

**PLEASE SEND WITH YOUR APPLICATION**

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*Please send the information we need, in order for us to process the application for your children to receive free or reduced price meals.*

School: Beechwood Independent Schools

We are checking all Free and Reduced Price School Meals Application. We do this to make sure eligible children receive free or reduced price meals. You must send us information to prove that your child or children is/are eligible.

If possible, send copies, not original papers. If you do send originals, they will be sent back to you only if you ask.

1. IF YOU ARE RECEIVING BENEFITS FROM **KY SNAP, KTAP OR FDPIR AND DID NOT RECEIVE A DIRECT CERTIFICATION LETTER FOR SCHOOL YEAR 22-23 AND ARE APPLYING FOR FREE OR REDUCED PRICE MEALS SEND US A COPY OF ONE OF THESE:**

- **KY SNAP, KTAP OR FDPIR** Certification Notice that shows dates of certification.
- Letter from **KY SNAP, KTAP OR FDPIR** office that shows dates of certification.
- Do not send your EBT card.

2. IF YOU ARE CLAIMING A HOMELESS, MIGRANT, OR RUNAWAY CHILD, PLEASE CONTACT BRIAN VANOVER, DIRECTOR OF PUPIL PERSONNEL FOR HELP.

3. IF THE CHILD IS A FOSTER CHILD:

Provide written documentation that verifies the child is the legal responsibility of the agency or court or provide the name and contact information for a person at the agency or court who can verify that the child is a foster child.

**4. IF NO ONE IN YOUR HOUSEHOLD RECEIVES KY SNAP, KTAP OR FDPIR benefits:**

**Send this page along with papers that show the amount of money your household gets from each source of income. The papers you send must show the name of the person who received the income, the date it was received, how much was received, and how often it was received. Send information to: Heather Mullins Beechwood Café 54 Beechwood Rd. Fort Mitchell KY, 41017.**

*Acceptable papers include:*

***JOB***: Paycheck stub or pay envelope that shows the amount and how often pay is received; letter from employer stating gross wages and how often you are paid; or, if you work for yourself, business or farming papers, such as ledger or tax books.

***SOCIAL SECURITY, PENSIONS, OR RETIREMENT***: Social Security retirement benefit letter, statement of benefits received, or pension award notice.

***UNEMPLOYMENT, DISABILITY, OR WORKER'S COMP***: Notice of eligibility from State employment security office, check stub, or letter from the Worker's Compensation's office.

***WELFARE PAYMENTS***: Benefit letter from the KTAP office.

***CHILD SUPPORT OR ALIMONY***: Court decree, agreement, or copies of checks received.

***OTHER INCOME (SUCH AS RENTAL INCOME)***: Information that shows the amount of income received, how often it is received, and the date received.

***NO INCOME***: A brief note explaining how you provide food, clothing, and housing for your household, and when you expect an income.

***MILITARY HOUSING PRIVATIZATION INITIATIVE***: Letter or rental contract showing that your housing is part of the Military Privatized Housing Initiative.

***TIMEFRAME OF ACCEPTABLE INCOME DOCUMENTATION***: Please submit proof of one month's income; you could use the month prior to application, the month you applied, or any month after that.

If you have questions or need help, please call **Heather Mullins** at 859.331.1220 Ext 6809. **You may also e-mail us at [heather.mullins@beechwood.kyschools.us](mailto:heather.mullins@beechwood.kyschools.us).**

Sincerely,

**Heather Mullins**