

Small World Child Care Centers

2010 – 2011

Registration Packet

Things due upon registration:



1. Registration Packed Completely filled out

2. Copy of your child's Current immunization records

3. Registration fee of \$25.00.

4. First week payment upon starting



www.smallworldcenters.com



Small World Child Care Centers

* A non-refundable registration fee of \$25.00 must accompany this registration form. Note: This registration fee is per family. If other family members are registered, please advise the Center Director.

Child's Last Name First Middle Sex Date of Birth

Parent Information

Mother's/Guardian Name	SSN	Father's/Guardian Name	SSN
Home Address	State	Zip	
Home Phone	Cell Phone	Home Phone	Cell Phone
E-mail	E-mail		
Employer	Work Phone	Employer	Work Phone
Child resides with: _____		Child's Nickname: _____	

Persons authorized to pick up the child:

Mother and father are assumed to be authorized to pick up unless current court order is on file at the Center.

Person's Name	Phone #	Relationship to Child

Persons to be called in case of emergency: Must list three; one of which must be an out of state contact if possible

Person's Name	Address	Relationship to child	Phone #

List one OUT OF STATE emergency contact:

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By signing below, I grant permission for the Director, Assistant Director or staff to take whatever steps may be necessary to obtain medical care including transportation, if warranted. I also agree that:

- Any expenses occurred to obtain medical care by Small World or child's parent will be borne by the child's family, or their primary health insurance.
- Small World will not be held responsible for anything that may happen as a result of false or incomplete information given at the time of enrollment, throughout the year, or at annual updating.
- Small World will not be held responsible or liable for my child, if I have not clocked him/her in upon arrival at the Center.
- In an emergency, Small World may transport my child to a relocation site, in the event the building be deemed uninhabitable.

Signature of Parent/Guardian

Date



Small World Child Care Centers

Child's Name _____

DOB _____

Start Date _____

CHILD HEALTH HISTORY / ASSESSMENT

Please list any health information Small World will need in providing care for your child.

Does your child have any known allergies or sensitivities to:

	No	Yes	If Yes, please list details. <i>(Small World will need a physician's statement on file)</i>
Medications			
Foods			
Other			

Does your child have any of the following:

	No	Yes	Details		No	Yes	Details
Asthma				Visual Impairment			
Diabetes				Development Delays			
Seizures				Physical Impairment			
Heart Problems				Behavioral or Emotional Problems			
Hearing Impairment				Other:			

Please list any additional health information or special instructions you feel we need to be aware of:

Please list any regular medication your child takes: _____

Name of Child's Medical Provider _____ Phone Number: _____

Emergency Hospital Preference: _____

SCHEDULING: This information is used by the USDA Food Program, Small World participates in. Please specify all applicable to your situation. If your schedule changes, please notify the center.

Please indicate below the schedule your child will attend:

Full Day up to 10 hours a days, Half Day up to 5 hour a day.

- 5 Full Days 5 Half Days
- 4 Full Days 4 Half Days
- 3 Full Days 3 Half Days
- 2 Full Days 2 Half Days
- 1 Full Day 1 Half Day

School Age Care

School Name _____ Track _____

Public Kindergarten AM _____ PM _____

Small World Private Kindergarten _____

Transportation Options:

Before School Only: _____ After School Only: _____

Before and After School: _____ Off-Track Only: _____ Summer Only: _____

By signing below, I agree the above information is correct to my understanding.

Signature of Parent/Guardian

Date

How did you hear about Small World? (Please check all that apply):

- Drove by school Mailed Advertisement Bulletin Board Commercial (TV / Theater) Yellow Pages Advertisement
- Internet Referred by a Small World Customer Referred by a Small World Employee Other Specify _____



Small World Child Care Centers

Children's Name

Date

Person responsible for payment of tuition

Last Name

First

Middle

SS#

Relationship

Parent: Please read carefully, clarify any questions you may have and acknowledge your understanding and compliance by signing below.

