,227	614
3	40,182	3,349	1,675	1,546	773
4	48,470	4,040	2,020	1,865	933
5	56,758	4,730	2,365	2,183	1,092
6	65,046	5,421	2,711	2,502	1,251
7	73,334	6,112	3,056	2,821	1,411
8	81,622	6,802	3,401	3,140	1,570
Additional	8,288	691	346	319	160

Children and Foster Status: List all children in the household in Section 1.

- Indicate that a child is in foster care by checking the box.
- Include any regular income, for example supplemental security income (SSI), to children other than foster children. Do not list occasional earnings like babysitting.

Case Number: Complete Section 2 if any household member currently participates in one of the programs listed in that section. If Section 2 is completed, skip Section 3 (adult names and incomes).

Adults/Household Incomes: List all adult household members, whether related or not, in Section 3. Include an adult who is temporarily away, such as a student away at college. Do not complete Section 3 if a case number was provided in Section 2, or if the application is for foster children only.

List each adult household member's gross incomes (not take-home pay) and how often each income is received. For example, "W" for Weekly.

- List gross incomes before deductions.
- If an income varies, list the amount usually received.
- For farm/self-employment income only, list net income after subtracting business expenses.
- Examples of "other income" to include in the last column are farm/self-employment, Veterans benefits and disability benefits.
- Check the "No Income" column after a person's name if they have no income.

Do not include as income: foster care payments, federal education benefits, MFIP payments, combat pay, or value of assistance received from SNAP, WIC, FDPIR or Military Privatized Housing Initiative.

Signature: The form must be signed and dated by an adult household member in Section 5.

Alternate Application for Educational Benefits School Year 2020-21 State and Federally Funded Programs

Economic Status for MARSS Reporting:

Community Eligibility Provision Provision 2 and 3 No Meal Program

1. Names of all Children in Household including Foster Children. Attach additional page if necessary.

Last Name	First Name	Date of Birth (MM/DD/YYYY)	Grade	School	Check if Foster Child	Any Regular Income to Child Example SSI
						\$ per
						\$ per

2. Benefits (if applicable)

If any household member receives benefits from a program listed below, write in the name of the person and case number, check the appropriate box, and skip Section 3.

Name: _____ Case Number: _____

- Minnesota Family Investment Program (MFIP)
- Supplemental Nutrition Assistance Program (SNAP)
- Food Distribution Program on Indian Reservations (FDPIR)

Medical Assistance and WIC do *not* qualify.

Child is the legal responsibility of a welfare agency or court. If all children applied for are foster children, skip Sections 3 and 4.

3. Names of all Adults in Household (all household members not listed in Section 1).

Include all adults living in your household, related or not. Attach an additional page if necessary.

Last Name	First Name	Check if No Income	Gross Wages/ Salaries All Jobs Before Deductions	Pension, SSI, Retirement, Social Security	Public Assistance, Child Support, Alimony	Unemployment, Workers' Comp, Strike Benefit	Any Other Income, Including Net Farm/ Self Employment
			\$ per	\$ per	\$ per	\$ per	\$ per
			\$ per	\$ per	\$ per	\$ per	\$ per

Household Incomes: Write in each gross income and how often it is received: **weekly (W)**, **bi-weekly** (every two weeks) **(BW)**, **twice per month (TM)**, **monthly (M)**. **Do not write in hourly pay.** If income fluctuates, write in the amount normally received. Attach an additional page if necessary.

4. This information may be shared with Minnesota Health Care Programs to identify children who are eligible for Minnesota health insurance programs. Leave the box blank to allow sharing of information. See page 3 for more information.

Do not share information with Minnesota Health Care Programs.

I certify (promise) that all information furnished on this application is true and correct, that all household members and incomes are reported, that application is made so that the school may receive state funds based on the information on the application, that school officials may verify the information on the application, and that deliberate misrepresentation of the information may subject me to prosecution under applicable state and federal criminal statutes.

Signature of Adult Household Member (required): _____ Date: _____

Print Name: _____ Home Phone: _____ Work Phone: _____

Address: _____ City: _____ ZIP: _____

Office Use Only

Total Household Size: _____ Total Income: \$ _____ per _____

Approved (check all that apply): Case Number – Free Foster Free Income – Free Income – Reduced-Price

Denied: Incomplete Income Too High Other: _____

Signature – Determining Official: _____ Date: _____

Change Status To: _____ **Reason:** _____ **Withdrawn:** _____

Office Use Only Date

Verification Sent: _____ Response Due: _____ Second Notice: _____

Result: Free to Reduced-Price Free to Paid Reduced-Price to Free Reduced-Price to Paid

Reason for Change: Income Case number not verified Foster not verified Refused Cooperation Other

Signature Verifying Official: _____ Date: _____

Signature Confirming Official: _____ Date: _____

Privacy Act Statement/How Information Is Used

We will use your information to determine if your child is eligible for free or reduced-price economic status for purposes of state reporting. 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.

At public school districts, each student's economic status is also recorded on a statewide computer system used to report student data to the Minnesota Department of Education as required by state law. The Minnesota Department of Education uses this information to: (1) administer state and federal programs, (2) calculate compensatory revenue for public schools, and (3) judge the quality of the state's educational program.

Children who are eligible for free and reduced-price economic status may be eligible for Minnesota Health Care Programs. Your child's eligibility status may be shared with Minnesota Health Care Programs, unless you tell us not to share your information by checking the box in Section 4 of the application. You are not required to share information for this purpose and your decision will not affect your child's economic status as determined on this for.

(Print on School Letterhead)

Notice of Incomplete Alternate Application for Educational Benefits

School Year 2020-21

Dear Parent or Guardian: _____ Date: _____

Your Alternate Application for Educational Benefits for your child or children is incomplete. Please complete and return the enclosed application.

The following information is missing:

Names of all household members.

Sources of income for each household member.

Signature of an adult household member.

Date of signature.

Case numbers.

Other: _____

Sincerely,

[District Official]