

PRINTING SPECIFICATIONS

This is a summary of information you will need to print your applications.

As part of your Nutri-Cloud system, Nutri-Link will provide our standard, State-specific, scannable application, specifically updated with your District information. Once the application design has been finalized and approved by your State Representative, we will send you a PDF file to give to your printer. With that in mind, there are a few simple specifications your printer will need to know.

- Our recommendation is to print your paper application in RED and BLACK ink. Please consult with your Nutri-Link Representative for other ink color options.
- The drop out color that works best is red (PMS 186)
- Each application contains certain locations called "registration points". These are used to rotate and locate all fields on a form. Please ensure the application or corners DO NOT get folded or stapled prior to scanning to avoid errors.
- We suggest using a paper weight range of 20-100 lb. Please make sure you are printing on copy paper. (No card stock, etc.) (See scanner documentation for exact paper weight range)
- Feel free to print your instructions on the back of the application. If you choose to do this, remember the instruction page must not "bleed through" to the application side. An increase in paper weight will help with "bleed through" i.e.: 60 lb. Though we do not provide instructions, we will be happy to assist you as you prepare them.

2024 -2025 SCHOOL USA APPLICATION FOR FREE AND REDUCED PRICE SCHOOL MEALS
 Complete ONE APPLICATION per household. Please type or use a pen (not a pencil). Available online at:

Step 1 List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related." Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. **Food Howto Apply for Free and Reduced Price School Meals** for more information.

Child's First Name	MI	Child's Last Name	Date of Birth	MM	DD	YY	Is Hook Name (please write)	Student & Benefits from Child?	Foster Child	Homeless Student

Step 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDIPIR? Circle one: Yes / No

If you answered NO > Complete STEP 3. If you answered YES > Complete STEP 3. **Case Number** Write only one case number in this space.

Step 3 Report income for All Household Members

Are you unsure what income to include here?

A. Child Income Sometimes children in the household receive income from sources other than their parents. List all Household Members not listed in Step 1 here. If they do not receive income from any source, write "0". If you enter "0" or leave any fields blank, you are certifying (promising) that there is no income to report.

B. All Adult Household Members List all Household Members not listed in Step 1 here. If they do not receive income from any source, write "0". If you enter "0" or leave any fields blank, you are certifying (promising) that there is no income to report.

Print and last name of all Adult Household Members	Earnings from work	Weekly	Biweekly	Monthly	Yearly	Public Assistance, Child Support, etc.	Weekly	Biweekly	Monthly	Yearly	Retirement, All Other Income	Weekly	Biweekly	Monthly	Yearly

Step 4 Contact Information and Adult Signature

Family promise: The information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal and State benefits, and I understand that this information is given in connection with the receipt of Federal and State benefits.

Street Address (if any) _____ Apt # _____ City _____ State _____ Zip _____

Print First Name _____

Print Last Name _____

Print Title _____

Print Signature _____

Print Date _____

Print Phone Number _____

Print Email Address _____

Print Social Security Number _____

Print Date of Birth _____

Print Sex _____

Print Race _____

Print Ethnicity _____

Print Marital Status _____

Print Number of Children _____

Print Number of Adults _____

Print Number of Household Members _____

Print Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member _____

Print Check # no SSN _____

Drop out colors

- Shades of Red
- Used where data needs to be extracted

Square Blocks

- Promote neater writing
- Enables accurate zone location

OPTIONAL Ethnicity (check one)

_____ American Indian or Alaska Native _____ Asian _____ Black or African American _____ Native Hawaiian or Pacific Islander _____ White _____

Free and Reduced Application Design

This is a summary of the F/R Application design process.

The first step in the application design process is to complete the form design in English. We recommend you check with your State on the necessary contents of the application, and we will provide a standardized, State-specific form for your district. We will consult with you every step of the way to make sure the form meets your state's requirements. To ensure a prompt completion of this important task, we do not recommend aesthetic or significant changes to the form once the design process has begun. We are often working with many districts at one time on form design and strive to provide you with the best service possible and deliver this project to you in a timely manner.

Once we have completed a design for your application, your district needs to then receive approval from the State on the application content. Nutri-Link Technologies does not obtain State approval. Once your district has received approval, the application can be sent to a printer of your choice. **Whenever possible, it is best to have the applications available before the time of our installation so that we can configure your unique form design to our software.** We also do not recommend pre-printing student information onto your applications. To ensure a smooth scanning season, all of the applications you anticipate needing for the year need to be printed at once.

Once your English version has been finalized, we can assist with a standardized State-specific Spanish version upon request. The Spanish version must be translated from your English version to ensure both forms say exactly the same thing with the same design layout. *Nutri-Link staff does not provide translations services for any documents. Each district will be required to provide the Spanish translation to match the English version of the scannable form in a Word document file.*

Nutri-Link also offers Printing Services exclusively for the F&R Application packets. We offer two options for printing:

- Single Sheet Option: 8 1/2 x 11 - 60# white offset paper - black + red ink on one side (Application), black ink only on back side (Instructions and/or school codes)
- 4 Page Packet: 11x17 - 60# white offset paper, folded in half and perforated down center for tear off of application. The 4 page packet will have three sides black ink only, and one side black + red ink (Application). The four pages can be utilized any way you like, for example: Introduction Page, Letter to Parents, Instructions and Application.

For the best price, quantities should be ordered in increments of one thousand and for the total quantity you need to print for the entire year! (The higher the quantity during one print run, the better price you get!) Please contact Jana Lobato at jlobato@n-ltech.com for a Printing proposal.

Please let us know if you have any questions! We look forward to working with you!