

Freeman Public Schools  
415 Eighth Street  
PO Box 259  
Adams NE 68301-0259

Non-Profit Organization  
United States Postage Paid  
Adams NE 68301  
Permit Number 5

## POSTAL CUSTOMER

### IMPORTANT ANNOUNCEMENTS

#### \*\*\*FREE AND REDUCED APPLICATIONS INCLUDED\*\*\*

**FIRST DAY OF SCHOOL**-The first day of classes for Elementary and Secondary students will be Thursday, August 13th. This will be an early dismissal of 1:00 pm. No breakfast will be served. **Preschool students will start Monday, August 17<sup>th</sup>.**

#### **ELEMENTARY OPEN HOUSE**

**Elementary Open House will be limited to Kindergarten students and their parents as well as any new family to the Freeman School district.** It will be Tuesday, August 11<sup>th</sup>. We are asking that you follow this time schedule that is based on the first letter of your last name:

- 5:30pm-6:00 Last name: A - I
- 6:00pm-6:30 Last name: J - Q
- 6:30pm-7:00 Last name: R - Z

During Open House, you will be able to enter the front doors of the elementary school on the east side and go to your homeroom classroom to meet your teacher. Students may bring in their school supplies. Please bring any forms or lunch money that needs to be turned into the office. There will be Freeman staff available to direct you to your classrooms or answer any questions about school that you might have.

#### **SECONDARY OPEN HOUSE**

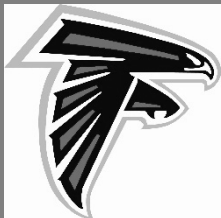
Open house will be for **incoming 7th grade** and **students NEW to Freeman** Aug 11

Please enter through the west doors, and meet in the North gym socially distanced in your family on the bleachers.

Mrs. Kelly will be there to give all the students a brief overview of how things will look, and then Mr. Schroeder will take the small groups on a quick tour of the secondary side of the building. The 7th grade core teachers will be the only ones in attendance at open house.

- 5:30pm-6:00 Last name: A - I
- 6:00pm-6:30 Last name: J - Q
- 6:30pm-7:00 Last name: R - Z

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 2020						1
2	3	4	5	6	7	8
9	10 7:00pm Board of Education Meeting- @ Freeman Media Center	11	12	13 Start Q1/S1-	14	15 8:00am FFA Color Run- @ Adams City Park 5:00pm MUSIC Community Day Band Concert- @ Adams City Park
16	17	18	19	20 TBD Volleyball- Varsity <b>Beatrice High School</b> @ Beatrice High School 5:00pm Softball- G/JV <b>Fairbury</b> @ Fairbury High School 6:30pm Softball- G/Varsity <b>Fairbury</b> @ Fairbury City Park	21	22 10:00am Softball- G/Varsity <b>Freeman vs. Multiple Schools</b> @ <b>Doris Bair Softball Complex</b>
23	24	25	26 Picture Day-Lifetouch- @ Freeman EL Commons	27 5:00pm Volleyball-C Team <b>Fairbury</b> @ Fairbury High School 6:00pm Volleyball- JV <b>Fairbury</b> @ Fairbury High School 6:30pm Softball- G/Varsity <b>Weeping Water</b> @ <b>Zion Luthern Church Softball Field, Pickrell, NE</b> 7:00pm Volleyball- Varsity <b>Fairbury</b> @ Fairbury High School	28 7:00pm Football- Varsity <b>Weeping Water</b> @ Weeping Water High School	29 9:00am Softball- G/Varsity <b>Syracuse High School vs. Multiple Schools</b> @ <b>Syracuse Sports Complex</b>
30	31					



# DANIEL FREEMAN PUBLIC SCHOOLS

QUALITY EDUCATION FOR ALL LEARNERS

[www.freemanpublicschools.org](http://www.freemanpublicschools.org)

**FROM THE SUPERINTENDENT, MR. ANDREW HAVELKA**

August 2020

No School Days

September 7  
September 28  
October 23  
October 26  
November 25-27  
December 23-31  
January 1-4  
January 18  
February 12-15  
March 12  
March 19  
March 25-26  
April 2  
April 5  
April 26

Early Dismissal

August 13  
December 22  
January 28  
May 18

415 8<sup>th</sup> Street  
PO Box 259  
Adams, NE 68301

Phone:  
402.988-2525  
Fax:  
402.988-3475

WELCOME BACK

Freeman Families:

Welcome back to the 2020-21 school year! We are excited to have all students and staff back in the building and are set to have a great year at Freeman Public Schools. The beginning of any school year brings excitement, hope, and a maybe a little bit of anxiety. This year is no different. While our day-to-day operations may look a little different and some precautions may be put in place, the dedication of Freeman Public Schools still lies in the success of our students, families and staff. Our district administrative team, with the help of staff, students, parents, and community has developed a re-opening plan and worked hard to prepare for the return of students and staff.

