

### **Instructions for Filling In the Lunch Program Form**

- Part 1: List all household members. List the school name and grade for each household member who is a student. If you have a SNAP or TANF number, fill it in and then skip to Part 4. If you do not have a SNAP or TANF number, leave that part blank and proceed to Part 3.
- Part 3: Report total household income. In box A, list names of all household members with income. In box B, list the earnings from work, being sure to include the amount and how often that amount paid (e.g. weekly, every other week, twice a month, or monthly). Fill in boxes C, D and E, if applicable.
- Part 4: An adult household member must sign and fill in the last four digits of their social security number.
- Parts 5, 6, & 7: These parts are optional. Fill them in if you choose to.