



# NATIVITY *of* MARY

CATHOLIC CHURCH AND SCHOOL

ROOTED IN FAITH | GROWING IN KNOWLEDGE | SERVING OTHERS

Dear Nativity of Mary Families,

We are so excited to begin planning for the 2021-2022 school year and all of the great things to come! Over the past year our community has shown great faith, strength, and perseverance in uniting to educate our students academically and spiritually in-person, continuously. As we approach the start of another school year we want to reach out and express how integral you are in the planning process and how you can assist in making the upcoming school year a success!

There are several key aspects that ensure sustainable success for our school. The first is early registration. Each of our students' families are the lifeblood of Nativity of Mary School. Early registration allows us to fiscally plan for personnel, facilities, materials, equipment and so much more. Second, is that we depend on your tuition to create financial stability that supports our school. Next, is that you are a treasure to our parish and school and that your ability to provide your time and talents is valuable beyond measure. In total, your early registration, strong enrollment, stable tuition, and servant hearts, are what create a complete school. When all of these areas are in balance we have the right formula for success!

We know that each of our families is also doing personal planning for the upcoming school year. As you review the registration information please note that our school does provide opportunities for scholarships and financial assistance. Within this packet you will find procedures on how to apply for these financial aids and important deadlines for submission.

Again, thank you for being part of this faith community and we look forward to continuing our mission of a Catholic education that is "rooted in faith, growing in knowledge, and serving others!"

Prayerfully yours,  
Dr. Lisa Lauck  
Principal

Nativity of Mary School  
2021-2022

**K-8th Grade**

Registration Fees:	<b>Paid by April 1st, 2021</b>	<b>Paid by May 1st, 2021</b>	<b>Paid May 2nd, 2021 and after</b>
Family of One	\$300.00	\$350.00	\$500.00
Family of Two	\$500.00	\$550.00	\$700.00
Family of Three or more	\$600.00	\$650.00	\$900.00

Tuition:	
1st Child	\$4,900.00
2nd Child	\$3,000.00
3rd Child	\$2,400.00
Thereafter	No Charge

**Scholarships Available - Based on proven income and need / Equal Opportunity**

**Prepaid in full by Aug 1, 2021 - 3% discount**

**Semi-annual by Aug 1, 2021 & Jan 1, 2022 - 1.5% discount**

Any family who is currently enrolled and refers another family that enrolls\* will receive

20% off their child's tuition for the 2021-2022 school year!

\*Verified enrollment of a new family (PK-8th) who qualifies for the Welcome Grant.

**Early Childhood (3 or 4 years old by August 1, 2021):**

Program runs mid August thru May:

Registration Fee	<b>Paid by April 1st, 2021</b>	<b>Paid by May 1st, 2021</b>	<b>Paid May 2nd, 2021 and after</b>
	\$100.00 Per child	\$150.00 Per child	\$200.00 per child

**Tuition:**

Morning class - 8 am -11 am

2 days a week (T, Th)	\$171.00 per month
3 days a week (M, W, F)	\$257.00 per month
5 days a week	\$428.00 per month

School days - 8am-3pm

2 days a week (T, Th)	\$333.00 per month
3 days a week (M, W, F)	\$369.00 per month
5 days a week	\$549.00 per month

\*\*Approved by Finance Committee 12/16/2020 \*\*

**NATIVITY OF MARY SCHOOL PRESCHOOL & K-8  
2021-2022 REGISTRATION & TUITION CONTRACT**

The registration process for the 2021-2022 school year for Nativity of Mary School begins with the fulfillment of your current Tuition obligation for 2020-2021.

