Dear Parent/Guardian:

Children need healthy meals to learn. Wrentham Public Schools offers healthy meals every school day. Lunch costs **\$2.75**. Your children may qualify for free meals or for reduced price lunch. Reduced price is **\$.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.

# **Frequently Asked Questions**

WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from MA SNAP, MA TAFDC, FDPIR, or specific categories of Medicaid are eligible for free meals.
- 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 receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2020-2021							
Household size	Yearly	Monthly	Weekly				
1	\$23,606	\$1,968	\$454				
2	\$31,894	\$2,658	\$614				
3	\$40,182	\$3,349	\$773				
4	\$48,470	\$4,040	\$933				
5	\$56,758	\$4,730	\$1,092				
6	\$65,046	\$5,421	\$1,251				
7	\$73,334	\$6,112	\$1,411				
8	\$81,662	\$6,802	\$1,570				
Each additional person:	+8,288	+691	+160				

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 haven't been told your children will get free meals, please call or e-mail **Karen McNamara at 508/384-5430 or mcnamarak@wrenthamschools.org.** 

# 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: **Maura Crowley**, **120 Taunton St, Wrentham Ma**, **02093**.

SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE

## ALREADY APPROVED FOR FREE MEALS?

No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Maura Crowley at 508/384-5430 or** <u>crowleym@wrenthamschools.org</u> immediately.

# 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. You must send in a new application unless the school told you that your child is eligible for the new school year.

# I GET WIC. CAN MY CHILDREN GET FREE MEALS?

Children in households participating in WIC <u>may</u> be eligible for free or reduced price meals. Please send in a completed application.

# WILL THE INFORMATION I GIVE BE CHECKED?

Yes. We may also ask you to send written proof of the household income you report.

# 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 may become eligible for free and reduced price meals if the household income drops below the income limit.

# 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 Allan Cameron at 509/384-5430 or camerona@wrenthamschools.org

# 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.

# WHAT IF MY INCOME IS NOT ALWAYS THE SAME?

List the amount that you <u>normally</u> 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.

# 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 <u>also</u> be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you <u>meant</u> to do so.

## 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, or receive Family Subsistence Supplemental Allowance payments, 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. Any additional combat pay resulting from deployment is also excluded from income.

# WHAT IF THERE ISN'T 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 Maura Crowley at 508/384-5430 or <a href="mailto:crowleym@wrenthamschools.org">crowleym@wrenthamschools.org</a> to receive a second application.

### MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?

To find out how to apply for **MA SNAP** or other assistance benefits, contact your local assistance office or call **the MA SNAP Hotline at 1-866-950-3663**.

If you have other questions or need help, call 508/384-5430.

Sincerely,

Maura Crowley Food Service Director July 30, 2020

> The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the primary wage earner or other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs.

> We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly. "In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint\_filing\_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider."

# HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

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, <u>even if your</u> <u>children attend more than one school in [School District]</u>. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact [School/school district contact here; phone and email preferred].

### 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 age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending [school/school system here], regardless of age.

	1/ <u> </u>		
A) List each child's name. Print each child's	B) Is the child a student at [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 school/school system here]?	listed are foster children, mark the "Foster Child"	or runaway? If you believe any child
child. When printing names, write one letter	Mark 'Yes' or 'No' under the	box next to the child's name. If you are ONLY	listed in this section meets this
in each box. Stop if you run out of space. If	column titled "Student" to tell us	applying for foster children, after finishing <b>STEP 1</b> ,	description, mark the "Homeless,
there are more children present than lines on	which children attend [name of	go to STEP 4.	Migrant, Runaway" box next to the
the application, attach a second piece of	school/school district here]. If you	Foster children who live with you may count as	child's name and complete all steps of
paper with all required information for the	marked 'Yes,' write the grade	members of your household and should be listed	the application.
additional children.	level of the student in the 'Grade'	on your application. If you are applying for both	
	column to the right.	foster and non-foster children, go to step 3.	

# STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, 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).
- Temporary Assistance for Needy Families (TANF).
- 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 listed programs:
above listed programs:	• Write the Agency ID for SNAP, TANF, or FDPIR. You only need to provide one Agency ID. If you participate
• Leave STEP 2 blank and go to STEP 3.	in one of these programs and do not know your Agency ID, contact: [State/local agency contacts here].
	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 Adults" and "Sources of Income for Children," 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.
- $\circ$   $\;$  Gross income is the total income received before taxes.
- Many people think of income as the amount they "take home" 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 ME	MBERS					
• 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 <b>3.A. REPORT INCOME EARNED BY CHI</b>	-	e check boxes to the right of each field	•				
			: 				
A) Report all income earned or received Only count foster children's income if you				INSIEPIINY	your household in the box marked "Child Income."		
				ır childron M	Aany households do not have any child income.		
3.B. REPORT INCOME EARNED BY AD	•	austice your nouseriold that is paid bir					
Who should I list here?	0113						
	nclude ALL adult me	mbers in your household who are livin	g with you ar	nd share inco	ome and expenses, even if they are not related and		
even if they do not receive income of		insers in your nousehold who are invit	g with you a		sine and expenses, <u>even in they are not related and</u>		
Do NOT include:							
	ot supported by you	ır household's income AND do not con	tribute incon	ne to vour he	ousehold.		
<ul> <li>Infants, Children and students already</li> </ul>				/			
B) List adult household members'		s from work. Report all income from v	vork in the	D) Report	income from public assistance/child		
names. Print the name of each	"Earnings from We	ork" field on the application. This is us	ually the		imony. Report all income that applies in the "Public		
household member in the boxes marked		om working at jobs. If you are a self-e		-	/Child Support/Alimony" field on the application. Do		
"Names of Adult Household Members	business or farm o	owner, you will report your net income	2.		the cash value of any public assistance benefits NOT		
(First and Last)." <u>Do not list any</u>					ne chart. If income is received from child support or		
household members you listed in STEP		employed? Report income from that w		alimony, only report court-ordered payments. Informal but			
<u>1.</u> If a child listed in <b>STEP 1</b> has income,		s calculated by subtracting the total o		regular payments should be reported as "other" income in the			
follow the instructions in <b>STEP 3, part A.</b>	expenses of your l	ousiness from its gross receipts or reve	enue.	next part.			
E) Report income from	F) Report total ho	usehold size. Enter the total number of	of	G) Provide	the last four digits of your Social Security Number.		
pensions/retirement/all other income.		ers in the field "Total Household Meml			ousehold member must enter the last four digits of		
Report all income that applies in the		Its)." This number MUST be equal to t			Security Number in the space provided. You are		
"Pensions/Retirement/ All Other		nbers listed in STEP 1 and STEP 3. If the			apply for benefits even if you do not have a Social		
Income" field on the application.	-	household that you have not listed on		-	umber. If no adult household members have a Social		
		ck and add them. It is very important t		-	umber, leave this space blank and mark the box to		
		ers, as the size of your household affec	cts your	the right la	beled "Check if no SSN."		
	eligibility for free a	and reduced price meals.					
<b>STEP 4: CONTACT INFORMATION </b>	AND ADULT SIGN	IATURE					
	-				is promising that all information has been truthfully		
		-		-	tatements on the back of the application.		
A) Provide your contact information. Wri	•	B) Print and sign your name and	C) Mail Com	-	D) Share children's racial and ethnic identities		
address in the fields provided if this inform		write today's date. Print the name	Form to: W		(optional). On the back of the application, we ask		
If you have no permanent address, this do		of the adult signing the application	Public Scho	-	you to share information about your children's race		
children ineligible for free or reduced price		and that person signs in the box	Taunton St,		and ethnicity. This field is optional and does not		
Sharing a phone number, email address, o	•	"Signature of adult."	Wrentham,	IVIA 02093	affect your children's eligibility for free or reduced		
but helps us reach you quickly if we need to contact you. price school meals.							



# 2020-2021 Massachusetts Application for Free and Reduced Price School Meals

If you have received a Notice of Direct Certification - FREE from the school district for free meals, do not complete this application. If you have received a Notice of Direct Certification - REDUCED PRICE from the school district for reduced price meals, this application may be submitted. DO let the school know if any children in the household are not listed on the Notice of Direct Certification – FREE letter you received.

STEP 1 List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related." Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.

Child's First Name	N.41	Child's Last Name	School Name	e	Student?	Foster	Homeless	Migrant	Runaway
Child's First Name	MI	Child's Last Name	school Name	Grad	Circle Yes or No	Check all that apply			
					ΥN				
					Y N				
					Y N				
					Y N				
					Y N				
					Y N				

STEP 2

### Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR?

Write the Agency ID Number, then go to STEP 4 (Do not complete STEP 3)

EBT number not accepted; SNAP award letter may be requested

Agency ID Number:

Neekly

C

Child Income

\$

How often?