This year, our focus will be on community and communication. Freeman Public Schools is an integral part of everyone living in Adams, Filley and every other piece of our district. Having students in school and involved in activities is an important piece of building connectedness and togetherness in our amazing communities. We ask for your support and patience as we work to redefine Freeman Public Schools following our extended closure. In return, we are focused on finding ways to better involve our community and stay in direct communication with our families each step of the way!

It is time to get the year started. If you have questions or concerns, please reach out to our principals or myself and we will do our best to help. Here's to a great year!

Mr. Havelka  
Superintendent  
Freeman Public Schools  
402-988-2525 x 103  
[Andrew.havelka@freemanschools.net](mailto:Andrew.havelka@freemanschools.net)

Andrew Havelka, Freeman Superintendent  
402-988-2525 x103  
[Andrew.havelka@freemanschools.net](mailto:Andrew.havelka@freemanschools.net)  
Twitter: @FreemanPS\_Supt

### **BREAKFAST**

For all K-12 students, breakfast will be served from 7:55 to 8:05 am. The cost of student breakfast is \$1.95 or \$0.30 for students that qualify for reduced lunch prices. Breakfast will be a “Grab N Go” meal. Students will pick up their breakfast and take it to their first class to eat.

### **LUNCH PROGRAM INFORMATION**

Lunch prices for 2020-2021 are listed on the menu. One milk is included with the hot lunch. Milk purchased separately (afternoon break for Kindergarten, extra milk, and milk only) will be 35 cents each.

It is District policy that meals are to be paid for in advance. Monthly meal amounts are printed with the menu on the monthly newsletter. Payments may be made by check, cash or online payments through E-funds.

### **FREE & REDUCED MEALS**

All families that wish to apply for the free or reduced meals should send their application in as soon as possible. Benefits will begin on the day your application is approved. A new application must be completed each year. **All free and reduced information is kept strictly confidential. Please see application in this newsletter for more information.**

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences will be held on Monday and Wednesday, October 19 & 21 from 4:00-8:00 pm each evening. Online sign up will be sent out at a later time.

### **SCHOOL MESSENGER NOTIFICATION SYSTEM**

Freeman will again be using SchoolMessenger to notify you of important events and un-planned school closings. The system automatically uses the number given for cell phones. Remember to notify the office if you need to make any changes to the numbers you provided. SchoolMessenger will also call at 9:00 am if a student is marked absent without a call from the parent.

### **SCHOOL PICTURES**

Student and staff pictures will be taken by Lifetouch on Wednesday, August 26<sup>th</sup> starting at 8:00 am. All students will have their picture taken for the yearbook and student ID/lunch cards. The picture order forms will be distributed prior to picture day. **Checks should be made out to Lifetouch** – NOT Freeman Schools. Be sure to send your order form and payment to school on picture day or you can order online through Lifetouch.

### **ACTIVITY PASSES AND ADMISSION PRICES**

Admission: \$5.00 Adults  
\$4.00 Senior Citizen & K-12 Students  
\$4.00 Non-Varsity events

Activity Passes:  
\$55 Adults  
\$35 Senior Citizen & \*K-12 Students  
\$125 Family Pass

Passes may be purchased at the high school office. Make checks payable to Freeman Public School noting “Season Pass”. Passes will not be sold at the gate. \*All 7-12 students are admitted into home non-tournament games if they have paid the activity fee. An activity passes will be good for the entire school year but will not be honored at any tournament Freeman hosts.

### **SECONDARY STUDENTS**

At this time, students will not be allowed in the building until 7:55AM. When student come in they may get a “Grab N Go” breakfast if they chose then proceed to their first hour class. The first bell rings at 8:05 a.m. Please see Entrance/Exit Procedures for specific instructions. During the school day, students are to remain on campus unless excused in accordance with school policies.

The regular school day ends at 3:30 p.m. No student may be in the building after 3:45 pm unless under the direct supervision of an instructor or sponsor.