- It is understood and agreed that I may choose to pay my tuition by any one of the following schedules;
 - Weekly** - tuition is **due each Monday in advance** of the week that services are rendered.
 - Bi-Weekly** - tuition is **due every other week in advance** of the week that services are rendered.
 - Monthly** - tuition is **due by the 1st of each month in advance** of the month that services are rendered.

Weekly and Bi-Weekly accounts not paid by Tuesday at 12:00pm (noon) of the week tuition is due, will be assessed a **\$30.00 late fee**. If the balance is still outstanding by Wednesday of the same week, services may be terminated by Small World Child Care. For those parents paying on a **Monthly** schedule, tuition will be considered late by the 12:00 pm (noon) on the 3rd of the month and assessed a \$30.00 late fee at this time. Termination of enrollment shall begin on the 5th of the month that tuition is late. To re-enroll after suspension, I understand that enrollment will be based on availability in the classroom, the balance being paid in full and a \$25.00 re-enrollment fee being paid. For those parents on **State Assistance**, tuition shall be paid on the Monthly schedule. All fees and conditions listed above shall also apply.
- I understand and agree to the terms and conditions outlined in the Tuition Express Payment Processing enrollment forms. I acknowledge that all Tuition Express forms must be completed and submitted to Small World Child Care before my child can attend his/her class.
- I have chosen a schedule of attendance offered by Small World that best suits my child care needs. I understand that Small World must arrange for staff to meet that schedule even when my child is absent. Therefore, it is understood and agreed that vacation and/or sick leave credits are given only AFTER the 5th CONSECUTIVE day of absence with notice. For families that have attended Small World for at least one year; five unpaid days of vacation will be granted as credit with at least a week's notice. These credits are only available to FULL TIME enrollments. Part time students receive no tuition credits. There is also no credit given for the 8 holidays Small World observes.
- It is understood and agreed that schedule changes must be made in advance and in writing. Each family will be given a one time schedule change without charge. Additional schedule changes are subject to a \$25.00 processing fee.
- Full day enrollments are limited to 10 hours per day. Part time enrollments are limited to 5 hours per day. I understand and agree to pay additional charges of \$4.00 per hour should I need extended care.
- Small World closes at 7:00pm; with a 5 minute grace period without penalties. However, when the closing staff is required to stay, the after hour fees after the grace period will be \$1.00 per every minute thereafter. A release form for acknowledgement of tardiness will be required to be signed by responsible party; to which late fees will be accessed to your account.
- Small World does not accept "post dated" payments. It is understood and agreed that any form of payment declined by the bank for any reason will be assessed a \$30.00 charge. An alternate form of payment must be submitted within 24 hours of notice to avoid suspension of service.
- It is understood and agreed that in the event my account should be sent to collections, I will be assessed fees at 40% of the outstanding balance with monthly interest of 1 ½ %. I also agree to pay all court costs and reasonable attorney's fees.
- If you are receiving child care assistance through the Department of Workforce Services, you have been provided a copy of, understand and agree to the DWS Payment Guidelines.

Signature of Parent/Guardian

Date

Signature of Small World Representative

Date



Small World Child Care Centers

Children's Name _____

Date _____

Compliance with Policies and Procedures:

By signing below, I acknowledge having read and received a copy of the **Parent's Partner (Small World's Parent Handbook)**. I clearly understand and agree to comply with the policies and procedures outlined within said handbook.

Signature of Parent/Guardian

Complete and Accurate Information/Drop Off & Pick Up:

I have fully completed all necessary enrollment forms. To safeguard my child, I will promptly inform Small World of changes in addresses, phone numbers, employment, emergency information or any pertinent family situations. I understand that upon arrival each day, my child must be clocked in and given to his/her teacher. I also understand that upon pick up, the designated person must inform the teacher that the child is leaving.

