Dear Parent/Guardian:

Children need healthy meals to learn. **Mineral Point School District** offers healthy meals every school day. Breakfast costs **\$1.75 K-5 and \$2.25 6-12**; lunch costs **\$2.95 K-5 and \$3.30 6-12**. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$.30** for breakfast and **\$.40** for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

- 1. WHO CAN GET FREE OR REDUCED PRICE MEALS?
  - All children in households receiving benefits from FoodShare, the Food Distribution Program on Indian Reservations (FDPIR), or W-2 cash benefits are eligible for free meals, when listed on the application.
  - Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
  - Children participating in their school's Head Start program are eligible for free meals.
  - Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
  - Children may qualify to receive free or reduced price meals if your household's income is at or below the limits on the Federal Income Eligibility Guidelines.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2022-2023											
Household size	Yearly (\$)	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								

- 2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please contact the District Office at 608-987-0742.
- 3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **District Bookkeeper, 705 Ross Street, Mineral Point WI 53565**
- 4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS? Please read the letter you received carefully and follow the instructions. If your letter indicated you qualify for free meals, then no application is needed. If any children in your household were missing from your eligibility notification, contact 608-987-0742 immediately. If your household was notified it qualified for reduced price meals, we encourage you to complete an application to potentially qualify for free meals based on household size and income.
- 5. DO I NEED TO FILL OUT AN APPLICATION IF MY CHILD ATTENDS A COMMUNITY ELIGIBILITY PROVISION SCHOOL (CEP)? If your child attends a school that participates in CEP, receipt of free breakfast and lunch meals does not depend on returning this application. However, this information is necessary for other programs and may be used to determine if your household is eligible for additional benefits.

- 6. 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 for the first few days of this school year, through [date], or when a new eligibility is determined. You must submit a new application unless the school told you that your child is eligible for the new school year. If you do not submit a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
- 7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals, but it is based on income. Please submit an application.
- 8. MY CHILD(REN) QUALIFIES FOR BADGERCARE PLUS OR MEDICAID. CAN MY CHILD GET FREE MEALS? Children with BadgerCare Plus, Medicaid, or subsidized insurance may be eligible for free or reduced price meals, but it is based on household income and household size. Please submit an application to determine if your household gualifies.
- 9. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
- 10. 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 or experience a financial hardship may become eligible for free and reduced price meals if the household income drops below the income limit.
- 11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: District Office, 705 Ross Street, Mineral Point WI 53565 (608)987-0742.
- 12. 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 for free or reduced price meals.
- 13. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
- 14. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
- 15. 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, 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. Do not include any combat pay resulting from deployment as income.
- 16. WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper and attach it to your application. Contact District Office at 705 Ross Street, Mineral Point WI 53565 (608) 987-0742 to receive a second application.
- 17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for FoodShare or other assistance benefits, contact your local assistance office or call 1-800-362-3002.

If you have other questions or need help, call **608-987-0742** Si necesita ayuda, por favor llame al teléfono: 608-987-0742 Si vous voudriez d'aide, contactez nous au numero: 608-987-0742

Sincerely.

mited Warnight

Mitch Wainwright, District Administrator

# HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS for 2022-2023 School Year

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in Mineral Point Unified School District. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order. If at any time you are not sure what to do next, please contact the **Business Office at 608-987-0742**. *If your child attends a Community Eligibility Provision School (CEP), receipt of free breakfast and lunch meals does not depend on returning this application; however, this information is necessary for other programs.* 

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

## STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

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 grades 12 or under AND are supported with the household's income; and
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth, or enrolled in a Head Start program.

