



# The Potter's House

Around The House  
August 8, 2018  
Issue 1



*Providing Christ-centered education to children of all ethnic heritages and income levels since 1981*

## Welcome Back!

I hope you enjoyed times of fun and relaxation this summer. I look forward to the start of our 38<sup>th</sup> school year and greeting our students to a warm environment that is centered on Jesus. The first day of school for students will be Monday, August 27, 2018.

Of all the great things that have happened this past school year, what most represents who we are as a school are the spiritual changes in the lives of our students. As I think about our students, I see so many faces of those who have encountered God in life-changing ways. This is a place where Jesus is the center and students are given the opportunity to meet a God who loves them.

Our teachers and support staff are excited about the work they do every day with your children to help them learn and grow. We are grateful that most of our staff will be returning this year. Please join me in welcoming our returning and new staff members: Rahni Bryant, who returns to teach the 5-day kindergarten; Beth Kusserow, who will teach 1<sup>st</sup> grade; Heather Osterink, the partnership program coordinator; and Manuel Ortiz, the office assistant in development in the morning and in the 4<sup>th</sup>-8<sup>th</sup> grade office in the afternoon.

Together we care deeply about the success of our children and our community. I am proud to be your superintendent and will work tirelessly to ensure that we honor and glorify God in all we do.

John Booy

Espero que hayan disfrutado momentos de diversión y relajación este verano. Espero con ansias el comienzo de nuestro 38vo año escolar y saludar a nuestros estudiantes a un ambiente cálido que se centra en Jesús. El primer día de clases para los estudiantes será el lunes 27 de agosto de 2018.

De todas las grandes cosas que han sucedido este año escolar pasado, lo que más representa a quienes somos como escuela son los cambios espirituales en las vidas de nuestros estudiantes. Al pensar en nuestros estudiantes, veo tantas caras de aquellos que se han encontrado con Dios en formas que cambian la vida. Este es un lugar donde Jesús es el centro y los estudiantes tienen la oportunidad de conocer a un Dios que los ama.

Nuestros maestros y personal de apoyo están entusiasmados con el trabajo que hacen todos los días con sus hijos para ayudarlos a aprender y crecer. Estamos agradecidos de que la mayor parte de nuestro personal regresará este año. Por favor, únanse a mí para dar la bienvenida a los miembros del personal que regresan y nuevos: Rahni Bryant, quien regresa para enseñar kínder de 5 días; Beth Kusserow, que enseñará 1er grado; coordinadora del programa asociado; y Manuel Ortiz, el asistente de oficina en desarrollo por la mañana y en la oficina de cuarto a octavo grado por la tarde.

Juntos nos preocupamos profundamente por el éxito de nuestros niños y nuestra comunidad. Me enorgullece ser su superintendente y trabajaré incansablemente para garantizar que honremos y glorifiquemos a Dios en todo lo que hacemos.

John Booy

## School Hours

|  |  |
|--|--|
| Preschool                              | Wednesday & Friday: 8:30-11:30 a.m.  |
| Pre-K                                  | Monday, Tuesday, Thursday: AM Session: 8:30-11:30 a.m.                                   |
| Y-Five                                 | Tuesday, Thursday: 8:25-3:35   Wednesday: 8:25 a.m.-1:15 p.m.                            |
| K-3 Day                                | Monday & Friday: 8:25 a.m.- 3:35 p.m.   Wednesday: 8:25 a.m.-1:15 p.m.                   |
| K-5 Day                                | Monday, Tuesday, Thursday & Friday: 8:25 a.m.-3:35 p.m.   Wednesday: 8:25 a.m.-1:15 p.m. |
| 5 <sup>th</sup> -8 <sup>th</sup> Grade | Monday, Tuesday, Thursday & Friday: 8:25 a.m.-3:35 p.m.   Wednesday: 8:25 a.m.-1:15 p.m. |
| High School                            | Monday – Friday: 8:00 a.m.-3:25 p.m.   |