**Parent/Guardian:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Child:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Next Grade Level:** \_\_\_\_\_

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**Child:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Next Grade Level:** \_\_\_\_\_

**Total Registration Fee Due: \$** \_\_\_\_\_ **\*\* Non-Refundable \*\***

**Tuition: K-8th**

**Total Tuition prior to any financial assistance \$** \_\_\_\_\_

(12mo) June 2021 thru May 2022 \_\_\_\_\_ on 1st \_\_\_\_\_ or 15<sup>th</sup> \_\_\_\_\_

(10mo) Aug. 2021 thru May 2022 \_\_\_\_\_ on 1st \_\_\_\_\_ or 15<sup>th</sup> \_\_\_\_\_

Semi-annual \_\_\_\_\_ on Aug. 1, 2021 and Jan. 1, 2022 -- 1.5% discount \$ \_\_\_\_\_

Annual \_\_\_\_\_ on Aug. 1, 2021 -- 3% discount \$ \_\_\_\_\_

**Tuition: Pre-K**

**Total Tuition prior to any financial assistance \$** \_\_\_\_\_

(10mo) Aug. 2021 thru May 2022 \_\_\_\_\_ on 1st \_\_\_\_\_ or 15<sup>th</sup> \_\_\_\_\_

Annual \_\_\_\_\_ on Aug. 1, 2021 -- 3% discount \$ \_\_\_\_\_

3 yr old \_\_\_\_\_ 4 yr old \_\_\_\_\_ Mornings (8:00-11:00) \_\_\_\_\_ School Day (8:00-3:00) \_\_\_\_\_

2 days - M/W \_\_\_\_\_ T/TH \_\_\_\_\_ 3 days - M/W/F \_\_\_\_\_ 5 days - M-F \_\_\_\_\_

**Financial Assistance Application: (K-8th grade only) (check one)**

**\*\*Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **\*\*If yes, please note that application must be made to SMART TUITION by April 15, 2021.**

I hereby accept full responsibility for payment of registration fees and tuition for the above named children. I promise to pay to the order of Nativity of Mary Parish and School the amounts indicated at the scheduled due dates according to the payment plan selected above which is an integral part of this Note/Contract. I have received, read and agreed to the Tuition Collection Policy.

This agreement shall be in effect for the 2021 – 2022 school year, becoming effective the date of signature of all parties.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Melissa Clancy, Business Manager**

\_\_\_\_\_  
**Date**



**Nativity of Mary Church and School**  
*Rooted in faith | Growing in knowledge | Serving others*

**Tuition Collection Policy**  
**2021/2022**

**Late or incomplete payment**

**Phase 1:**

**The Business office will contact the account holder to make payment arrangements regarding tuition that is 45 days to 59 days past due.**

**Phase 2:**

**A mandatory meeting will be scheduled with the Tuition/Scholarship team for tuition that is 60 to 89 days past due. At this meeting, a tuition payment plan will be proposed by the team to bring your account current. Any previous payment plan(s) will be voided.**

**Phase 3:**

**According to our Parent/Student Handbook, when tuition becomes delinquent 90 days or greater, your child(ren) may not return to school until your account is brought current.**

**\*The registration process for the 2021-2022 school year for the Nativity of Mary school continues with the fulfillment of your current obligation for the 2020/2021 school year which must be paid by May 1, 2021.**

**\*A \$25.00 fee will be assessed for checks returned for insufficient funds and future payments must be made in cash or money order. When tuition becomes delinquent, your child(ren) may not return until the overdue balance is paid.**

**\*All accounts have a primary account holder and tuition statements will not be split between parties**

Dear Families,

Nativity of Mary School is pleased to offer several options for financial assistance. Below, and on the pages that follow, you will find information on each of our financial aid programs. We offer SMART Aid, Free and Reduced Lunch, and various scholarships. As you review these please make sure to note application deadlines. Submitting applications, registration and supplemental information by stated deadlines and as accurately as possible will improve your chance of receiving an award and being notified in a timely manner. Additionally, it is highly recommended that all families, regardless of need, complete the Free and Reduced Lunch form. This application allows us to determine aid eligibility as well as assists the school in receiving state and federal funding. Thank you for your financial commitment to Catholic education.