Bi-Weekly 2x Month Monthly

#### STEP 3 Report Income for ALL Household Members (Skipthisstepifyouanswered 'Yes' to STEP2)

Review the charts titled "Sources of Income" for more information. The	ne "Sources of Income for Children"	chart will help you with the Child Income section.
The " <b>Sources of Income for Adults</b> " chart will help you with the All Adu	ult Household Members section	

#### A. Child Income

Sometimes child	ren in the h	ousehold	earn o	r receive income.	Please include the TOTAL income received by all Household Members listed in STEP 1 here:
- <b></b>					

### B. All Adult Household Members (including yourself)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

		How often?	Public Assistance/ Child	How often?	Pensions / Retirement /	How often?
Name of Adult Household Members (First and Last)	Earnings from Work	Weekly Bi-Weekly 2x Month Monthly	Support/ Alimony	Weekly Bi-Weekly 2x Month Monthly	All Other Income	Weekly Bi-Weekly 2x Month Monthly
		$\bigcirc \bigcirc \bigcirc \bigcirc \bigcirc$		$\bigcirc \bigcirc \bigcirc \bigcirc \bigcirc$		0 0 0 0
		$\bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc$		$\bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc$		0 0 0 0
		$\bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc$		$\bigcirc \bigcirc \bigcirc \bigcirc \bigcirc$		0 $0$ $0$ $0$
		$\bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc$		$\bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc$		0 $0$ $0$ $0$
		$\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$		$\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$		$\circ$ $\circ$ $\circ$
Total Household Members (Children and Adults)		cial Security Number (SSN) of or Other Adult Household Member	XXX-XX-	Check if no SSN		
STEP 4 Contact Information and Adult Signature	lail Completed Form	<mark>To:</mark> Wrentham Public Schools 1	20 Taunton St Wrenthar	n Ma 02093		
I certify (promise) that all information on this application is true and that all income is reported hildren may lose meal benefits, and I may be prosecuted under applicable State and Federal lav		mation is given in connection with the rec	eipt of Federal funds, and that scl	nool officials may verify (check) the information	I am aware that if I purpose	ely give false information, my
treet Address (if available) Apt #	City	State	e Zip	Daytime Phone and Email (	optional)	
						_

INSTRUCTIONS	Sources of Inc	ome			
	Sources of Inc	ome for Children		Sources of Income for Ad	ults
Sources of Chi	ild Income	Example(s) - A child has a regular full or part-time job where they	Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
<ul> <li>Social Security</li> <li>Disability P</li> <li>Survivor's E</li> </ul>	,	earn a salary or wages - A child is blind or disabled and receives Social Security benefits - A Parent is disabled, retired, or deceased, and their child receives Social Security benefits	<ul> <li>Salary, wages, cash bonuses</li> <li>Net income from self- employment (farm or business)</li> <li>If you are in the U.S. Military:</li> </ul>	<ul> <li>Unemployment benefits</li> <li>Worker's compensation</li> <li>Supplemental Security Income (SSI)</li> <li>Cash assistance from State or local government</li> </ul>	<ul> <li>Social Security (including railroad retirement and black lung benefits)</li> <li>Private pensions or disability benefits</li> <li>Regular income from trusts or estates</li> </ul>
-Income from person outsi	ide the household	- A friend or extended family member regularly gives a child spending money	<ul> <li>Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</li> </ul>	<ul> <li>Alimony payments</li> <li>Child support payments</li> <li>Veteran's benefits</li> </ul>	<ul> <li>Annuities</li> <li>Investment income</li> <li>Earned interest</li> </ul>
-Income from any other so	ource	- A child receives regular income from a private	<ul> <li>Allowances for off-base housing, food and clothing</li> </ul>	- Strike benefits	<ul><li>Rental income</li><li>Regular cash payments from outside</li></ul>

pension fund, annuity, or trust We are required to ask for information about your children's race and ethnicity. This information is American Indian or Alaskan Native Native Hawaiian or Other Pacific Islander important and helps to make sure we are fully serving our community. Responding to this section is White optional and does not affect your children's eligibility for free or reduced price meals.

**OPTIONAL** 

Ethnicity (check one):

Hispanic or Latino

Not Hispanic or Latino

**Children's Racial and Ethnic Identities** 

Race (check one or more):

Black or African American

Asian

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

household

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint filing cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- U.S. Department of Agriculture 1. mail: Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410
- 2. fax: (202) 690-7442; or
- 3 email: program.intake@usda.gov.

This institution is an equal opportunity provider.

			For School Use	e Only		
		2020-20	021 Massachusetts Application for Fi	ree and Reduced Price	School Meals	
Only annualize income if there are multi         How often?         Weekly       Bi-Weekly       2x Month       Month		Annual Income O Weekly Every 2 Weeks Twice A Month Monthly	Conversion:		Eligibility: Cate	gorical Eligibility
Determining Official's Signatur	re	Date	Confirming Official's Signature	Date	Verifying Official's Signature	Date

Your SNAP application will be reviewed while you are waiting for your Social Security numbers.

 If you are not a citizen, bring proof of legal noncitizen status.

