

INSTRUCTIONS FOR APPLYING

A household member is any child or adult living with you.

IF YOUR HOUSEHOLD RECEIVES BENEFITS FROM NM SNAP OR NM TANF or FDPIR, FOLLOW THESE INSTRUCTIONS:

Step 1: List all child household members and the name of school for each child attending RRPS.

Step 2: List the case number for any household member (including adults) receiving NM SNAP or NM TANF or FDPIR benefits.

Do not list your EBT card # or your SSN. You can call 505-383-6300 to get your case # if unknown.

Step 3: Skip this part.

Step 4: Sign the form and include your mailing address.

IF NO ONE IN YOUR HOUSEHOLD GETS NM SNAP or NM TANF BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, A MIGRANT OR RUNAWAY, FOLLOW THESE INSTRUCTIONS:

Step 1: List all child household members and the name of school for each child attending RRPS. If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call Tonna Burgos, Executive Director of Student Services.

Step 2: Skip this part.

Step 3: Complete only if a child in your household isn't eligible under Part 3. See instructions for All Other Households below.

Step 4: Sign the form and include your mailing address.

IF YOU ARE APPLYING FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS

If all children in the household are foster children:

Step 1: List all foster children and the school name for each child attending RRPS. Check the box indicating the child is a foster child.

Step 2: Skip this part.

Step 3: Skip this part.

Step 4: Sign the form and include your mailing address.

If some of the children in the household are foster children:

Step 1: List all child household members and the name of school for each child attending RRPS. Check the box if the child is a foster child.

Step 2: If the household does not have a case number, skip this part.

Step 3: Follow these instructions to report total household income from this month or last month. If you listed a case number in Step 2, skip this part.

- A-Child Income: List the total income received from by all children listed in Step 1.
- B -Gross Income and How Often It Was Received: For each household member not listed in Step 1, list each type of income received for the month. You must tell us how often the money is received-weekly, every other week, twice a month or monthly. For earnings, be sure to list the gross income, not the take-home pay. Gross income is the amount earned *before* taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (551), Veteran's benefits (VA benefits), and disability benefits. Under *All Other Income*, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For **ONLY** the self-employed, under *Earnings from Work*, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income. If the household member does not receive any income, write a 0, or leave blank.

Step 4: Sign the form and include your mailing address.

ALL OTHER HOUSEHOLDS, INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

Step 1: List all child household members and the name of school for each child attending RRPS.

Step 2: If the household does not have a case number, skip this part.

Step 3: Follow these instructions to report total household income from this month or last month.

- A-Child Income: List total income from household members in Step 1.
- B -Gross Income and How Often It Was Received: For each household member not listed in Step 1, list each type of income received for the month. You must tell us how often the money is received-weekly, every other week, twice a month or monthly. For earnings, be sure to list the gross income, not the take-home pay. Gross income is the amount earned *before* taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (551), Veteran's benefits (VA benefits), and disability benefits. Under *All Other Income*, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For *ONLY* the self-employed, under *Earnings from Work*, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income. If the household member does not receive any income, write a 0, or leave blank.
- Step 4: Sign the form and include your mailing address.