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student’s parent or legal guardian. Upon returning to school that same day, students are to sign in at the office. Students who leave without permission and without signing out in the proper manner will be considered truant.

## ENTRANCE/EXIT PROCEDURES

The following procedures will be in place on August 13<sup>th</sup> to ensure student and staff safety while entering and exiting the building.

- Staff will report to the building by 7:45 AM each school day
- Students will begin entering the building at 7:55 AM each school day. We ask that families hold students in their vehicles until 7:55 to limit congregating.
- The following entrances will be used to enter/exit the school:
  - **Bus Riders:** Main Elementary entrance (Entrance #1)
  - **Pre-Kindergarten:** Pre-K entrance (Entrance #9)
  - **Grades K, 2, 3, 4:** Southeast Elementary Entrance (Entrance #2)
    - Grades K, 2 will enter right door
    - Grades 3, 4 will enter left door
  - **Grades 1, 5, 6:** South Elementary Entrance (Entrance #4)
    - Grade 1 will enter right door
    - Grades 5, 6 will enter left door
  - **Grades 7, 8:** North Entrance (Entrance #12)
  - **Grades 9, 10:** Band Room Entrance (between south gym and Ag room) (Entrance #7)
  - **Grades 11, 12:** West Entrance (Entrance #8)
- Students and staff are required to have their temperature checked upon entering the school building (unless they are bus riders). If they have a temperature of 100.4 degrees or higher, they will not be allowed to attend school for the day. Parents will immediately be contacted and arrangements will be made for returning home.
- Students and staff are required to wear a face covering when entering/exiting the building and in the hallway.
- Once students have entered the building, they will report to their homeroom or 1<sup>st</sup> hour class.
- Breakfast is available in the cafeteria for students to grab and take and eat in their classroom.
- Face coverings are recommended in the classroom but not required.
- At the end of the school day, students not participating in extra-curricular activities will use the same doors to exit that they did to enter.

## STUDENT FEES

Any 7-12 students wishing to participate in any extra-curricular activity will be required to pay an activity fee. All 7-12 students will be required to pay the technology fee of \$15.

The activity fee will be used to help offset expenses of uniforms, equipment, and officiating and the technology fee will allow the student to keep their Chromebook when they graduate. Junior High student's fees will be \$35 activity fee + \$15 technology fee for a total of \$50. Senior High student's fees will be \$55 activity fee + \$15 technology fee for a total of \$70. This fee is NOT per activity but per year. Junior High vocal music does not require an activity fee.

In exchange for the activity fee, all 7-12 students are admitted into all home activities at the school AT NO CHARGE! The exception is the Sportsman's Holiday Basketball Tournament, and any Conference or NSAA sponsored activity that Freeman hosts.

All fees must be paid at the HS office before the student may participate in any extra-curricular event. Make checks payable to: Freeman High School noting "Student Fees" on the envelope or in the memo field. **DO NOT include lunch payment with this fee.**

If your family qualifies for Free/Reduced Lunches, you may request that the student fees be waived by completing a Waiver application.

## FACILITY USAGE

Shortly after school begins, the office starts getting requests for use of the gym for practices from parents who are coaches for their children's Y-sponsored teams. When wanting to reserve any space within the school, you need to start the reservation process on the freeman home page. <https://freemanpublicschools.org> the FACILITIES REQUEST FORM tab is below the Falcon Flyer tab. Click there to start the process. if you have issues, please contact Jeremy Schroeder at 402-988-2525 All requests for any outside facility usage will go through this system.

## MEDICAL INFO NEEDED

Please return action plans for any student that has asthma, diabetes, severe allergies or seizures. Please contact Sherri Stanley if you have any medical concerns about your student at [ssstanley@freemanschools.net](mailto:sstanley@freemanschools.net)

Kindergarten physical and vision exams, updated immunizations,

7<sup>th</sup> grade physicals and health updates also need to be turned in.

Any 7<sup>th</sup> and 9<sup>th</sup> grade student, participating in a sport, is required to complete a sports physical, NSAA and insurance form

## CANVAS INFORMATION

The best way to see what your upper elementary, junior high and high school students are doing in class is by creating an Observer account in Canvas, which is our district's learning management system. They say a picture is worth a 1000 words. I wonder how many words a short video is worth? If you are interested in learning more about the creation of an observer account or what such an account can do for you, please take a moment to view the video, read through the Canvas guides or both. As always, if you have any questions please don't hesitate to reach out to school.

