

2023-2024 JEFFERSON COUNTY SCHOOLS Family Application for Free and Reduced Price Meals

Read How to apply for Free and Reduced Price School Meals for more information. Complete one application per household. Please use a pen (not a pencil).

Apply online at:
family.titank12.com

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.

Lunch Number (Optional)	Child's Birth Date (Optional)	Child's First Name	MI	Child's Last Name	Grade	Student? Yes No	Foster Child	Homeless, Migrant, Runaway

Check all that apply

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDIPIR?

If **NO** > Go to STEP 3.

If **YES** > Write a case number here then go to STEP 4 (Do not complete STEP 3)

**CASE
NUMBER:**

Write only one case number in this space.

STEP 3 Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

A. Child Income. Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

Child Income \$

How often?

Weekly ☐ Bi-Weekly ☐ 2x Monthly ☐ Monthly ☐

Are you unsure what income to include here?

Flip the page and review the charts titled "Sources of Income" for more information. The "Sources of Income for Children" chart will help you with the Child Income section. The "Sources of Income for Adults" chart will help you with the All Adult Household Members section.

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

Name of ALL OTHER Household Members
(First and Last)

Earnings from Work	How often?	Public Assistance/ Child Support/Alimony	How often?	Pensions/Retirement/ All Other Income	How often?
	Weekly Bi-Weekly 2x Monthly Monthly		Weekly Bi-Weekly 2x Monthly Monthly		Weekly Bi-Weekly 2x Monthly Monthly
\$ <input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	\$ <input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	\$ <input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
\$ <input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	\$ <input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	\$ <input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
\$ <input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	\$ <input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	\$ <input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
\$ <input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	\$ <input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	\$ <input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
\$ <input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	\$ <input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	\$ <input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

C. Total Household Members
(Children and Adults)

D. Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member

XXX-XX

Check if NO SSN ☐

STEP 4 Contact information (Printed) and adult signature. Mail or return completed form to: Child Nutrition Programs - 2100 18th Street South - Birmingham, AL 35209

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Street Address (if available) Apt# City State Zip E-mail Address (Optional)

Daytime Telephone Number (Optional) FIRST NAME of adult completing the form LAST NAME of adult completing the form Signature of adult completing the form Today's date

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 Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White



22230132 / 062022

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **Jefferson County Schools** offers healthy meals every school day. Breakfast costs **\$1.50 elementary/\$1.50 middle & high**; lunch costs **\$2.25 elementary/\$2.50 middle & high**. **Your children may qualify for free meals or for reduced price meals.** Reduced price is **\$0.30** for breakfast and **\$0.40** 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 **Alabama SNAP, the Food Distribution Program on Indian Reservations (FDPRI)** or **Alabama TANF**, or **Alabama Medicaid Free** are eligible for free meals.
- **Alabama Medicaid Reduced** are eligible for reduced priced 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 2023-2024			
Household size	Yearly	Monthly	Weekly
1	26,973	2,248	519
2	36,482	3,041	702
3	45,991	3,833	885
4	55,500	4,625	1,068
5	65,009	5,418	1,251
6	74,518	6,210	1,434
7	84,027	7,003	1,616
8	93,536	7,795	1,799
Each additional person:	9,509	793	183

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 haven't been told your children will get free meals, please call or email hdavis@jefcoed.com or 205-379-2153.
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: **Child Nutrition Programs, 2100 18th Street South, Birmingham, AL 35209. Phone (205) 379-2285.**
4. **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 Denise Billitz-Brown at Child Nutrition Programs, 2100 18th Street South, Birmingham, AL 35209 or at dbillitz@jefcoed.com immediately.