A) List each child's name. Print each child's	B) Enter the grade and the name	C) Do you have any foster children? If any children	D) Are any children homeless, migrant,
name. Use one line of the application for each	of the school the child attends or	listed are foster children, mark the "Foster Child" box	runaway or enrolled in a Head Start
child. When printing names, write one letter in	mark n/a if not in school.	next to the children's names. If you are ONLY applying	program? If you believe any child listed in
each box. Stop if you run out of space. If there		for foster children, after finishing <b>STEP 1</b> , go to <b>STEP 4</b> .	this section meets this description, mark
are more children in household than lines on		Foster children who live with you may count as	the "Homeless, Migrant, Runaway or Head
the application, attach a second piece of paper		members of your household and should be listed on	Start" box next to the child's name and
with all required information for the additional		your application. If you are applying for both foster and	complete all steps of the application.
children.		non-foster children, go to step 3.	

## STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN FoodShare, W-2 Cash Benefits OR FDPIR?

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) or FoodShare.
- Temporary Assistance for Needy Families (TANF) or W-2 Cash Benefits.
- The Food Distribution Program on Indian Reservations (FDPIR).

A) If no one in your household participates in any of the	B) If anyone in your household participates in any of the above assistance programs:
above listed programs:	• Write a case number and <u>name of the assistance program</u> you or any member of the household participates in
• Leave STEP 2 blank or check "No" and go to STEP 3.	for FoodShare, W-2 Cash Benefits, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact your case worker. Medicaid and BadgerCare case numbers do NOT qualify for free or reduced price meals.
	Go to STEP 4.

## **STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS**

#### How do I report my income?

- Use the charts titled "Sources of Income for Children" and "Sources of Income for Adults," printed on the back side of the application form, to determine if your household has income to report.
- 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" (listed as "net pay" on paycheck stub) 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.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS												
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 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 personal 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												
<ul> <li>List adult household members' names.</li> <li>Print the name of each household member in the boxes marked "Name of Adult Household Members (First and Last)." 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.</li> <li>Do NOT include:         <ul> <li>People who live with you but are not supported by your household's income AND do not contribute income to your household.</li> </ul> </li> </ul>												
• Infants, children and students already listed in <b>STEP 1</b> .												
<ul> <li>C) Report earnings from work. Report all total gross income (before taxes) 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.</li> <li>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.</li> </ul>	D) Report income from public support/alimony/SSI/VA ben the "Public Assistance/Child Sup Do not report the cash value of listed on the chart. If income is only report court-ordered paym should be reported as "other" in	efits. Report all income that oport/Alimony" field on the a any public assistance benefit received from child support o tents. Informal but regular pa	E) Report income from pensions/retirement/all other income. Report all income that applies in the "Pensions/Retirement/Social Security/All Other Income" field on the application.									
<b>F) Fluctuating Income.</b> For seasonal workers and others whose income fluctuates and usually earn more money in some months than others. In these situations, project the annual rate of income and report that. This includes workers with annual employment contracts but may choose to have salaries paid over a shorter period of time; for example, school employees.	G) Report total household size members in the field "Total Hou Adults)." This number <u>MUST</u> be members listed in <b>STEP 1</b> and <b>S</b> household that you have not lis them. It is very important to list your household affects your elig meals.	usehold Members (Children a equal to the number of hous <b>TEP 3</b> . If there are any memb ted on the application, go ba all household members, as t	H) Provide the last four digits of your Social Security Number (SSN). An adult household member must enter the last four digits of their SSN in the space provided. You are eligible to apply for benefits even if you do not have a SSN. If no adult household members have a SSN, leave this space blank and mark the box to the right labeled "Check box if no SSN."									
<b>STEP 4: CONTACT INFORMATION AND ADUL</b>	T SIGNATURE											
An adult member of the household must sign the application. completely reported. Before completing this section, please al	By signing the application, that	-	tements on	the back of the application.								
A) 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 free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.	<b>B) Print or sign your name.</b> The adult filling out the application must print or sign their name in the signature box.	C) Return completed form to: Mineral Point School District ATTN: Bookkeeper 705 Ross Street, Mineral Point WI 53565	(optional). to share in ethnicity. T	children's racial and ethnic identities I). On the back of the application, we ask you information about your children's race and . This field is optional and does not affect your s eligibility for free or reduced price school								

#### 2022-2023 Household Application for Free and Reduced Price School Meals

#### Complete one application per household. Please use a pen (not a pencil).

In Community Eligibility Schools (CEP), receipt of free breakfast and lunch meals does not depend on returning this application; however, this information is necessary for other programs.

