

# Identifying a Complete Application



Type of Application:	Must Include:
Income and Household Size Application	<ul style="list-style-type: none"> <li>• Names of all household members</li> <li>• Amount, source, and frequency of current income for each household member*</li> <li>• Signature of an adult household member</li> <li>• Last four digits of the social security number of the household's primary wage earner or another adult household member, or an indication that the household member does not have one**</li> </ul>
Assistance Program Application	<ul style="list-style-type: none"> <li>• Names of the children for whom the application is made</li> <li>• SNAP (food stamp) or TANF case number for the children or any household member listed on the application</li> <li>• Signature of the adult household member completing the application**</li> <li>• Ensure the assistance program's case number is consistent with the format used by the assistance program in that state. Example: Indiana's SNAP case number format – 10 digits long, beginning with a 10. If case number is from another state, contact the State Agency to determine if the format is valid.</li> </ul>
Other Source Categorical Eligible Application***	<ul style="list-style-type: none"> <li>• Check the appropriate box to indicate whether the child is homeless, migrant, or runaway</li> <li>• Names of children for whom application is made</li> <li>• Indication of child's categorical eligibility status</li> <li>• Signature of adult household member**</li> <li>• Schools must check with the State or local homeless/migrant liaison to determine if student qualifies</li> </ul>
Foster Child Application	<ul style="list-style-type: none"> <li>• Check the appropriate box to indicate that the child is a foster child</li> <li>• Name of the foster child</li> <li>• Signature of an adult household member</li> </ul>
Applications with Multiple Types of Eligibility (Example: some children are Other Source Categorically Eligible and some children are not)	<ul style="list-style-type: none"> <li>• First, determine if student(s) indicated as homeless, migrant or runaway has been validated by the State or school's liaison. Or check that the appropriate box is checked to indicate foster status. Next, to determine eligibility for other students in the household, process the application using the household's income and size. Include those students determined to be homeless, migrant, runaway, or foster as household members to determine if the non-categorically eligible children on the application are eligible for benefits.             <ul style="list-style-type: none"> <li>○ Names of all household members</li> <li>○ Amount and source of current income for each member and the frequency of income*                 <ul style="list-style-type: none"> <li>▪ For a foster child, include any personal income made available to the foster child, or earned by the foster child. Do not include any payments received from a foster care agency or court for the care of foster children</li> </ul> </li> <li>○ An indication of the student's Other Source Categorical Eligible status</li> <li>○ Signature of an adult household member</li> <li>○ Last four digits of the social security number of the household's primary wage earner or another adult household member, or an indication the that household member does not have a social security member</li> </ul> </li> </ul>

\*Applications must still request that applicants write zero when there is no income to report but will no longer require a separate indication of no income from the applicant

- A household with any member income field left blank is a positive indication that there is no income
- When no income is provided for any of the adult household members, the application is still considered complete
- Income for all children is consolidated in one income field on the prototype application

\*\*If an emancipated child lives alone as a household of one, or as a member of a household with no adult household members, the emancipated child must sign the application. No portion of the social security number is required on the application of an emancipated child.

\*\*\*Does not include foster children