## Daily Schedule

|            |   |
|------------|---|
| 7:00 a.m.  | Morning Wellness Program— Elementary/Middle School Campus           |
| 7:10 a.m.  | 1st shuttle leaves HS (pickup at HS main office doors)              |
| 7:15 a.m.  | 1st shuttle leaves EL/MS (pickup at administration office doors)    |
| 7:30 a.m.  | Staff Morning Devotions   |
| 7:25 a.m.  | 2nd shuttle leaves HS (pickup at HS main office doors)              |
| 7:40 a.m.  | 2nd shuttle leaves EL/MS (pickup at administration office doors)    |
| 8:00 a.m.  | High School Start Time  |
| 8:25 a.m.  | Elementary/Middle School Start Time                                 |
| 8:30 a.m.  | Preschool and Pre-K Arrival   |
| 11:30 a.m. | Preschool and Pre-K Dismissal                                       |
| 3:25 p.m.  | High School Dismissal   |
| 3:35 p.m.  | Elementary/Middle School Dismissal (Wednesdays at 1:15 p.m.)        |
| 3:30 p.m.  | Shuttle leaves HS (pickup at HS main office doors)                  |
| 3:45 p.m.  | Shuttle leaves EL/MS (pickup sidewalk/bottom of hill/Chicago Drive) |

## High School Daily Schedule

| Monday, Wednesday, and Friday (Interventions)      | Tuesday (Chapel & Discipleship) and Thursday (Flex) |
|--|---|
| 8:00-8:12 a.m. ....Morning Prayer                  | 8:00-8:12 a.m. ....Morning Prayer                   |
| 8:15-9:03 a.m. ....1 <sup>st</sup> Period          | 8:15-9:00 a.m. ....1 <sup>st</sup> Period           |
| 9:07-9:55 a.m. ....2 <sup>nd</sup> Period          | 9:04-9:49 a.m. ....2 <sup>nd</sup> Period           |
| 9:55-10:05 a.m. ....Break                          | 9:49-9:59 a.m. ....Break                            |
| 10:05-10:53 a.m. ....3 <sup>rd</sup> Period        | 9:59-10:44 a.m. ....3 <sup>rd</sup> Period          |
| 10:57-11:45 a.m. ....4 <sup>th</sup> Period        | 10:48-11:33 a.m. ....4 <sup>th</sup> Period         |
| 11:49 a.m.-12:20 p.m. .... Advisory / Intervention | 11:37-12:30 p.m. .... Chapel & Discipleship/Flex    |
| 12:20-12:53 p.m. ....Lunch                         | 12:30-1:02 p.m. .... Lunch                          |
| 12:53-1:41 p.m. ....5 <sup>th</sup> Period         | 1:02-1:47 p.m. ....5 <sup>th</sup> Period           |
| 1:45-2:33 p.m. ....6 <sup>th</sup> Period          | 1:51-2:36 p.m. ....6 <sup>th</sup> Period           |
| 2:37-3:25 p.m. ....7 <sup>th</sup> Period          | 2:40-3:25 p.m. ....7 <sup>th</sup> Period           |

## School Directory

|                       |          |                |          |
|-----------------------|----------|----------------|----------|
| Elementary            | 241-5202 | Food Service   | 818-3713 |
| Middle School         | 241-5913 | Admissions     | 818-3700 |
| High School           | 249-8050 | Business       | 818-3710 |
| High School Guidance  | 818-3820 | Development    | 241-5220 |
| High School Athletics | 818-3814 | Superintendent | 241-5720 |

## Welcome Nights

### Attendance Required – no children please

Welcome Night is a great way to kick off the school year. Parents and Guardians will receive carpool, school uniform, and other information. Come and connect with other families and meet teachers. **Each family will receive 2 service commitment hours for attending Welcome Night.**

### PS-8 School

Welcome night is scheduled for Thursday, August 23, at 6:30 p.m. The meeting will be held in the school gym at 810 VanRaalte.

### High School

The parent meeting is scheduled for Thursday, September 13, at 7:00 p.m. The meeting will be held in the cafeteria.

## Reuniones de Padres

### Asistencia requerida - no niños por favor

Welcome Night es una gran manera de comenzar el año escolar. Los padres / tutores recibirán carpool, uniforme escolar y otra información. Ven y conéctate con otras familias y conoce a los maestros. **Cada familia recibirá 2 horas de compromiso de servicio por asistir a la Noche de Bienvenida.**

### Escuela PS-8

La noche de bienvenida está programada para el jueves 23 de agosto a las 6:30 p.m. La reunión se llevará a cabo en el gimnasio de la escuela en 810 VanRaalte Ave SW.