Signature of Parent/Guardian

Use of Photographs:

I give permission for my child to be photographed within the Center and on Center activities. These photographs may be use in the media, advertising, or within the Center.

Signature of Parent/Guardian

Transportation:

I give my permission for my child to be transported daily to and from the Elementary Schools serviced by Small World or in case of an emergency. I understand that:

- a. Small World is not liable for the actions of my child once he/she has been dropped off for school or while waiting after school for the arrival of the van/bus.
- b. I must notify Small World before 10:00am if my child will NOT need to be picked up after school. I agree to pay a \$10.00 fee for failure to notify.
- c. Small World has the right to suspend transportation privileges immediately should my child put the safety of the other children or the driver in danger.

Signature of Parent/Guardian

Right to Refuse Services:

Small World reserves the right to refuse child care services when care for the child or others in the Center fundamentally alters the nature of the service we provide. We recognize the uniqueness of each child and cannot meet the needs of ALL children or provide one-on-one care on a continual basis. Respect and protection of children, parents, staff and property is expected.

Signature of Parent/Guardian



Dear Parent,

As your childcare provider, we are excited to offer you the convenience of automatic tuition payments through Tuition Express. You'll no longer need to remember your checkbook or write a check as you're picking up or dropping off your child. Your account will be safely and securely debited, giving you peace of mind in knowing your tuition is paid when it's due and your child's place is secure in our Center.

Once enrolled in Tuition Express, (part of our ProCare Software management system) your tuition and fee payments will be paid automatically and on a schedule that we both agree upon. You may choose to have the amount debited from your checking, savings or credit card account.

Your personal account information is safe with Tuition Express – safer, in fact, than paying by check. Automated payments have proven safer than writing checks and eliminate potential check fraud or identity theft.

Please look over the attached Frequently Asked Questions. There you will find answers to questions you may have about Tuition Express or automated payments in general. If you have further questions, don't hesitate to ask.

The goal of Small World Child Care Centers is to provide an excellent facility and the best possible care to the children we serve. To continue providing the highest level of quality and service, it is our expectation that parents be responsible for enrolling and maintaining this service. The end result will allow us to spend more quality time with your children. If you have questions about Tuition Express, please contact management.

Please return your completed Parent Authorization Forms to management.



Tuition Express

Payment Processing Schedule

As you are aware, we have decided to use Tuition Express as our automatic tuition payment processing service. With this service we are able to reduce the time and effort it takes our staff to process payments. Additionally, Tuition Express is the safest, most efficient means of payment processing and will allow us to better address your specific payment needs.

Below you will find a list of payment options. You may choose one (1) payment option. We hope that by offering these payment options we can assist you in meeting your personal payment needs.



_____ Weekly: Your payment will be deducted from your account every Monday.

_____ Bi-Weekly: Your payment will be deducted every other Monday.

_____ Monthly: Your payment will be deducted on the 5th of each month.

Please note: When the payment date reflected above falls on a weekend or holiday the center will process the payment on the next available business day.

Thank you for your continued support of our center and the programs we offer.

Sincerely,

Small World Child Care Centers

Signature/Date

Thank You,

Small World Child Care Centers



ProCare Software

Hop aboard the Tuition Express and never write a check again!

As your childcare provider, we are excited to offer you the convenience of automatic tuition payments through Tuition Express. You'll no longer need to write a check or remember your checkbook when you're picking up your child at the end of a hectic day. Your payment will be safely and securely processed by Tuition Express, giving you peace of mind that your tuition has been paid on time! It's easy to enroll and even easier to participate. You'll be joining tens of thousands of parents nationwide who enjoy the ease and convenience of Tuition Express.

To learn more about Tuition Express, automatic payment notifications or reviewing your payment history, please visit www.tuitionexpress.com.