5. **CAN I APPLY ONLINE?** Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit www.jefcoed.com to begin or to learn more about the online application process. Contact Child Nutrition Programs, 2100 18th Street South, Birmingham AL 35209 or at (205) 379-2285 or dbillitz@jefcoed.com if you have any questions about the online application.
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 **September 21, 2023**. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in 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. Please send in an application.
8. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof of the household income you report.
9. **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.
10. **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: **Dr. Walter Gonsonlin, Superintendent, 2100 18th Street South, Birmingham, AL 35209 or Phone (205) 379-2285 or email dwojdula@jefcoed.com.**
11. **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.
12. **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.
13. **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.
14. **DO I HAVE TO PROVIDE MY SOCIAL SECURITY NUMBER?** Only the last 4 digits of the social security number of the household's primary wage earner or another adult household member (or an indication of "none") is required.
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. Any additional combat pay resulting from deployment is also excluded from income.
16. **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 Child Nutrition Programs, 2100 18th Street South, Birmingham AL 35209 or (205) 379-2285 or dbillitz@jefcoed.com
17. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for **Alabama SNAP** or other assistance benefits, contact your local assistance office or call (800) 382-0499.

If you have other questions or need help, call **205-379-2285**

Sincerely,

Dr. Beth Miller, Director of Child Nutrition Programs

INSTRUCTIONS	Sources of income
--------------	-------------------

Sources of Child Income	Example(s)
• Earnings from work	• A child has a regular full or part-time job where they earn a salary or wages
• Social Security <ul style="list-style-type: none"> ◦ Disability Payments ◦ Survivor's Benefits 	• 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.
• Income from persons <i>outside</i> the household	• A friend or extended family member <i>regularly</i> gives a child spending money.
• Income from any other source	• A child receives income from a private pension fund, annuity, or trust.

Earnings from Work	Public Assistance/ Alimony/Child Support	Pensions/Retirement/ All Other Income
<ul style="list-style-type: none"> • Salary, wages, cash bonuses • Net income from self-employment (farm or business) <p>If you are in the U.S. Military:</p> <ul style="list-style-type: none"> • Basic pay and cash bonuses (<i>do NOT include combat pay, FSSA or privatized housing allowances</i>) • Allowances for off-base housing, food, and clothing 	<ul style="list-style-type: none"> • Unemployment benefits • Worker's compensation • Supplemental Security Income (SSI) • Cash assistance from State or local government • Alimony payments • Child support payments • Veteran's benefits • Strike benefits 	<ul style="list-style-type: none"> • Social Security (including railroad retirement and black lung benefits) • Private pensions or disability benefits • Regular income from trusts or estates • Annuities • Investment income • Earned interest • Rental income • <i>Regular</i> cash payments from outside household

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, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

Do not fill out	For School Use Only
-----------------	---------------------

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24 Monthly x 12

Total Income <input style="width: 100%; height: 30px;" type="text"/>	How often? <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Weekly</td> <td style="text-align: center;">Bi-Weekly</td> <td style="text-align: center;">2x Monthly</td> <td style="text-align: center;">Monthly</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> </table>	Weekly	Bi-Weekly	2x Monthly	Monthly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Household size <input style="width: 100%; height: 30px;" type="text"/>	Eligibility: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Free</td> <td style="text-align: center;">Reduced</td> <td style="text-align: center;">Denied</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> </table>	Free	Reduced	Denied	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Categorical Eligibility <input type="checkbox"/>
Weekly	Bi-Weekly	2x Monthly	Monthly															
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>															
Free	Reduced	Denied																
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																
Determining Official's Signature <input style="width: 100%; height: 40px;" type="text"/>	Date <input style="width: 100%; height: 40px;" type="text"/>	Confirming Official's Signature <input style="width: 100%; height: 40px;" type="text"/>	Date <input style="width: 100%; height: 40px;" type="text"/>	Verifying Official's Signature <input style="width: 100%; height: 40px;" type="text"/>	Date <input style="width: 100%; height: 40px;" type="text"/>													

How To Apply for Free and Reduced Price School Meals

Please use these instructions to help you fill out the application for free and reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in the

The application must be filled out completely to determine the eligibility of your child(ren) 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 Jefferson County Child Nutrition Program/Denise Billitz-Brown 205-379-2285 or email dbillitz@jefcood.com

Please use a pen (not a pencil) when filling out the application and do your best to print clearly.