### Escuela secundaria

La reunión de padres está programada para el jueves, 13 de septiembre a las 7:00 p.m. La reunión se llevará a cabo en la cafetería.

## Breakfast / Lunch Program

Children need healthy meals to learn. The Potter's House offers healthy meals every school day. Students may buy breakfast and lunch at both schools. Your children may qualify for free meals or for reduced price meals. Reduced price lunches are \$.40 and breakfasts are \$.30.

Please complete the attached household [application](#) (required every year). This helps The Potter's House! We may receive additional funding based on the information provided, so please apply even if you do not want school breakfast or lunch.

## Comida

Los niños necesitan comidas saludables para poder aprender. The Potter's House ofrece comidas saludables todos los días escolares. Los estudiantes pueden comprar el desayuno y el almuerzo en ambas escuelas. Sus hijos pueden calificar para comidas gratuitas o comidas a precio reducido. Los almuerzos a precio reducido son \$ .40 y los desayunos son \$ .30.

Complete la [aplicación](#) adjunta (se requiere todos los años). ¡Esto ayuda a The Potter's House! Es posible que recibamos fondos adicionales en función de la información provista, por lo que debe presentar una solicitud incluso si no desea el desayuno o el almuerzo escolar.

## School Meal Information

**An order form with payment is required for elementary and middle school students.** Submit by the due date on the monthly order form. Menus and order forms are available in the school office (*August & September orders due August 20*). Contact Charisse Carrillo at 818-3713 with questions.

Grades K-8 Breakfast: \$1.75

Grades K-8 Lunch: \$2.70

Grades 9-12 Breakfast: \$1.85

Grades 9-12 Lunch: \$2.75

Beverages remain \$.50 if they are purchased separately. One beverage is included with the meal.

## Drop off and Pick up Procedures

Please follow these procedures when dropping off or picking up your children:

- Do not park or wait for students in the bus loading zone at either school at any time of the day (due to field trips and sports).
- High school: Use the Newport Street entrance only for drop-off and pick-up.
- Elementary/middle school: Enter VanRaalte at Chicago Drive entrance, and exit to turn left at Grandville Ave or to turn left at Chicago drive alley (one way).
- Do not park in the drop off / pick up line at the school curbside. Parents who need to enter the school to pick up their students must park their cars in the parking lot.
- Do not double-park in order to drop-off or wait for a student. *We must have a passable center lane for moving traffic.*
- Children should exit cars at curbside or walk to the crosswalk to cross the street.
- Follow all directions from school personnel. They can see potential problems you may not see.
- Elementary/middle school students must wait for their parent on their assigned squares. Please do not ask your student to meet you in a different location for security reasons.
- Remain alert and cautious as children are unpredictable and may run between cars.
- Be courteous toward other drivers, and please review the safety procedures with student drivers.

**For the safety of our students and the bus driver, please do not drive your car in front of the bus to stop it and allow your student to board the bus. If your student misses the bus, you will need to drive them to school. Thank you for your help.**

## Bus Safety Rules

All bus passengers are expected to do their best to contribute to a positive and clean atmosphere on our school bus. Passengers must adhere to the following rules:

1. Passengers must obey the bus driver at all times.
2. Anyone involved in an excessive or persistent misbehavior problem will be prohibited from riding the bus.
3. Students should never cross in front of the bus while it is running.
4. Students and adults must be seated at all times.
5. Students may not lean on, hang on, or sit on the backs of the seats at any time.
6. The aisle must remain clear at all times. Students may not put their legs or feet in the aisle.
7. Eating and drinking are prohibited on the bus. Eating candy and chewing gum are also prohibited.
8. Windows should remain closed unless the driver or teacher/chaperone gives permission for them to be opened.
9. Students must close windows before leaving the bus.
10. Nothing may be thrown out of the windows.
11. Students may not put their head, hands, or any part of their body out of the window.
12. There should not be any yelling or shouting on the bus. Students may not yell out of the bus windows.
13. Foul or offensive speech will be reported to administrators.

Students must do everything possible to take care of and maintain the bus. No one should write on the bus seats, walls, floor, or ceiling. Any act of vandalism to the bus will result in the loss of the privilege of riding the bus. Payment for cleanup and necessary repairs will be charged to the person responsible or their parent.