For Bank Account Authorization, complete and return to center management

ELECTRONIC FUNDS TRANSFER AUTHORIZATION

I (we) authorize _____, (called "CENTER" in this Authorization) to initiate debit entries to my (our) Checking or Savings Account indicated below at the depository financial institution indicated below (called "DEPOSITORY" in this Authorization). I (we) authorize CENTER to withdraw sufficient funds to pay my (our) regular childcare tuition and/or other childcare related fees that are due and payable. I (we) authorize CENTER to use the third party sender, Tuition Express* to process all payments. I (we) acknowledge that the origination of Automated Clearing House (ACH) transactions to my (our) account must comply with the provisions of United States Law.

Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.

Your Name _____		Phone # _____	DEPOSITORY - Bank or Credit Union Name _____		
Address _____			Bank or Credit Union Address _____		
City _____	State _____	Zip _____	City _____	State _____	Zip _____
			Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings		

Routing Transit Number (see sample below)

Account Number (see sample below)

This authorization will remain in full force and effect until I (we) notify the CENTER in writing of its termination in such time and in such manner as to afford Tuition Express and DEPOSITORY a reasonable opportunity to act upon it. Notices must be received at a minimum of 5 business days in advance of the termination date.

Signature _____

Date _____

Record Retention Notice: The child care provider shall retain all parent (client) authorization forms in a secure location for a period of two years from the date of client withdrawal from the Tuition Express™ program.

*Tuition Express is an assumed business name of Blum Investment Group, Inc.



Routing Transit Number Account Number Check Number

Please attach a copy of a voided check here. Deposit slips not accepted.



TUITION

Express

ProCare Software

Hop aboard the Tuition Express and never write a check again!

As your childcare provider, we are excited to offer you the convenience of automatic tuition payments through Tuition Express. You'll no longer need to write a check, or remember your checkbook, as you're picking up your child at the end of a hectic day. Your account will be safely and securely debited by Tuition Express, giving you peace of mind, knowing your tuition is being paid when it's due. It's easy to enroll and even easier to participate. You'll join millions who already pay mortgages, car payments, and childcare tuition automatically. Tuition Express is convenient and safe for you, and it helps us do a better job caring for your child.

Frequently Asked Questions

When I pay my tuition automatically, how secure is my account information?

Very secure – more secure than when you write checks. The checks you write every day have your name, address, phone number, and sometimes your driver's license number on them. With this information, criminals have all they need to access your account or worse, *steal your identity*. Automatic payments greatly reduce this potential problem by limiting the amount of information available and who has access to it. Tuition Express also incorporates additional security procedures, utilizing 128 bit encryption.

What if the childcare center makes a mistake and takes out too much money?

Report the error to your childcare center immediately – it was most likely an honest mistake. The childcare center will then adjust your account accordingly.

What if my childcare center and I disagree about a payment?

If you feel that the payment should not have been made, you have the right to dispute the charge. Contact your bank or credit card company. Tuition Express and your childcare provider will work closely to resolve the issue in a timely manner.

Does this form of payment give the childcare center access to my account?

Nobody at the childcare center has access to your account. When you sign up for Tuition Express, you only authorize *your* bank or credit card company to release the exact amount owed to your provider when it is due and payable.

How will I know when a payment was taken out of my account?

Your childcare expenses will be taken out of your account on a schedule that you and the childcare center agree upon. Your childcare center has the ability to print statements for your records prior to the withdrawal of any money. Additionally, the charges will show up on your monthly statement as "Tuition Express".

When I sign up for Tuition Express, how will this help my childcare provider?

Your childcare provider has chosen to offer Automatic Payments for several reasons. First, it will give you the convenience of not having to write a check every time tuition and fees are due. Second, it allows regular scheduling of your payments. Most importantly, Automatic Payments reduce the amount of time your childcare center spends on management activities, giving staff more time to spend with the children.

How do I get started?

Simply complete the "Payment Authorization" form and return it to your childcare provider. They will do the rest! For more information on automatic payments, visit www.directpayment.org. This is an excellent resource explaining the system and its benefits.

Where can I learn more?

