



# BREVARD PUBLIC SCHOOLS ONLINE FREE & REDUCED APPLICATION INSTRUCTIONS 2022-2023



## Before you begin

You do not need to submit an application if your children were automatically approved (directly certified) for free meals during the 2022-2023 school year. Households that were automatically approved will be notified through a letter sent to the home address on file or by email. Only submit 1 application per household.

## How am I eligible?

Eligibility for free or reduced priced school meal benefits is based on any one of the following:

- Your total household income and size
- Your child's individual status as foster, homeless, migrant, or runaway
- Participation in an **assistance program** (such as SNAP, TANF, Medicaid or FDIRP) by any member of your household

Your U.S. citizenship, immigration status, or not having a social security number does **not** affect your eligibility for receiving benefits.

## Getting started checklist

We've compiled a list of the information you might need to complete the application.

- Review the Income Eligibility Guidelines for the current school year available on our website.
- If you are a participant of any **assistance program**, have your **case number** ready.
- If you are not a participant of assistance programs, gather any income documentation for all members of your household.
- **Please contact the Free & Reduced Coordinator at (321) 633-1000 x11642 or email [FSHelpDesk@brevardschools.org](mailto:FSHelpDesk@brevardschools.org) if you need assistance.**

Step #1 – Enter your first and last name and e-mail address.

Step #2 – Enter the number of Brevard County School students (enter the number of students only, other household members will be added later).

Step #3 – Enter your first student's name and date of birth (student ID, grade and school are optional). Check the appropriate box if this student is a Foster child, Homeless, Migrant, Runaway, or None if this does not apply. Repeat this process for all students you listed in step 2. If any child you are applying for is homeless, Head Start, migrant or runaway, call Ivette Collado (Homeless Liaison) at 321-633-1000 x11294 or Migrant Coordinator Candy Polhill at 321-633-1000 x11355.

Step #5 – Enter racial identity (optional).

Step #6 – Check the box if any member of your household is enrolled in assistance programs such as SNAP, TANF or FDIRP, and enter your case number. If not, check No, no one in our household. If the box for assistance programs is checked and you enter a valid case number, you will not be required to enter any income information or the last four digits of your social security number and you can move on to step 11).

Step #7 – Enter any other children in your household including students that attend a non-BPS school, children that attend day care or preschool, children who are not of school age (including infants) and anyone 18 years old or younger living in your household that does not currently attend a BPS school.

Step #8 – Enter any other adults in your household including spouse or partner, grandparents or other extended family living with you, children away at college and family members that are in the military even if they are deployed.

Step #9 – Enter any income that your children have such as full/part time job earnings, social security benefits, money regularly received from extended family or friends outside the household and money from a pension, annuity or trust. Repeat this process for each child that is a member of your household.

Step #10 – Enter any income that the adults in your household receive such as earnings from work, public assistance, alimony or child support, pensions or retirement, social security, trusts, estates, investments, annuities, earned interest, rental income, or regular cash payments from outside the household. Select the frequency of your income as hourly, annually, weekly, biweekly, monthly or twice a month. Repeat this process for each adult household member that has income.

Step # 11 – Add your contact information in case we need to contact you about your application (address, phone number and e-mail address).

Step # 12 – Review your application and click "Edit" if any changes are needed. If all is correct, click "Sign".

Step # 13 – Enter the last four digits of your social security number or check "Don't have SS#" if you do not have a social security number. Click the box next to the confirmation statement in the gray box if it is correct and click "Submit". You will receive a message on your screen that your application has been submitted. Please write down your application number for future reference. Food and Nutrition Services will send you a notification letter via e-mail or US mail with your children's status after your application has been processed.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax:  
(833) 256-1665 or (202) 690-7442; or
3. email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)