Questions should be directed to Phyllis Cegelis [pcegelis@tphgr.org](mailto:pcegelis@tphgr.org). Thank you.

## Asbestos Policy

The Potter's House is required by the Asbestos Hazard Emergency Response Act to make annual notification of the availability of the Asbestos Management Plan for viewing. Records are filed in the AHERA book in the Superintendent's office. All books have been reviewed by Asbestos Consultants of Michigan. Documents are available for review during normal business hours. A personal copy will be furnished within seven working days after receipt of a written request at a nominal charge of \$1.00 per page.

## Freedom of Information Act

The Freedom of Information Act of the state of Michigan requests that student "directory information" be listed for school district patrons. The following information on students may be released during the school year so that regular functioning of school activities may take place: Student name; student address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or directories; school photographs or videos of students participating in school activities, events or programs. Any parent/guardian or student reaching the age of majority may notify the principal's office by submitting a signed, written request that any or all of the categories of personally identifiable information may not be released. It is the purpose of The Potter's House to only release information about our students that will meet particular needs for maintaining school programs.

## Immunization Requirements

All students enrolled in The Potter's House must meet all immunization requirements for school registration as set forth in the Public Health Code of the state of Michigan. Call 616-632-7100 for more information or visit their website at [www.accesskent.com/Health](http://www.accesskent.com/Health).

## Nondiscrimination Statement

The Potter's House does not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, handicap, or disability of limited English proficiency in any of its programs or activities. Any questions or inquiries related to the nondiscrimination policy should be directed to the Superintendent's Office: The Potter's House, 810 Van Raalte Dr. SW, Grand Rapids, MI 49509, (616) 241-5720.

## Pesticide Advisory

The Potter's House has adopted an Integrated Pest Management program. While it may occasionally be necessary to apply a pesticide, this program does not rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pests from becoming a problem.

As required by Michigan law, you will receive advance notice of nonemergency application of a pesticide (insecticide, fungicide, or herbicide), other than bait or gel formulation, which is made to the school, school grounds, or buildings. This advance notice of a pesticide application will be given 48 hours before the application by the following method: posting at the primary entrance to your child's school. Please note that notification is not given for use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be promptly notified following any such application via the posting method identified above.

## Right to Access / Privacy of Records

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files, and data of the school district directly relating to their students. Parents should submit a written request to the school principal clearly identifying the record(s) they wish to inspect. A school official will make arrangements for access and notify the parents of the time and place the records may be inspected. The right to seek an amendment of the student's education records that the parent believes are inaccurate, misleading, or in violation of the student's rights of privacy. Parents should submit a written request to the school principal, clearly identifying the part of the record they want amended and specifying its inaccuracy. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a meeting to challenge the content of the student's education records.

## The Potter's House Board of Directors

**Paul DeBoer**, President  
**Scott Fraungruber**, Vice President  
**Cherie Schierbeek**, Treasurer  
**Chamonique Griffith**, Secretary  
**Laurie Burgess**, Trustee  
**Manuel Campins**, Trustee  
**Helmus, Jeff**, Trustee  
**Jeff Olsson**, Trustee

The Potter's House Board of Directors' meetings will be held at 5:00 p.m. on the second Monday of each month. Please contact the superintendent's office board member contact information.

## We Need Substitute Teachers

The Potter's House does not use an automated placement system but prefers to contact substitute teachers as jobs open to schedule assignments. If you are interested in substitute teaching at The Potter's House, please contact Cheri Beals at 241-5720 or [cbeals@tphgr.org](mailto:cbeals@tphgr.org).

### Qualifications

To qualify to substitute teach at The Potter's House, you must have earned 60 college credit hours and interview with the school administrator. Approved substitute teachers will need to complete paperwork for payroll and have their Livescan fingerprint report on file with the business manager prior to receiving a teaching assignment.

## Blessing of the Students

August 12, 2018

Celebrating 25 Years, the 2018 Blessing of the Students will be held at 5:00 p.m. on August 12 at Grand Rapids Christian High School Stadium (2300 Plymouth SE).