Canvas Observer Guide <https://community.canvaslms.com/docs/DOC-10917-canvas-observer-guide-table-of-contents>

Canvas Observer Screencast <https://screencast-o-matic.com/watch/cqQh2BtxUy>

### **DO YOU HAVE ANY OLD TOOLS JUST LYING AROUND? IF SO, CONSIDER DONATING THEM!**

Freeman is expanding a Skilled and Technical Science (STS) program to increase student knowledge and post-secondary opportunities. This year, Freeman is offering classes to junior high school students focusing on woodworking and autos/small engines. We will be looking to expand on high school offering in the near future.

In order to expand the program, we need to expand the number of tools available to students and you can help! If you have any hand tools lying around in the garage or you have multiple items--**would you consider helping us out and donating them?** They can be dropped off at school or sent with a student to Mr. Travis Andreasen or Mr. Tony Jensen.

Possible Woodworking tools including but not limited to:

Saws  
Miter Box  
Chisels  
Clamps  
Planers  
Hand Drills  
Drill Bits  
Mallets  
Sand paper  
Tape Measure

Possible Autos/Small Engine Tools including but not limited to:

Combination Open/Box end Wrenches  
Screw Drivers  
Allen Wrenches--Hex Keys  
Hammers  
Pry Bar  
Socket set and ratchet of all sizes



Freeman Public Schools will again be participating in the Backpack program starting this fall. This program is made possible through partnerships with the Food Bank of Lincoln and Freeman Public Schools. Fridays during the school year starting at a later date, a backpack filled with items such as cereal, canned fruits or vegetables, spaghetti, peanut butter and jelly, or mac n' cheese will be sent home for your family. Backpacks will be discreetly delivered to students on Fridays and it is their responsibility to bring the

backpack back to school on the following Monday. In addition to nonperishable foods, vouchers to area grocery stores will be sent home each week. These can be redeemed at area stores, a list of which will be provided to you

If you would like to participate in the program, there are several ways to sign up.

- **Sign and return the bottom portion of this form to the school office**
- **Call or email Mr. Havelka 402-988-2525 x103 [Andrew.havelka@freemanschools.net](mailto:Andrew.havelka@freemanschools.net)**

#### **Food Bank of Lincoln Backpack Program:**

- Backpacks are loaded by volunteers for Friday pick-up by students
- Backpacks are discreetly delivered to students on Fridays and are expected to be returned on Mondays
- Vouchers included vary each week for eggs, bread, milk, produce and meat
- There is no cost or charge to be part of this program

Sincerely,  
Andrew Havelka



Family Name: \_\_\_\_\_

\_\_\_\_\_ Yes, our Family would like to participate in the Freeman/Food Bank Backpack Program. My responsibility is to be sure the backpack is returned to school each Monday.

Parent or Guardian Signature \_\_\_\_\_

# MENUS

Cereal, juice & fruit are offered with breakfast. All meals come with one carton of milk.

Extra milk may be purchased for \$0.35 each. Menu subject to change

**Purchase of an entrée only or an additional entrée will cost \$1.00 for students and staff.**

	<u>Breakfast</u>	<u>Lunch</u>
<b><u>August 13-14</u></b>		
Thursday:	No breakfast	Hamburger, Bun, Veggies, Fruit
Friday:	Donuts	Pizza, Veggies, Fruit
<b><u>August 17-21</u></b>		
Monday:	French Toast	Ham & Cheese Sandwich, Veggies, Fruit, Chip
Tuesday:	Pancakes	Chicken Patty, Mashed Potato, Gravy, Bread & Butter, Veggies & Fruit
Wednesday:	Muffin	Hot Dog, Bun, Veggies, Fruit
Thursday:	Donut	Sloppy Joe, Bun, Veggies, Fruit
Friday:	Sausage & Biscuit	Fiestada, Veggies , Fruit
<b><u>August 24-28</u></b>		
Monday:	French Toast	Br. Pork Patty, Bun, Potato Triangle, Veggies, Fruit
Tuesday:	Muffin	Mandarin Chicken, Rice, Veggies, Fruit, Roll & Butter
Wednesday:	Pancakes	Spaghetti & Meat sauce, Breadstick, Veggies, Fruit
Thursday:	Donut	Hamburger, Bun, Veggies, Fruit
Friday:	Omelet	Chicken Quesadilla, Veggies, Fruit
<b><u>August 31</u></b>		
Monday:	French Toast	Taco, Rice, Veggies, Fruit