For more information on the benefits of Tuition Express, please visit us at www.tuitionexpress.com.

Join the thousands of parents who enjoy the safety, reliability and convenience of paying their tuition and fees via Tuition Express



I have been using Tuition Express for almost two years. Never once have I experienced a problem. **Tuition Express is the best payment processing service available. Take my advice, put your checkbook down and sign up for Tuition Express today.**

Sabrina Kanganis, Tampa, FL

Before I began using Tuition Express I was always late with my payment which jeopardized my place at the center. **Now my payments are on time and I get instant email notification when the payment is made. What a relief!**

Rebecca Sanchez, Reseda, CA

We are on board with anything that makes our lives a little easier. Best of all we receive our receipts via email so we can get our Flex Plan reimbursement quicker. **Thanks Tuition Express, you rock!**

Steve and Eileen Gravel, Portland, OR

If I don't have to take my checkbook out to write a check I'm a happy mother. Tuition Express has made paying my childcare provider simple and easy. I receive my receipt in my email box and enter the payment into my checkbook; done! Thanks Tuition Express.

Hadida Goldfarb, Brooklyn, NY

We had a few problems with paying bills at our bank's online web site so we were concerned. We signed up for Tuition Express last January and have never had a problem. **Could you please teach our bank how automatic payments "should" be done?**

Jessie & Erika Varis, Atlanta, GA

I was a bit paranoid allowing the center to draft my checking account, but after I found out how safe and secure Tuition Express was, I signed right up! And, Tuition Express' web site allows me to receive my payment receipts via email so I know when and how much was drafted.

Jeff Limiter, Nashville, TN

I am so glad I don't have to write a check anymore. **Tuition Express charges my credit card and best of all I receive frequent flyer miles for each payment.** Thanks for making my life a little easier Tuition Express.

Sharnette Brown, Louisville, KY

We pay most of our bills electronically so it was easy for us to convert to Tuition Express. We wouldn't have it any other way.

Mr. & Mrs. Domino, Grand Junction, CO

**Safe
Reliable
Convenient**



Ask your childcare provider about it today!



TUITION

Express

ProCare Software

TuitionExpress.com

Your provider will issue you a unique Tuition Express account number.

What is Tuition Express?

Tuition Express™ is the premier payment processing service in the childcare industry. As one of the many benefits offered by Tuition Express, parents have the ability to receive their payment receipts via email. TuitionExpress.com keeps parents in-touch with their childcare center and their personal finances. Here are some of the features of TuitionExpress.com:

- Receive all your Payment Receipts via email.
- Email notification of all Non Sufficient Fund (NSF) items or Declined Credit Card transactions.
- View and print Transaction History reports.
- Re-generate past email payment notifications.
- All receipts are Flexible Spending Account qualified (provided center has submitted required data).
- Easy access to change email addresses notifications are sent to.

How to Register at TuitionExpress.com

- Your childcare provider will issue you a unique Tuition Express ID number.
- Go to <http://www.tuitionexpress.com> and click on “My Account”.
- Click the “Click here to Register” link to begin the account set up.
- Enter the Tuition Express ID number and the Last 4 digits of your bank or credit card account number.
- Create a User Name and Password
- Type in your email address and check the box “Receive Notification”
- Click “Submit”. When you receive an email from Tuition Express click on the link to confirm your email address.

Facts about Automatic Payments

- Automatic Payments have been around for more than 30 years and uses the same network as Automatic Deposits. More than 2 billion transactions a year are made via Automatic Payment.
- Each Automatic Payment is deducted from your account on the due date of each payment cycle so it is easy to track..
- Automatic Payments are confidential transactions. Just one or two people see them. In contrast, checks pass through three to nine hands as they are processed. PLUS, they have all the information available for a criminal to steal your identity.
- Automatic Payments help you maintain a good credit rating because bills are paid on time, every time.
- Record keeping is easy. Each bill paid automatically from your checking account or credit card is listed on your monthly statement.
- Consumers who use Automatic Payment are protected by the Electronic Funds Transfer Act of 1978, known as Federal Regulation E. www.bankersonline.com/regs/205/205.html
- Automatic Payment saves you money. It costs consumers close to \$100 a year in time and Automatic costs, such as postage, to pay bills by check instead of using Automatic Payment.
- Automatic Payments is great for travelers — since bills are paid automatically, you do not have to worry about them when you are out of town.