This is a time when we will petition God's blessings for all students as we begin the 2018-2019 academic school year. Area clergy, city officials, and school district administrators will join in this annual gathering of prayer with their presence and participation.

All elementary, middle school, high school, college, seminary, vocational, and technical students and their families are invited to attend. Children and youth ministries are welcome.

The stadium gates open at 4:00 p.m. In case of rain the event will be held at Pilgrim Rest Baptist Church (510 Franklin SE).

For more information, contact:

Ms. Veruynca Williams  
(616) 550-3530 or [veruynca62@att.net](mailto:veruynca62@att.net)

## TRIP Program

Tuition Reduction Incentive Program (TRIP) is a program that enables families to reduce tuition by purchasing gift cards, at no additional cost, for goods and services they use every day. A percentage of each gift card purchased will be credited to the family's TRIP account.

Beginning September 4, TRIP orders should be placed in the TRIP mailbox, located in the elementary office by 8:15 a.m. every Tuesday morning. Orders will be available for pickup after 3:00 p.m. the following Tuesday. *Trip to Go* can be purchased from the Calvin Christian business office at 3750 Ivanrest Ave. SW, Grandville most business days. Call 532-2373 for hours of availability.

If you have any questions or wish to learn more about the TRIP program, please feel free to email Jamie Klop [ajklophome@gmail.com](mailto:ajklophome@gmail.com) or contact her at 706-3998.

## Attendance Reporting Procedures

All absences are to be reported by a call from the parent/guardian to the school grade level office no later than the start of the school day. Voicemail is available before and after school hours. Please call 241-5202 to report Preschool-3<sup>rd</sup> grade absences, 241-5913 for 4<sup>th</sup>-8<sup>th</sup> grade absences, and 249-8050 for 9<sup>th</sup>-12<sup>th</sup> grade absences. If the parent/guardian fails to report a student's absence by 8:10 a.m. (high school) and 9:00 a.m. (elementary and middle school), the school secretary will call the student's home and inquire why the student is not in school. Absences that are not reported will be considered unexcused.

It is important that you share the reason for your student's absence. All schools must submit a weekly report to the health department documenting all reported flu and other communicable diseases.

## Informes de asistencia

Todas las ausencias deben ser reportadas por una llamada del padre/guardián a la oficina del nivel escolar antes del comienzo del día escolar. El correo de voz está disponible antes y después del horario escolar. Por favor llame al 241-5202 para reportar ausencias Preschool-3er grado, 241-5913 para ausencias de 4to-8vo grado y 249-8050 para ausencias de 9º-12º grado. Si el padre/guardián no notifica la ausencia de un estudiante a las 8:10 am (escuela secundaria) ya las 9:00 am (escuela primaria y secundaria), la secretaria de la escuela llamará a la casa del estudiante y preguntará por qué el estudiante no está en la escuela. Que no se informen serán consideradas injustificadas.

Es importante que usted comparta el motivo de la ausencia de su estudiante. Todas las escuelas deberán presentar un informe semanal al departamento de salud de toda la documentación de la gripe reportados y otras enfermedades transmisibles.

## Medication Administration

Only necessary medications that must be given during regular school hours will be administered. All medications, whether prescribed or over-the-counter, requires a medication permission form (available in the office) completed by the parent.

Though we encourage a physician's written permission in all cases, a physician signature is required under the following conditions:

- Any possession or use of an inhaler or epinephrine injector
- Any self-possession or self-administration of any medication

The emergency care plan from the physician is required for asthma, diabetic, seizure, and epinephrine medications.

Prescribed medications must be delivered to the school in the original container. The label must include the dosage and frequency of administration (as prepared by the pharmacy). Over-the-counter medication must be in the original package and have the student's name on the package.

## Medicamentos

Sólo los medicamentos necesarios que deben darse durante el horario escolar serán administrados. Todos los medicamentos, ya sean prescritos o over-the-counter, requieren un formulario de permiso para medicación (disponible en la oficina) completado por el padre/tutor.

Aunque animamos permiso por escrito de un médico en todos los casos, una firma del médico es necesaria en las siguientes condiciones:

- Cualquier posesión o uso de un inhalador o epinefrina inyector
- Cualquier auto-posesión o auto-administración de cualquier medicamento

Se requiere un plan de atención de emergencia por parte del médico para el asma, diabetes, convulsiones, y los medicamentos de epinefrina.

