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Dear Parent/Guardian:

Enclosed you will find a 2010-2011 Free and Reduced Price School Meal Family Application for the new school year for your completion. **One application should be completed per household listing each child in the family that attends a University City School District school and every family member in the household.** In order to be considered for a free or reduced price meal, the sections listed below must be completed. Any section found incomplete would delay the processing of your application. If you are not applying at this time, please simply write your child(ren)'s name along with the words "DECLINE" in Part 3.

***\*Part 1. Children In School\****

This section must be completed by listing each child's first, middle initial, and last name along with the name of their school name and grade level the child attends. **One application should be completed per household.** \*If you have another child in the household that attends a school outside the district, this child should be listed in Part 3.

This section should also be completed if your family is currently receiving Food Stamp (FA) or Temporary Assistance (TA). **If you are receiving FA or TA assistance, you must list the ten digits Food Stamp (FS) or Temporary Assistance (TA) number in the space provided.** This number may also be referred to as your family's Department Case Number (DCN). Please note the FS or TA number is not considered any part of the 16 digit Electronic Benefit Transfer (EBT) card number and is NOT acceptable.

***\*Part 2. Foster Child (Use A Separate Application for Each Foster Child)***

This section must be completed if you are applying for a child who is considered a foster child. **If you are applying for multiple foster children, a separate application must be completed for each child. No Exceptions.**

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

This section must include each person in your household, related or not (such as grandparents, other relatives, or friends) along with yourself and all children who live with you. Secondly, you must include each person's gross income and how often it is received. **Gross income is the amount earned before taxes and other deductions. For example if you are paid weekly and work 40 hours per week making \$12.50 per hour, your gross income would be \$500.00 per week.** If the adult member or child does not have any income, check the box "NO" income.

***\*Part 4. Signature and Social Security Number***

This section must include the parent/guardian who is responsible for the child(ren) along with your social security number, full address and contact telephone number. If you do not have a social security number, you must check the box "I do not have a Social Security #".

**All applications should be returned to your child's school secretary as soon as possible.** If you are applying for multiple children, please return the **single application** which includes all children in the household to the oldest child's school secretary. For example, if you have a child that attends the high school and a child that attends Julia Goldstein ECEC, the application should be returned to the high school. If you find that you are unable to return the application in person, please mail it to Food and Nutrition Services, School District of University City, 8136 Groby Road, University City, MO 63130. If you have any questions, please do not hesitate to call the Lunch Application Hotline at 314-290-4051.