INCOME ELIGIBILITY FORM FOR CHILD CARE CENTERS

Please use ink. Do not mark in shaded areas or use correction fluid.

Part 1. Household Children Enrolled in Day Care						Part 2. Benefits
Names of all household children enrolled in daycare (First and Last name)	Birthday Month, day, year	Age	Check if Foster Child	List child's income, source, how often rec'd	Check if child gets NO income	List case # if receiving SNAP (formerly Food Stamp), FEP , or FDCIR (if any). Skip to Part 4 if any of these numbers are listed or if all children listed are foster children.
			<input type="checkbox"/>		<input type="checkbox"/>	
			<input type="checkbox"/>		<input type="checkbox"/>	
			<input type="checkbox"/>		<input type="checkbox"/>	
			<input type="checkbox"/>		<input type="checkbox"/>	
			<input type="checkbox"/>		<input type="checkbox"/>	
Other household member receiving benefits above listed if no enrolled children receive benefits						List case # if receiving any benefits listed above and skip to Part 5

Part 3. Total Household Gross Income—List all <i>other</i> household members including children not in daycare and their income if any.												
1. Name of All Other Household Members				2. How much total income and how often it is received								
List everyone else in household <u>and</u> the total income each earns before deductions				Check if NO income	Earnings from work before deductions		Welfare, child support, alimony		Pensions, retirement, Social Security, SSI, VA benefits		All other income and source	
					Income	How often	Income	How often	Income	How often	Income	How often
			<input type="checkbox"/>	\$		\$		\$		\$		
			<input type="checkbox"/>	\$		\$		\$		\$		
			<input type="checkbox"/>	\$		\$		\$		\$		
			<input type="checkbox"/>	\$		\$		\$		\$		
			<input type="checkbox"/>	\$		\$		\$		\$		
			<input type="checkbox"/>	\$		\$		\$		\$		
			<input type="checkbox"/>	\$		\$		\$		\$		
			<input type="checkbox"/>	\$		\$		\$		\$		

Total Number of People In Household _____

Part 4. Signature and Last Four Digits of Social Security Number (Adult must sign)

An adult household member must sign this application. If Part 3 is completed, the adult signing the form must also list the last four (4) digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. **(See Privacy Act Statement on the back of this page.)**

I certify (promise) that all information on this application is true and that all income is reported. I understand that the Provider will get Federal funds based on the information I give. I understand that Program officials may verify (check) the information. I understand that if I purposely give false information I may be prosecuted.

Sign here: X _____ Print name: _____ Date: _____

Address: _____ Phone Number: _____

Social Security Number: _____ - _____ - _____ I do not have a Social Security Number

Part 5. Children's ethnic and racial identities (optional)

Mark one ethnic identity: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino	Choose one or more (regardless of ethnicity): <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or other Pacific Islander
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Don't fill out this part. This is for official use only.

Annual Income Conversion: Hourly x 2080, Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24

Total Income: _____ Per: Week, Every 2 Weeks, Twice A Month, Month, Year Household size: _____

Categorical eligibility: _____ Income eligibility: Free _____ Reduced _____ Paid _____ Reason (if paid): _____

Temporary Free ("0" income) _____ Time Period (date): _____ (expires after 45 days)

Approving Official's Signature: _____ Date of approval: _____

Dear Parent: INSTRUCTIONS FOR COMPLETING THE FORM

If your household gets Supplemental Nutrition Assistance Program (SNAP) benefits (formerly Food Stamp), FEP, or FDPIR, follow these instructions:

- Part 1:** List name, age, and birthday for all children in household enrolled in daycare.
- Part 2:** If the child receives SNAP, FEP, or FDPIR list the case number. If an adult or other family member receives any of these benefits, even if the enrolled children do not, list the person's name and case number.
- Part 4:** Sign the form. The last four digits of the Social Security Number are not necessary.
- Part 5:** Answer this question if you choose to. It helps determine whether benefits are available to everyone.

