

# Instructions for Applying

**If your household receives Supplemental Nutrition Assistance Program (SNAP), formerly the Food Stamp Program, OR Temporary Assistance for Needy Families (TANF), follow these instructions:**

**Part 1:** List each child's name, date of birth, grade, school, and WVEIS #.

**Part 2:** If any member of your household receives SNAP or TANF, mark the appropriate box and provide the 10 digit case #.  
Do **NOT** use medical card #.

**Part 3:** Skip this part.

**Part 4:** Skip this part.

**Part 5:** Sign the form. The last four digits of a Social Security Number are **not** necessary.

**Part 6:** This section is optional.

**Part 7:** This section is optional.

**Part 8:** This section is optional. (Found on back of application)

**If you are applying for a child who is HOMELESS, MIGRANT, or a RUNAWAY, follow these instructions:**

**Part 1:** List each child's name, date of birth, grade, school, and WVEIS #.

**Part 2:** Skip this part.

**Part 3:** If any child you are applying for is homeless, migrant, or runaway check the appropriate box and call the county contact at the phone number listed on the letter to household.

**Part 4:** Skip this part.

**Part 5:** Sign the form. The last four digits of a Social Security Number are **not** necessary.

**Part 6:** This section is optional.

**Part 7:** This section is optional.

**Part 8:** This section is optional. (Found on back of application)

**If you are applying for a FOSTER CHILD, follow these instructions:**

**Part 1:** List each child's name, date of birth, mark foster child, grade, school, and WVEIS #.

**Part 2:** Skip this part.

**Part 3:** Skip this part.

**Part 4:** Skip this part.

**Part 5:** Sign the form. The last four digits of a Social Security Number are **not** necessary.

**Part 6:** This section is optional.

**Part 7:** This section is optional.

**Part 8:** This section is optional. (Found on back of application)

**ALL OTHER HOUSEHOLDS OR IF SOME CHILDREN ARE NOT FOSTER CHILDREN follow these instructions:**

**Part 1:** List each child's name, date of birth, mark foster child if applicable, grade, school, and WVEIS #.

**Part 2:** Skip this part.

**Part 3:** Skip this part.

**Part 4:** Follow these instructions to report last month's household income.

**Household Size:** Enter how many people are living in your house.

**Column 1 – Name:** List the last, and first name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children. Attach a separate sheet if needed.

**Please do not staple.**

**Column 2 – Mark if no income:** If the person does not have any income, mark the box.

**Column 3 – Income and how often it is received:** For each person who receives income, write the amount received and mark how often it is received - Weekly (W), Every 2 weeks (E), Twice a month (T), or Monthly (M).

*Employment income:* List the **gross income** for each person. It is not the same as take-home pay.

**Gross income is the amount earned before taxes and deductions.** It should be listed on your pay stub, or your boss can tell you. Next to the amount, mark how often you receive it - Weekly (W), Every 2 weeks (E), Twice a month (T), or Monthly (M).

*Other Income:* List the amount each person receives from **all other sources**. Include welfare, child support, alimony, pensions, retirement, Social Security, Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household and ANY OTHER INCOME. Report net income for self-owned business, farm or rental income. Next to the amount, mark how often the person receives it.

**Part 5:** An adult household member must sign and date the form and list the last 4 digits of his or her Social Security Number, or mark the "I do not have a Social Security number" box if he or she doesn't have one.

**Part 6:** This section is optional.

**Part 7:** This section is optional.

**Part 8:** This section is optional. (Found on back of application)