Step 1: List ALL children, infants, and students up to and including grade 12 Tell us how many infants/toddlers, children not in school, and elementary/middle/high 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 formal foster arrangement through a court or state/local agency, or qualify as homeless, migrant, or runaway youth; • Students attending (regardless of age) A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one name in each box even if you run out of space. If there are more children present than lines on the application, attach a second piece of paper for a second application if completing electronically with all required information for the additional child. "MI" applies to adults in Step 3. "MI" is short for middle initial. Print the first letter of each child's middle name in the box. B) Is the child a student? If "Yes," write the grade level of the student in the "Grade" column to the right. C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing Step 1, go to Step 4. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to Step 3. Note: Adopted children are not considered foster children. A foster child is a minor child who has been taken into state custody and placed with a state-licensed adult who cares for the child in place of their parent or guardian. D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application. Homeless, Migrant, Runaway status must be confirmed with the appropriate program staff. If the school district cannot confirm your student's homeless, migrant, or runaway status, then the school district will contact you to complete an income-based application. You may choose to provide income information now in order to prevent the school district from potentially needing to contact you later.			
Step 2: Do any household members currently participate in SNAP, TANF, or FDIPIR? 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 Alabama (SNAP). • Temporary Assistance for Needy Families (TANF) or Alabama (SNAP). • The Food Distribution Program on Indian Reservations (FDPIR). A) If no one in your household participates in any of the above listed programs: • Check "No" in Step 2 and go to Step 3. B) If anyone in your household participates in any of the above listed programs: • Write a case number for SNAP, TANF, or FDIPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: Alabama SNAP at 1-800-221-5689. • Go to Step 4.			
Step 3: List ALL household members and income for each member How do I report my income? • Use the lists titled "Sources of Income" & "Examples of Income for Children," 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 and deductions. • 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 monies taken from your pay. • 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 check boxes to the right of each field. 3.A. Report income earned by adults Who should I list here? • 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. • Do NOT include: • People who live with you but are not supported by your household's income AND do not contribute income to your household. • Infants, children and students already listed in Step 1.			
Step 3: List ALL household members and income for each member 1) List adult household members' names. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Include college students, unless they are declared independently on taxes (all college students are considered adults). Do not list any household members you listed in Step 1. 2) List earnings from work. List all income 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. Net income is your income after taxes and deductions have been subtracted. • What if I have multiple jobs? List each job separately by entering your name and income from each job on a new line. Add an additional sheet of paper if necessary. • What if I am self-employed? List income from your business as a net amount. This net amount is calculated by subtracting the total operating expenses of your business from its gross receipts (revenue). Gross receipts or revenue are all the income earned from the sale of any products or services offered. If a child listed in Step 1 has income, follow the instructions in Step 3, Part B. 3) List income from public assistance/child support/alimony. List all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part. 4) List income from pensions/retirement/all other income. List all income that applies in the "Pensions/Retirement/All Other Income" field on the application. • What if I receive income from multiple sources in this category? List each source separately by entering your name and income from each source on a new line. Add an additional sheet of paper if necessary. 5) List total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in Step 1 and Step 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals. 6) Provide the last four digits of your Social Security Number. An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no Social Security Number."			
3.B List income earned by children List all income earned or received by children. List 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 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.			
Step 4: Contact information and adult signature All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the statements on the back of the application. A) Provide your contact information. Write your current mailing address in the fields provided; if this information is available. If you have no permanent address, that is okay. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you. B) Print and sign your name and write today's date. Print the name of the adult signing the application and that person signs in the box "Signature of adult." C) Mail completed application to: Jefferson County Child Nutrition Program 2100 18th St. South Birmingham, AL 35209			
Optional Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals. This information is requested solely for the purpose of determining the State's compliance with Federal civil rights laws, and your response will not affect consideration of your application, and may be protected by the Privacy Act. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner.			

Please return the application directly to your child's SCHOOL. DO NOT mail, fax, or email completed applications or questions about applications to the USDA Office of the Assistant Secretary for Civil Rights or your child's eligibility for free or reduced-price meals will be delayed.

USDA NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity* and sexual orientation*), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#) from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

This institution is an equal opportunity provider.

*The enclosed "non discrimination" language herein was added pursuant to the May 5, 2022, USDA memorandum. However, although included as currently required for audit compliance by the USDA, the State of Alabama objects to its inclusion, applicability and the application of this language due to currently pending legal challenges in the matter of *The State of Tennessee, et al. v. USDA*, et al., Case No. 3:22-cv-00257, and may be subject to change or removal.