**School Meals and Summer EBT Application Checklist**

**STEP 1: Child(s) Information:**

* Child(s) first and last name is listed as it appears legally and in school records. \*
* School Name and Child(s) grade is listed.
* The Foster, Migrant Worker, Runaway, or Homeless box(s) is checked (if applicable).

*These statuses must be confirmed.*

**STEP 2: Categorical Eligibility with SNAP, TANF, or FDPIR:**

* SNAP or TANF case number is listed (if applicable).

*Case # must be in correct format of 6 or 9 digit with an optional preceding alpha code of C, S, or G*

*(Correct case number examples: 123456, 123456789, C654321)*

**STEP 3: Adult Household Members & Income Information:** *(if Step 2 is complete this section is not required)*

* ALL adult household members are listed NO children should be listed in this section. \*

*Compare the number of household members listed to the # of Total Household Member entered.*

* Income and Income Frequency are listed. \*

*Income can be left blank to signify “0” income as long as ALL other required (\*) sections are complete.*

* Social Security number is listed OR ‘No Social Security Number’ box is checked. \*

**STEP 4: Contact Information and Adult Signature:**

* Application is signed by an adult household member. Application must be signed. \*

*Child must not be the one to sign the application whether paper or electronic.*

* Contact information such as mailing address and/or phone number is listed.

*\* These sections are* ***required*** *to be completed in order to determine the application*.