Sincerely,

Fr. Bob Stone  
Pastor

Dr. Lisa Lauck  
Principal

Melissa Clancy  
Business Manager

#### **Financial Aid and Scholarship: Procedural Steps**

1. **SMART Aid**- In order to be eligible for our limited scholarship monies, the SMART Aid application must be submitted by April 15th. An in-house scholarship committee will meet to determine eligibility for scholarships and determine scholarship amounts. All tuition adjustments will be determined by the decision of the committee after receipt and review of the SMART Aid application. No amount will be greater than half of the tuition amount designated on the fee sheet. Notification of amounts will be distributed no later than May 15th.
2. **Free and Reduced Lunch** - In order to be eligible for our limited scholarship monies, a Free and Reduced Lunch Form must also be submitted. All families can apply for Free and Reduced lunch even if you do not choose to apply for Smart Aid. For families already receiving Free and Reduced Lunch please submit a new application by September 1st, 2021.

**NATIVITY OF MARY SCHOOL  
SCHOLARSHIP APPLICATION PROCESS  
2021-2022 SCHOOL YEAR**

Scholarships to attend Nativity of Mary School are based solely on financial need. In order to be considered for a scholarship the applicant must fulfill the following requirements:

1. Be current with their commitments to tuition at the Parish, and
2. Have completed the registration process in full and in a timely manner

Once these requirements are met, you must complete an application to the following fund.

**NATIVITY OF MARY SCHOLARSHIP FUND:**

- Requirements: Child enrolled in Nativity of Mary School
- Application: Complete the Smart Tuition application and mail it with a check for the fee to the address on the application by **April 15, 2021**.
- How Awarded: Applications will be scored by Smart Tuition to provide an impartial, objective financial analysis. The Scholarship Review Committee then reviews those scores, and awards will be based on the need of the applicant and the amount of funds available for scholarships.
- Timing of Awards: Provided that all requirements are met, the applications were completed correctly, and submitted by the deadline listed, the award will be announced as soon as possible.

**IMPORTANT THINGS TO CONSIDER:**

If you have any problems completing the forms or understanding the requirements for the process, please feel free to contact Melissa Clancy @ 353-2184.

All awards are partial awards. At no time, can the total amount of awards or subsidies account for more than 50% of the total cost.

Submitting applications, registration and supplemental information by the stated deadlines and in an accurate manner will improve your chance of receiving an award **and hearing about** the award in a timely manner.

**Access Application:** <https://smartaidforparents.com>

School ID and Name: 90304 — Nativity of Mary School

**Application and Supporting Documents Due Date:** 4/30/2021

**Eligible Grades:** Kindergarten - 8th Grade

**Application Fee:** \$35

### **Required Supporting Documentation**

Applications submitted without documentation will not be processed.

- Most Recent Pay Stubs
- 2020 W-2
- 2020 Tax Return
- 2020 Business Tax Return
- Supplemental Documentation: Social Security income, Welfare, Food Stamps, Child Support, 1009-M forms, Worker's Compensation, Unemployment, Veterans Benefits, Housing Allowance, Etc.
- If you are unable to provide any of the aforementioned items, please submit a Special Circumstance Letter indicating which document(s) you are unable to provide and why. This information will be shared with your school for consideration.

### **Creating Your Account**

Please visit <https://smartaidforparents.com> and create your account by entering your primary email address as your username. Smart Aid will use this email address to contact you in the event that your application is "On Hold" for missing documentation. Once you create your username and password, you will receive a verification email. Next, please click the verification link to verify that you are the account holder, and you will then be able to log in using the username and password you created. Please be advised that if you do not click the verification link that is sent to your email address, you will not be able to log in or reset your password.

### **Submitting Documentation**

Documentation should be submitted at the time the application is completed. Please be advised that each document must be uploaded separately under the appropriate document type in order for your application to automatically move into the "Documents Received" status, and ready for review.