STEP 1												-			cludi		-							old	Mer	nbe	rs	lf r	nore	spac	es are	e requ	ired fo	additic	onal na	mes, at	tach and	ther	sheet (	of pap	er.
Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related."																																									
Child's Fi	rst Na	ame								Μ	I	Ch	ild's	La	st Na	me														G	rade			IA if no				_	Foster Child	Migran	, Head
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STEP 2	Do a	any	Hou	seho	old N	Nem	bers	s (in	clud	ling	you	) cu	rrent	tly p	oartio	ipa	te in	an	y of	the	follo	owir	ng as	ssis	tanc	e pr	ogra	ams	: Fo	odS	share	∍, W	2 Ca	sh Be	nefits	s, or F	DPIR?		Yes /	/ 🗌 N	0
Case Number Program Name Required																																									
If you answer	ed NC	<b>)</b> > C	omple	te S	TEP 3	3. <b>If y</b>	ou ar	iswe	ered `	YES	> Wri	te a d	case i	numł	oer he	re, t	hen g	jo to	STE	P4(	Do no	ot co	mplei	te S7	TEP 3	()															
																										W	rite on	ly one	case	e num	per in t	his sp	ace.	M	edicaid	l and Ba	idger Car	e do r	not qua	alify	
STEP 3       Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)       Flip the page and review the charts titled "Sources of Income" for more information.																																									
	How often?																																								
	A. Child Income Child income Child income Sometimes children in the household earn income. Please include the TOTAL income earned by all infants, children, and students up to																																								
and includ								ome	. 1 100	130 1			101			5 00	meu	bya		ano,	uniu	nen,	anu s	stude	5111.5 0	ip io	\$														
B. All Adult	Hous	seho	old M	emk	bers	(incl	ludir	na v	ours	elf)																															
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STEP 4	Cor	ntac	t info	orma	atior	n and	d ad	ult s	signa	atur	e R	letu	rn co	omp	olete	d fo	orm t	o yo	our s	sch	ool.	Ν	/linera	al Po	oint S	Scho	ol Di	strict	, 70	5 Ro	ss St	reet,	Mine	al Poir	nt, WI	53565					
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Printed Name OR Signature of Adult Completing this application-REQUIRED

Today's Date Mo./Day/Yr.

#### INSTRUCTIONS Source of Income

## Sources of Income for Children

Sources of Child Income	Example(s)								
- Gross earnings from work	<ul> <li>A child has a regular full or part-time job where they earn a salary or wages</li> </ul>								
<ul> <li>Social Security</li> <li>Disability payments</li> </ul>	<ul> <li>A child is blind or disabled and receives Social Security benefits</li> </ul>								
– Survivor's benefits	<ul> <li>A parent is disabled, retired, or deceased, and their child receives Social Security benefits</li> </ul>								
<ul> <li>Income from person outside the household</li> </ul>	<ul> <li>A friend or extended family member regularly gives a child spending money</li> </ul>								
- Income from any other source	<ul> <li>A child receives regular income from a private pension fund, annuity, or trust</li> </ul>								

	So	ources of Income for Adu	llts
	Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
where they	- Gross salary, wages, cash bonuses	– Unemployment benefits	<ul> <li>Social Security (including railroad retirement and black lung benefits)</li> </ul>
Social	<ul> <li>Net income from self-employment (farm or business); FARM—refer to line 3 and 6 of Schedule 1 or line 34 from Schedule F;</li> </ul>	<ul> <li>Worker's compensation</li> <li>Supplemental Security Income</li> </ul>	- Private pensions or disability benefits
d, and their	<b>BUSINESS</b> —line 31 from Schedule C or 1040-Line 8, Wage and Statement, Line 3.	(SSI) – Cash assistance from State or local government	<ul> <li>Regular income from trusts or estates</li> <li>Annuities</li> <li>Investment income</li> </ul>
ularly gives	If you are in the U.S. Military: – Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized	<ul> <li>Alimony payments</li> <li>Child support payments</li> </ul>	– Earned interest – Rental income
private	housing allowances) – Allowances for off-base housing, food and clothing	<ul> <li>Veteran's benefits</li> <li>Strike benefits</li> </ul>	<ul> <li>Regular cash payments from outside household</li> </ul>