Los medicamentos recetados se deben entregar a la escuela en el envase original. La etiqueta debe incluir la dosis y la frecuencia de administración (según lo preparado por la farmacia). Los medicamentos de venta libre deben estar en el paquete original y tener el nombre del estudiante en el paquete.

## School Closing Procedures

In the event of severe weather during the school day, students will NOT be sent home. School will remain in session with necessary precautions taken. School closing decisions are made by administrative staff with the safety of students in mind. Adverse weather conditions and other emergency situations may make it necessary to cancel school. In the event of a school closing, an announcement will be made by text message and email through the school communication system and local radio and television stations.

If school is already in session when a severe weather watch or warning is issued, the school will stay open and staff will take safety precautions. Students are released to parents or designated adults listed on the family emergency form upon request.

## Cierre de la Escuela

En caso de clima severo durante el día escolar, los estudiantes NO serán enviados a casa. La escuela permanecerá en sesión con las precauciones necesarias. Las decisiones de cierre de la escuela son tomadas por personal administrativo con la seguridad de los estudiantes en mente. Las condiciones climáticas adversas y otras situaciones de emergencia pueden hacer que sea necesario cancelar la escuela. En caso de cierre de la escuela, se hará un anuncio por mensaje de texto y correo electrónico a través del sistema de comunicación de la escuela y las estaciones locales de radio y televisión.

Si la escuela ya está en sesión cuando se emite un aviso de tiempo severo o advertencia, la escuela permanecerá abierta y el personal tomará las precauciones de seguridad. Los estudiantes serán liberados a los padres o adultos designados que se mencionan en el formulario de emergencia familiar bajo petición.

## Emergency Procedures

### Tornado Watch

The school will operate as normal, keeping track of all weather changes, watch announcements, and potential warnings that may follow.

### Tornado Warning

If issued for Kent County, all children along with their emergency information will be taken to the church for shelter until the warning has been lifted. Students with special needs will receive one-to-one assistance dependent on the specific need requirement. A sign will be posted outside the main entrance door of school to inform all parents of our location. During an emergency of that magnitude we will be unable to release any children until the threat of danger has subsided. Parents will receive a call or text if it is necessary to reunite families.

## Procedimientos de emergencia

### Alerta de tornado

La escuela funcionará con normalidad, manteniéndose al tanto de todos los cambios de clima, escuchar los anuncios, y posibles advertencias que pueden seguir.

### Peligro de tornado

Si se emite para el Condado de Kent, todos los niños, junto con su información de emergencia serán llevados a la iglesia en busca de refugio hasta que la señal de alerta se levante. Los estudiantes con necesidades especiales recibirán asistencia uno a uno dependiendo de la exigencia y necesidad específica. Un letrado se publicará en la puerta de la entrada principal de la escuela para informar a todos los padres de nuestra ubicación. Durante una emergencia de esa magnitud no seremos capaces de liberar los hijos hasta que la amenaza de peligro haya disminuido. Los padres recibirán una llamada o texto si es necesario reunir a las familias.



**2018-2019 Household Application for Free and Reduced-Price School Meals**

application per household. Please use a pen (not a pencil) **attach another sheet of paper).**

**STEP 1: List ALL Household Members who are infants, children, and students up to and including 12 (if more spaces are required for additional n**  
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 d  
Runaway are eligible for free meals. Read How to Apply for Free and Reduced-Price School Meals for more information. **PLEASE PRINT** **number of Homeless, Migrant or**

**Child's First Name** **MI** **Child's Last Name** **Student?** **School** **Gra** **Foster Homeless,**  
Yes No **Child Migrant, Runaway**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

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

**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**

**STEP 3: Report income for ALL Household Members (Skip this step if you answered "YES" to STEP 2).** **number in this space.)**

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 wi  
The "Sources of Income for Adults" chart will help you with the All Adult Household Members Section. **you with the Child Income section.**

**A. Child Income**

Sometimes children in the household earn or receive income. Please include the TOTAL income received by **Child Income** **How Often? Plea**  
all Household Members listed in STEP 1 here. \$ \_\_\_\_\_ **Weekly Bi-W Monthly** **tan X**

