Support Your Child's School by Completing the Household Income Form

Step-by-Step Instructions

While all students at your school may now get no-cost school meals, it is still important to fill out the household income form. It can help qualify your school for funding to support students. *It also can help qualify some students for other benefits, such as not having to pay certain school fees.*

These instructions will help guide you through the steps on the form, which is titled Free/Reduced-Price School Meals & Family Economic Data Survey. Complete only one application per household. Use a black or blue pen, not a pencil.

Step 1   List all children

- List first and last names of all children in your household. Providing their date of birth and grade is optional. If you need room to list additional children, use an extra sheet of paper and attach it to the application.
- Check the appropriate box for any Foster Child, Runaway, Homeless and/or Migrant student, or leave blank.
- If you receive benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF/Colorado Works), and/or Food Distribution Program on Indian Reservations (FDPIR), list your case number from any one of these programs. Do not include your card or account number. *If you list a case number for any of these benefits, go straight to STEP 3 (skip STEP 2). If you do not receive benefits from any of these programs, leave the case number section blank and go to STEP 2.*

Step 2   Report all household income (for students & adults)

To complete this section, you may want to keep the following information handy:
- Earnings statements or pay stubs from work
- Benefits statements such as those from Social Security or retirement accounts
- Other financial documents for any other sources of income

List all adult household members (including yourself) and their income. If an adult does not have any income, enter '0'. *Also, list again in this section any students who receive income.* Report gross income (total income before taxes and deductions). Households with incomes at or below the income limit may be eligible for Summer EBT. For examples of types of income to include in each of these categories, please see the bottom of these instructions.

Types of income to include:
1. **Earnings from work:** Report the total gross income for the period selected, not the hourly wage. Gross income is the total income before taxes or other deductions (like health insurance premiums) are subtracted. For example, if you are paid $500 in gross income every two weeks, write $500 in the income field and check the "every 2 weeks" box. If you do not normally receive overtime pay, do not report it.
2. **Public assistance/child support/alimony:** List the total amount each person receives from child support, alimony, or public assistance programs other than SNAP, TANF/Colorado Works or FDPIR. For example, if you receive $500 per month in child support, write $500 in the field and check the "monthly" box.
3. **Pensions/retirement/all other income:** Report net income for a self-owned business, farm, or rental income. Report gross income for pension or retirement income. Next to the amount, check how often the person receives it. Do not include any Military Housing Privatization Initiative allowance.

List total household members. Add all the students you listed in **STEP 1** plus all the adults listed in **STEP 2 and** enter that number in the "Total Number of Household Members" space.

Provide the last four digits of your Social Security Number or check the box to note no Social Security Number. This information is not reported to anyone. *You do not need to provide a Social Security Number if you are only applying for Summer EBT benefits or if all your children attend a Community Eligibility Provision (CEP) school.* If you are not sure if your school is a CEP school, just ask.

Step 3   Signature & contact information

Sign the application, print your first and last name and the date.
Provide your contact information if you want to receive eligibility notifications. (This is optional.) The mailing address listed will be used to mail a Summer EBT card to families that qualify. If you plan to move, or have recently moved, apply for Summer EBT benefits in the state your child(ren) will complete the school year prior to summer break.

Step 4   Release of information

The information you provide on this application may be shared with Medicaid or State Children's Health Insurance Program (SCHIP) offices. If you do NOT want your information shared with Medicaid/SCHIP, check that box. Check the "yes" box if you DO want your information shared with other programs for which you might qualify. You may have fees waived for certain exams or books if you qualify.

Optional: Provide any listed student's ethnic and racial information. For racial information, you may check more than one box.

Return the completed form to your school or submit it online, if your school district has that option!

What types of income must be reported in Step 2?

See examples below.

Examples of student income
- Earnings from work
- Social Security, disability, or survivor's payments
- Any other type of income regularly received

Earnings from work
- Wages, salaries, and tips
- Strike benefits
- Unemployment compensation
- Worker's Compensation
- Net income from a self-owned business or farm

Public assistance/child support/alimony
- Public assistance payments
- Welfare payments
- Alimony payments
- Child support payments
- Social Security benefits

Pensions/retirement/all other income
- Pensions
- Supplemental Security Income
- Retirement income
- Veteran benefits
- Social Security
- Disability benefits
- Cash regularly withdrawn from savings
- Interest and dividends
- Income from estates, trusts, and investments
- Regular contributions from people not living in the household
- Net royalties, annuities, and rental income
- Any other regularly received income, whether federally recognized or not must be reported