### OPTIONAL Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity Check one	Hispanic or Latino	Not Hispanic or Latino								
Race Check one or more	American Indian or Alaskan Nativ	e 🗌 Asian	Black or African A	merican [	Native Hawaiia	n or Other Pacific Islander	White			
do not have to give the informal price meals. You must include the member who signs the application (SNAP), Temporary Assistance Indian Reservations (FDPIR) cat that the adult household memb- will use your information to dete administration and enforcement information with education, heal benefits for their programs, aud look into violations of program of In accordance with federal civil and policies, this institution is p (including gender identity and s activity. Program information may be ma require alternative means of com	hal School Lunch Act requires the informa- tion, but if you do not, we cannot approve y- ne last four digits of the social security number on. The last four digits of the social security forster child or you list a Supplemental Nutrii for Needy Families (TANF) Program or Fo- ase number or other FDPIR identifier for you er signing the application does not have a s rrmine if your child is eligible for free or redu- to of the lunch and breakfast programs. We fi th, and nutrition programs to help them eva- itors for program reviews, and law enforcer ules. rights law and U.S. Department of Agricultu- rohibited from discriminating on the basis of exual orientation), disability, age, or reprisa de available in languages other than English munication to obtain program information (e Id contact the responsible state or local agen	bur child for free or reduced of the adult household number is not required ion Assistance Program of Distribution Program on ir child or when you indicate ocial security number. We ced price meals, and for IAY share your eligibility luate, fund, or determine thent officials to help them re (USDA) civil rights regulations race, color, national origin, sex or retaliation for prior civil rights Persons with disabilities who g., Braille, large print, audiotape,	<ul> <li>(800) 877-8339.</li> <li>To file a program d Discrimination Com <u>https://www.usda.g</u> <u>17Fax2Mail.pdf</u>, fro must contain the co action in sufficient of civil rights violation.</li> <li><b>mail:</b> U.S. Departr Office of the 1400 Indepe Washington,</li> <li><b>fax:</b> (833) 256-16</li> <li><b>email:</b> program.inta</li> </ul>	iscrimination complaint nplaint Form which can <u>iov/sites/default/files/dc</u> om any USDA office, by omplainant's name, add detail to inform the Ass	t, a Complainant shound be obtained online a <u>ocuments/USDA-OAS</u> y calling (866) 632-99 Idress, telephone num sistant Secretary for C 027 form or letter mus or Civil Rights ; or	) or contact USDA through the Federa IId complete a Form AD-3027, USDA t: ICR%20P-Complaint-Form-0508-0007 92, or by writing a letter addressed to ber, and a written description of the al ivil Rights (ASCR) about the nature ar t be submitted to USDA by:	Program 2-508-11-28- USDA. The letter leged discriminatory			
Do not fill out Fo	or School Use Only	Annual Income Conversion:	Weekly x 52, Bi-Weekly (Ev	very 2 Weeks) x 26, T	wice a Month x 24, N	Ionthly x 12				
Total Income	How often?			gibility educed Denied	Date Denied <i>Mo./Day/Yr.</i>	Reason for Denial or Withdrawa	al			
Determining Official's Signa	ture Date Mo./Day/Y	Confirming Official's Sigr		Date Mo./Day/Yr.		cial's Signature	Date Mo./Day/Yr.			
For schools participating in CEP only: Are all students on this application from a CEP school? Yes No No If YES, the processing of this application cannot be paid for by the nonprofit school food service account. Only non-CEP applications are used for selecting the verification sample, conducting an independent review of applications, and the Certification and Benefit Issuance portion of the Administrative Review.										