Optional proof you may claim to maximize SNAP benefit amount are:

- Dependent care expenses for child or adult care.
- Housing costs for rent, mortgage, taxes, insurance, heat and utilities.
- Medical bills if you are age 60 or older of if you are disabled.

### How Do I Find a DTA Office?

DTA has more than 20 offices across Massachusetts. To find the office nearest you, visit www.mass.gov/dta and click on the DTA Office Locations link or call DTA at 1-877-382-2363.

### How Can I Get More Information?

For more information about how you can get SNAP benefits, contact **DTA** at 1-877-382-2363 or visit www.mass.gov/dta.

### Nondiscrimination Statement

The U.S Department 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 online at http:// www.ascr.usda.gov/complaint\_filing\_cust.html, or at any USDA office, or call (866) 632-9992 to request the form.

You may also write a letter containing all of 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.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at http:// www.fns.usda.gov/snap/contact\_info/hotlines.htm. USDA is an equal opportunity provider and employer.





Within Reach SNAP-BB (E) (Rev. 10/2014) 09-075-1014-05

### HOW TO GET SNAP BENEFITS



Putting healthy food within reach.



### Can I Have Income and Still Get SNAP Benefits?

Households with children under 19 and pregnant women living alone must have a total (gross) income below 200% of the poverty level to qualify for SNAP. Adult-only households (age 19-59) must have a total (gross) income below 130% of the poverty level to qualify for SNAP.

Households made up of all elders (age 60 or over) or disabled individuals have no (gross) income limit. Generally, households must have income below the net standard after deductions to be eligible for a SNAP benefit.

### Can I Own Property and Still Apply for SNAP?

You can own a home, personal belongings, car and have money in the bank.

Certain households with disqualified members will have to provide information and proof of money in the bank and other resources, such as stocks, bonds and CDs.

These households will have a \$2,250 limit on the resources they can own. Most low-income seniors will not be asked for proof of money in the bank or other resources.

#### How do I Apply for SNAP Benefits?

- To apply: Call DTA at 1-877-382-2363 to have an application mailed to you. Remember to ask for the Elder SNAP application if you are a Senior (age 60 or older) - it is easier to fill out!
- Visit www.mass.gov/dta and click on the Apply for SNAP/Food Stamps Online link to download an application form.
- You may also apply online by visiting www.mass.gov/vg/selfservice or
  - You can visit your local

Department of Transitional Assistance (DTA) office.

- Fill out the
- application as much as you can. Be sure
- to write your name and address and sign it.

 Submit your online application or return the application to: DTA Document Processing Center, P.O. Box 4406, Taunton, MA 02780-0420, or fax to (617) 887-8765, or drop it off in person.

### Can Someone Help Me Apply for SNAP Benefits?

You can ask someone you trust to apply for you or go food shopping for you. That person is called your Authorized Representative.

### What Happens After I Put in my SNAP Application?

- You must have an interview to talk about your application. You can have the interview over the phone at your convenience or at a local office.
- You will need to show proof (see reverse side), as part of the application process. You will receive information about what proof you need to show DTA when your application is reviewed.
- You will get a decision on your application within 30 days.
- If you are eligible, you will receive SNAP benefits through the Electronic Benefit Transfer (EBT) system. You will receive a Personal Identification Number (PIN) and an EBT card that can be used just like a debit card to shop for food in supermarkets, convenience stores and pharmacies. You may get the EBT card before we decide if you are eligible for benefits. You won't be able to use the EBT card unless we notify you that your application is approved.



#### What is SNAP?

The Supplemental Nutrition Assistance Program helps low income individuals and families buy healthy, nutritious food. A SNAP household's monthly benefit depends on household size, income and expenses. You may be eligible for SNAP - read below to learn more!

### Who Can Get SNAP Benefits?

If you or someone in your household is a U.S. citizen or legal non-citizen, and makes below a certain income, you may be able to get SNAP benefits.



### Who is Part of My Household?

In most cases, a household includes all people who buy, cook and eat meals together.

### What If I Have Little or No Money At All?

In an emergency, some people can get SNAP benefits faster. For example:

- If your income is less than \$150 a month and you have less than \$100 in other resources, such as your bank account.
- Your income and the resources of your household are less than your combined monthly rent or mortgage and utility expenses.

If either of these describes you, you may be able to get SNAP benefits within seven days. If you need more information, call DTA at 1-877-382-2363.

### What Proofs Will I Need?

- Something showing your name and address If you have no address, you must say where you are staying.
- Proof of Income If you are working, submit your last four pay stubs, or proof of income from your employer. Submit an award letter or direct deposit statements of unearned income amounts and frequency of payments.
- Social Security Numbers for all Members Applying -If you do not have Social Security numbers for applicants, DTA will help you get them.





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