

Instructions for Family of One application for Free & Reduced Meals

The free and reduced price meal benefits are available for all students enrolled in a public school education program who meet specific qualifications. The Family of One scenario applies to students who are not considered a dependent by any other household. Examples of this include: emancipated students, special needs students over the age of 18 who are collecting on Social Security as independent, etc. We recognize that some students will need assistance completing the application for themselves and this is completely acceptable and encouraged in order to help the student get the assistance they need.

Completing an application differs slightly from the standard format. Only the information of the applicable student may be on the application. The following describes what information belongs in each section of the application.

Step 1: List the student's name and grade. Check the applicable box regarding student status, if they are registered with the program then they are a student. If the student is part of the Young Adult Program, then please put YA in the grade column. Also check the box if the student is considered homeless, migrant or runaway, this is a designation that may require administrative assistance.

Step 2: If the student participates in SNAP, TANF, or FDPIR then put the case number in this section.

Step 3: As they are considered independent, the student's own income would be the only one listed even if they are renting a room from a family member. Complete A. Under B, as an independent individual in the eyes of the government, the student should be the only person in the household so no additional income should be listed in this section. Total Household Members should be listed as 01. The social security number should reflect that of the student, unless they do not have a social security number, which then the box should be checked stating that.

Step 4: Contact information and signature should only be that of the student. **Sometimes it can be difficult for a student to complete their signature but whatever they are able to accomplish is their signature and is acceptable.**

A new application is required each school year per federal guidelines. We recommend completing a new Free & Reduced Meals Application at the beginning of each school year to ensure that the student receives the full benefit. Awarded meal benefits do not cover meals served prior to the submission date of the application.

If you have any questions in completing this process, please feel free to contact us at:

Dara Wandyg, Student Accounts Manager

734-424-4185

fnaccts@dexterschools.org

Jennifer Mattison, Director of Food & Nutrition Services

734-424-4186

mattisonj@dexterschools.org