## TOTAL MONTHLY COST

	Days	Price	Total
K-6 Lunches:	13	\$2.95	\$38.35
7-12 Lunches	13	\$3.25	\$42.25
K-12 Reduced Lunch:	13	\$0.40	\$5.20
K-12 Breakfast:	13	\$1.95	\$25.35
K-12 Reduced Breakfast:	13	\$0.30	\$3.90
K-2 Afternoon Milk	12	\$0.35	\$4.20
Adult Lunch Price:		\$3.70	



**Non-Discrimination Statement:** The U.S. Dept. of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found at [www.ascr.usda.gov/complaint\\_filing\\_cust](http://www.ascr.usda.gov/complaint_filing_cust), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov) Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

**Return Completed Application to: Freeman Public Schools**

**Part 1: Children in School**

List names of all children in school ( <b>First, Middle Initial, Last</b> ). If all children listed are foster, skip to Part 4 to sign the form. If some of the children are foster or are homeless, migrant or runaway children, complete all steps of the application.	Grade	Name of School Child Attends	Check all that apply:	
			Foster Child	Homeless, Migrant, Runaway
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

**Part 2: Assistance Programs – SNAP, TANF or FDPIR Benefits**

Enter MASTER CASE NUMBER if household qualifies for SNAP, TANF or FDPIR:   
**(Social Security numbers, Medicaid numbers and EBT numbers are not accepted.) Skip to Part 4**

**Part 3: Total Household Gross Income – You must tell us how much and how often.**

<b>1. Household Members</b> List <b>everyone</b> in the household, current income each person earns in <b>whole dollars</b> (no cents) & how often. Entering "0" or leaving the income field blank certifies no income to report. A foster child's <b>personal</b> use income must be listed.	<b>2. Gross Income (before taxes) and How Often it was Received</b>					
	Earnings from Work before deductions		Public Assistance, Child Support, Alimony		Pensions, Retirement and All Other Income	
	Income	How often	Income	How often	Income	How often
Total Number of Household Members: (Children and Adults) _____	Last four digits of Social Security Number (SSN) of the adult signing this form: XXX – XXX – _____					
	Check if no SSN <input type="checkbox"/>					

**Part 4: Adult Signature and Contact Information – An adult household member must sign the application.**

*"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits and I may be prosecuted under applicable State and Federal laws."*

Sign here: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Street Address (if available): \_\_\_\_\_ Zip: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

**Part 5: Children's Ethnic and Racial Identities – Optional**

**Check one Ethnic Identity:**    – and –    **Check one or more Racial Identities:**

Hispanic or Latino                      Asian                      Black or African American                      Native Hawaiian or other Pacific Islander  
Not Hispanic or Latino                      White                      American Indian or Alaskan Native

**Do Not Fill Out the Section Below - For School Use Only**

Annual Income Conversion:      Weekly X 52;      Every 2 weeks X 26;      Twice a month X 24;      Monthly X 12

Total Household Size: \_\_\_\_\_

Total Income: \_\_\_\_\_ per  
Year    Month    2 X Mo    Every 2 Wks    Week

<input type="checkbox"/> Free <input type="checkbox"/> Income <input type="checkbox"/> Categorically eligible: <input type="checkbox"/> SNAP/TANF/FDPIR <input type="checkbox"/> Foster Child <input type="checkbox"/> Homeless/Migrant/Runaway: (Official Documentation Required at School)	<input type="checkbox"/> Reduced <input type="checkbox"/> Denied Reason for denial: <input type="checkbox"/> Income too high <input type="checkbox"/> Incomplete application
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Signature of Determining Official: \_\_\_\_\_ Date Approved: \_\_\_\_\_

<b>FOR THE VERIFICATION PROCESS ONLY:</b>		Date Withdrawn From School:
Signature of Confirming Official: _____	Date Confirmed: _____	
Signature of Verifying Official: _____	Date Verified: _____	



## Instructions for Completing the Free & Reduced Price School Meals Family Application

**For households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR), follow these instructions:**

- Part 1:** List each child's name, the school they attend and their grade.  
**Part 2:** Enter household's Master Case Number if the household qualifies for SNAP, TANF or FDPIR.  
**Part 3:** Skip this part.  
**Part 4:** Complete this part. An adult must sign the form.  
**Part 5:** This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