- Direct Upload: <https://smartaidforparents.com> (login with your username and password)

### **Application Rollover**

If you created a Smart Aid account to apply for financial aid in a prior year, your application will roll over into the next school year. Your username and password will remain the same, as well your Application ID number (with the exception of the first two digits as that indicate the school year). The Parent/Guardian and Dependents section of the application will be auto-filled for you, you will simply need to confirm the information before advancing to the next sections of the application. If any information from the Parent/Guardian and Dependent section should be updated, please make the necessary changes.

### **Smart Aid Contact Information**

Phone Support: (800)-360-8027

Email Support: [support@smartaidforparents.com](mailto:support@smartaidforparents.com)

Once logged into your account, click the icon in the lower right corner of your screen to live chat with us.

### **Notification of Financial Aid**

Once your application is processed, a financial aid recommendation will be forwarded to Nativity of Mary School. All final financial aid decisions, including notification of an award amount (if any) will be made by Nativity of Mary School. If you have not received notification regarding financial aid, contact the financial administrator at Nativity of Mary School.

## Online Instructions

### 1. Online Application

Visit: <https://smartaidforparents.com>

### 2. Section 1 - Household Information

Parent/Guardian: Enter the parent or guardian's contact information. Dependent: Enter all dependents that live in the household.

For dependents in college, select the "attending another private school" status option.

### 3. Section 2 - Selecting A School

Enter your school's five-digit code 90304 or name in the search box. If you want to search for schools near you that are participating in the Smart Aid program, you can search by city and state. Make your selection by checking the select check box. Once a school or multiple schools are selected, you will then need to select the student(s) you wish to apply for aid at the appropriate school(s). After the school(s) have been selected, you will then need to select the upcoming grade for the student, student code (if applicable), and expected tuition (if applicable) for the upcoming year. Clicking "next" after each section will allow you to move on to each subsequent section.

### 4. Section 3 - Income & Expenses

Enter any income the household receives; employment, business or supplemental. If the work status is selected as 'employed', 'self-employed', 'unemployed, receiving benefits', or 'disabled, receiving benefits,' you will be required to enter this income source in the appropriate section before moving through the application.

Please enter all expenses as they pertain to your household.

### 5. Section 4 - Assets & Debts

Enter all assets and debts as they pertain to your household.

### 6. Section 5 - Special Circumstances

Check off any special circumstance that pertains to your household. If no option available best describes your household's circumstance, please check 'other' and describe your situation. This information is confidential and will only be available to designated School Administration and Smart Aid staff.

### 7. Section 6 - Submit

If your school uses family school codes, please make the appropriate selection. Agree to Smart Aid's terms and conditions, then click SUBMIT to complete your online application.

**Please be sure to enter all fields with accuracy.**

## Frequently Asked Questions

Q: Who should complete this aid application?

A: Whomever the child resides with should complete this application whether it is a parent, grandparent, aunt/uncle, or legal guardian. There is a section within the application where you can enter contributions from non-custodial parents and relatives.

Q: Why do I need to input my spouse's information if I am remarried and they are not legally responsible for my children?

A: Smart Aid's calculation works off of the total household income, therefore including all income, whether the party is legally responsible for your children or not. Our system however, does take into effect your spouse's expenses as well as their income. It is important to list all expenses that are asked for within the application.

Q: I do not have the required tax documents. HELP!

A: Include the most recent tax documentation you have available. If you are asked for a specific line from a tax document that you have not yet completed, please estimate the projected amount.

Q: How will I know if I qualify for aid or not?

A: We do not disclose information about the results of your application. All final tuition aid decisions, including notification of an award amount (if any); will be made by your school. For the date award notices will be given, please contact your school directly.

Q: What if I want to edit my application?

A: Once an application has been submitted and paid for it can no longer be edited by a parent. However, if changes are necessary a written statement with the change (including the application ID), should be sent to [support@smartaidforparents.com](mailto:support@smartaidforparents.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)

Child's First Name	MI	Child's Last Name	Building Name	Grade	Homeless, Migrant, Foster Child, Runaway		
					Homeless	Foster Child	Runaway

**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. Read How to Apply for Free and Reduced Price School Meals for more information.