**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  
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 (i  
**PLEASE PRINT** **rt total gross income (before taxes)**  
**sing) that there is no income to report.**

| Name of Adult Household Members (First and Last) | Earnings from Work | How Often? |           | Public Assistance<br>Child Support/Alimony | How Often? |         | Pensions<br>All Other | How Often? |       |
|--|--------------------|------------|-----------|--|------------|---------|-----------------------|------------|-------|
|  |                    | Weekly     | Bi-Weekly |  | 2x Monthly | Monthly |                       | Weekly     | Bi-W. |
| 1) _____   | \$ _____           |            |           | \$ _____                                   |            |         | \$ _____              |            |       |
| 2) _____   | \$ _____           |            |           | \$ _____                                   |            |         | \$ _____              |            |       |
| 3) _____   | \$ _____           |            |           | \$ _____                                   |            |         | \$ _____              |            |       |
| 4) _____   | \$ _____           |            |           | \$ _____                                   |            |         | \$ _____              |            |       |
| 5) _____   | \$ _____           |            |           | \$ _____                                   |            |         | \$ _____              |            |       |

Total Household Members \_\_\_\_\_ Last Four Digits of Social Security Number (SSN) of \_\_\_\_\_  
(Children and Adults) \_\_\_\_\_ Primary Wage Earner or Other Adult Household Member \_\_\_\_\_ **Check if no SSN \_\_\_\_\_**

**STEP 4: Contact information and adult signature. Mail Completed Form to:**

**\*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 \_\_\_\_\_ Daytime Phone and Email (Optional) \_\_\_\_\_

Printed name of adult signing form \_\_\_\_\_ Signature of adult \_\_\_\_\_ Today's date \_\_\_\_\_

**INSTRUCTIONS:** Sources of Income

| Sources of Income for Children           | 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                          |                         | A child is blind or disabled and receives Social Security Benefits.                            |
| - Disability Payments                    |                         | A parent is disabled, retired, or deceased, and their child receives Social Security benefits. |
| - Survivor's Benefits                    |                         |  |
| Income from person outside the household |                         | A friend or extended family member regularly gives a child spending money.                     |
| Income from any other source             |                         | A child receives regular income from a private pension fund, annuity, or trust.                |

| Sources of Income for Adults                | Examples(s)   |
|---|---|
| Earnings from Work                          | Salary, wages, cash bonuses / Net income from self-employment (farm or business) / If you are in the U.S. Military / cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)  |
| Public Assistance / Alimony / Child Support | -Allowances for off-base housing, food and clothing<br>-Unemployment Benefits<br>-Cash assistance from State or local government<br>-Workers compensation<br>-Alimony payments-Child support payments<br>-Strike benefits<br>-Supplemental Security Income (SSI)<br>-Veteran's benefits     |
| Pensions / Retirement / All Other Income    | -Social Security (including railroad retirement and black lung benefits)<br>-Private pensions or disability benefits<br>-Annuities<br>-Regular income from trusts or estates<br>-Investment income<br>-Earned interest<br>-Rental Income--<br>-Regular cash payments from outside household |

**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 child(s) eligibility for free or reduced-price meals.

**Ethnicity (check one):** **Hispanic or Latino** **Not Hispanic**  
**Race (check one or more):** **American Indian or Alaskan Native / Asian / Black or African American / Native Hawaiian or Other Pacific Islander / White**

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 (FDPPIR) case number or other FDPPIR 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, 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.

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.htm](http://www.ascr.usda.gov/complaint_filing_cust.htm), 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  
**Fax:** (202) 690-7442  
**Email:** [program.intake@usda.gov](mailto: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: \_\_\_\_\_ Weekly \_\_\_\_\_ Bi-Weekly \_\_\_\_\_ 2x Month \_\_\_\_\_ Monthly \_\_\_\_\_ Household Size: \_\_\_\_\_ Categorical Eligibility: \_\_\_\_\_ Eligibility: \_\_\_\_\_ Free \_\_\_\_\_ Reduced \_\_\_\_\_ Denied \_\_\_\_\_

Determining Official's Signature \_\_\_\_\_ Date \_\_\_\_\_ Confirming Official's Signature \_\_\_\_\_ Date \_\_\_\_\_ Verifying Official's Signature \_\_\_\_\_ Date \_\_\_\_\_