If you are applying for a FOSTER CHILD, follow these instructions:

- Part 1:** Include the foster child on the same application as your other household children. List the child's name, age and birth date and indicate if the child is a FOSTER child. If only foster children are listed, skip to Part 4. If children other than foster children are listed, follow instructions for children receiving SNAP, FEP, or FDPIR above or all other households below.
- Part 4:** Sign the form. The last four digits of the Social Security Number is not necessary if only foster children are listed.
- Part 5:** Answer this question if you choose to. It helps determine whether benefits are available to everyone.

ALL OTHER HOUSEHOLDS, follow these instructions:

- Part 1:** List each child's name, age, and birth date that are enrolled in daycare. Next to each child's name list income received, how often it is received, and where it comes from. If the child does not receive income, check the no income box. If the child is a foster child, check the foster child box.
- Part 3:** Follow these instructions to report total household income from other household members from last month.
- Column 1-Name:** List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends), including yourself. Attach another sheet of paper if you need to.
- Column 2-Check if no income:** If the person does not have any income, check the box.
- Column 3 & 4 -Gross income last month and how often it was received.** Next to each person's name list each type of income received last month, and how often it was received. For example, *Earnings from work:* List the **gross income** each person earned from work. This is not the same as take-home pay. **Gross income is the amount earned before taxes and other deductions.** The amount should be listed on your pay stub, or your employer can tell you. Next to the amount, write how often the person got it (hourly, weekly, every other week, twice a month, or monthly). *All other income:* Examples of other income are (fourth column):
 Worker's Compensation, Unemployment, Strike benefits, Disability benefits,
 Regular contributions from people who do not live in your household, and ANY OTHER INCOME.
 Net income for self-owned business, farm, or rental income.
Next to the amount, write how often the person got it. If you are in the Military Housing Privatization Initiative do not include this housing allowance.
- Part 4:** An adult household member must sign the form and list the last four digits of his or her Social Security Number, or mark the box if he or she doesn't have a Social Security Number.
- Part 5:** Answer this question if you choose to. It helps determine whether benefits are available to everyone.

Privacy Act Statement: Unless you list the child's SNAP, FDPIR, or FEP case number, Section 9 of the National School Lunch Act requires that you include the last four digits of the Social Security Number (SSN) of the household member signing the application or indicate that the household member does not have a SSN. You do not have to list the last 4 digits of the SSN, but if they are not listed or an indication is not made that the adult household member signing the application does not have a SSN, we cannot approve the application. The SSN may be used to identify the household member in verifying the correctness of information stated on the application. This may include program reviews, audits, and investigations and may include contacting employers to determine income, contacting a SNAP, FDPIR, FEP, Medicaid or WIC office to determine current certification for SNAP, FDPIR, or FEP benefits, contacting the Department of Workforce Services to determine the amount of benefits received and checking the documentation produced by the household member to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal actions if incorrect information is reported.

Non-discrimination Statement: In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.
 To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). The USDA is an equal opportunity provider and employer.

FEDERAL ELIGIBILITY INCOME CHART			
School Year 2011-2012			
Household size	Yearly	Monthly	Weekly
1	20,147	1,679	388
2	27,214	2,268	524
3	34,281	2,857	660
4	41,348	3,446	796
5	48,415	4,035	932
6	55,482	4,624	1,067
7	62,549	5,213	1,203
8	69,616	5,802	1,339
Each additional person:	7,067	589	136