**For households with FOSTER, HOMELESS, MIGRANT or RUNAWAY CHILDREN, follow these instructions:**

**If all children in the household are foster children:**

- Part 1:** List all foster children, the school they attend and their grade. Check the box indicating the child is a foster child.  
**Part 2:** Skip this part.  
**Part 3:** Skip this part.  
**Part 4:** Complete this part. An adult must sign the form.  
**Part 5:** This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

**If some of the children in the household are foster children or are homeless, migrant or runaway children:**

- Part 1:** List all children, the school they attend and their grade. Check the appropriate box.  
**Part 2:** If the household does not have a Master Case Number, skip this part.  
**Part 3:** Follow these instructions to report total household income from last month.  
**Column 1 – Household Members:** List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. Attach another sheet of paper if necessary.  
**Column 2 - Gross Income and How Often it was Received:** Gross income is the amount earned **before taxes and other deductions**; it is not your take-home pay. For each household member, list each type of income received for the month. You must also report how often the money is received – weekly, every other week, twice a month, or monthly.  
**Earnings from Work** includes the following:
- Salary, wages, cash bonuses
  - Net income from self-employment (farm or business)
- If you are in the U.S. Military, include:
- Basic pay and cash bonuses (do not include combat pay, Family Subsistence Supplemental Allowance (FSSA) payments or privatized housing allowances)
  - Allowances for off-base housing, food and clothing
- Do not include income** from SNAP, FDPIR, WIC, Federal education benefits and foster care payments.  
**Public Assistance/Child Support/Alimony** includes the following:
- Unemployment benefits, Worker's compensation
  - Supplemental Security Income (SSI), Cash assistance from state or local government
  - Veteran's benefits (VA benefits), Strike benefits
  - Child support payments, Alimony payments
- Pensions/Retirement/All Other Income** includes the following:
- Social Security payments (including railroad retirement and black lung benefits)
  - Private pensions or Disability benefits
  - Regular income from trusts or estates, Annuities, Investment income, Earned interest, Rental income and *Regular* cash payments received from outside the household.
- If you have no income, write "0" or leave the income field blank. By doing this, you are certifying there is no income to report.  
**Household Size:** Enter the total number of people in your household.  
**Social Security Number:** The adult signing the form must list the last four digits of their Social Security Number (SSN) or check the box to the right labeled "Check if no SSN."
- Part 4:** Complete this part. An adult must sign the form.  
**Part 5:** This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

**Please note:** Children who meet the definition of homeless, migrant or runaway, are eligible for free meals. However, the school district must have documentation on file from a migrant coordinator, homeless/runaway liaison or the district's Direct Certification list to approve the child for free meals.

**For ALL other households, follow these instructions:**

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**Part 1:** List all children, the school they attend and their grade.

**Part 2:** If the household does not have a Master Case Number, skip this part.

**Part 3:** Follow these instructions to report total household income from last month.

**Column 1 – Household Members:** List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. Attach another sheet of paper if necessary.

**Column 2 - Gross Income and How Often it was Received:** Gross income is the amount earned **before taxes and other deductions**; it is not your take-home pay. For each household member, list each type of income received for the month. You must also report how often the money is received – weekly, every other week, twice a month, or monthly.

**Earnings from Work** includes the following:

- Salary, wages, cash bonuses
- Net income from self-employment (farm or business)

If you are in the U.S. Military, include:

- Basic pay and cash bonuses (do not include combat pay, Family Subsistence Supplemental Allowance (FSSA) payments or privatized housing allowances)
- Allowances for off-base housing, food and clothing

**Do not include income** from SNAP, FDPIR, WIC, Federal education benefits and foster care payments.

**Public Assistance/Child Support/Alimony** includes the following:

- Unemployment benefits, Worker's compensation
- Supplemental Security Income (SSI), Cash assistance from state or local government
- Veteran's benefits (VA benefits), Strike benefits
- Child support payments, Alimony payments

**Pensions/Retirement/All Other Income** includes the following:

- Social Security payments (including railroad retirement and black lung benefits)
- Private pensions or Disability benefits
- Regular income from trusts or estates, Annuities, Investment income, Earned interest, Rental income

and *Regular* cash payments received from outside the household.

If you have no income, write "0" or leave the income field blank. By doing this, you are certifying there is no income to report.

**Household Size:** Enter the total number of people in your household.

**Social Security Number:** The adult signing the form must list the last four digits of their Social Security Number (SSN) or check the box to the right labeled "Check if no SSN."

**Part 4:** Complete this part. An adult must sign the form.

**Part 5:** This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.