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDIPIR? Circle one: Yes / No

If you answered NO > Complete STEP 3. If you answered 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 income. Please include the TOTAL gross income earned by all children listed in STEP 1 here.

Child Income	How often?	
	Weekly	2x Monthly
	<input type="radio"/>	<input type="radio"/>

**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 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 Adult Household Members (First and Last)	Earnings from Work		Public Assistance/Child Support/Alimony		Pensions/Retirement/All Other Income	
	Weekly	2x Monthly	Weekly	2x Monthly	Weekly	2x Monthly

Total Household Members (Children and Adults)   Last four digit of Social Security Number (SSN) of primary wage earner or other adult household member.     Check if no SSN

STEP 4 Contact information and adult signature Mail Completed form to Nativity of Mary School 10021 E. 36th Terrace S. Independence, MO 64052

\*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 completing the form  Today's date

Signature of adult completing the form

**DO NOT FILL OUT THIS SECTION: THIS IS FOR SCHOOL USE ONLY.**

ANNUAL INCOME CONVERSION: WEEKLY X 52, EVERY 2 WEEKS X 26, TWICE A MONTH X 24, MONTHLY X 12 (USE ONLY IF MULTIPLE FREQUENCY)  
 Food Stamps/Temporary Assistance Household size: \_\_\_\_\_ Per:  Week  Every 2 Weeks  Twice a Month  Month  Year  
 Eligibility:  Free  Reduced  Denied Reason: \_\_\_\_\_ Date withdrawn: \_\_\_\_\_  
 Determining Official's Signature: \_\_\_\_\_ Date Approved/Denied: \_\_\_\_\_  
 Confirming Official's Signature (For verification purposes only): \_\_\_\_\_ 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 - 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 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**

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

**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. If ethnicity/race is not selected, a visual identification will be determined.

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

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, 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.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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:

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

This institution is an equal opportunity provider.

## HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household. The application must be filled out completely to certify your children 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 Ann Thomason at [anthomason@sbcglobal.net](mailto:anthomason@sbcglobal.net) or at 816-353-0284.

**PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.**

### **STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12**

Tell us how many infants, children, and 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 foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending Nativity, regardless of age.

<p><b>List each child's name.</b> Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.</p>	<p><b>Building name/Grade.</b> If child is a student, list building name and grade.</p>	<p><b>Do you have any foster children?</b> 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.</p>	<p><b>Are any children homeless, migrant, or runaway?</b> 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.</p>
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### **STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?**

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)
- Temporary Assistance for Needy Families (TANF)
- The Food Distribution Program on Indian Reservations (FDPIR).

If no one in your household participates in any of the above listed programs:

- Leave STEP 2 blank and go to STEP 3.

If anyone in your household participates in any of the above listed programs:

- Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: State number 1-855-373-4636
- Go to STEP 4.

### **STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS**

**How do I report my income?**

- Use the charts titled "Sources of Income for Adults" and "Sources of Income for Children," printed 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
  - 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 amounts taken from your pay.

(Information follows on the reverse side.)

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 CHILDREN

**A) Report all income earned or received by children.** Report 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.

### 3.B 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.

#### List adult household members' names.

Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Do not list any household members you listed in STEP 1. If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.

**Report earnings from work.** Report all total gross 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.

**What if I am self-employed?** Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

**Report income from pensions/retirement/all other income.** Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.

**Report 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.

**Report income from public assistance/child support/alimony.** Report 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.

**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 SSN."

## 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 privacy and civil rights statements on the back of the application.**

**Provide your contact information.** Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

**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."

**Mail Completed Form to: Nativity of**  
Mary School  
10021 E. 36th  
Terrace S.  
Independence, MO  
64052

**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.