

How to Complete a Paper Meal Application for Free and Reduced-Price Meals

Use this checklist to make sure your application is complete. If your application is not complete, your child's meal benefits will be delayed. **Use only black or blue ink. Do not use pencil or colored ink. Do not staple or damage the application.**

- Step 1.** List birth date, student's first name, last name, grade and school name of each student. Include **all students** in your household who are students attending Long Beach Unified School District (LBUSD) schools. If your student is foster, homeless, or runaway or participates in the Migrant Education Program, check the appropriate box.
- Step 2.** Do any Household members (including you) have a CalFresh, CalWORKS or FDPIR number? If so, check the applicable program box and write the case number in the provided space. Skip Step 3.
- Step 3.** Report **gross** income for **all** household members (adults and non-LBUSD students)
- A. List the **combined** income for all students from Step 1 in whole dollars. Enter the appropriate pay period in the box marked "How Often?"
 - B. List the last four digits of Social Security number (SSN) of an adult household member or check the "NO SSN" box if no adult household member has an SSN.
 - C. List all remaining household member, including yourself. For each household member listed, report income for each source in whole dollars. Enter the appropriate pay period in the box marked "How Often?" If they do not receive income from any source, write "0". **Do not include any student listed in Step 1.**
 - D. Report total number of household members from Step 1 and Step 3.
- Step 4:** Write street address, city, zip code, daytime phone number, first name, last name, date and signature of the adult household member completing the meal application.

If you have any questions, or if we can be of further assistance; please contact the Nutrition Services Branch, Application Desk at (562) 427-7923.

California Education Code Section 49557(a): Applications for free and reduced-price meals may be submitted at any time during a school day. Children participating in the National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

Long Beach Unified School District is an equal opportunity provider and employer.