



Lunch Application Instructions

1. Complete all fillable fields. There is a **RED** box for **REQUIRED** information.
2. Once you are done, please click the box **“Email Form to HAST”** as demonstrated below.

2022-2023 Household Application for Free and **Click here when form is complete** **Email form to HAST**

Complete one application per household (use a pen not a pencil)

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)

Child's First Name	MI	Child's Last Name	School	Grade	Student?	Foster Child	Homeless, Migrant, Runaway
Jane	x	Doe	HAST	9	☒	☐	☐
					☐	☐	☐
					☐	☐	☐
					☐	☐	☐

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: Food Assistance, TAF, or FDIPIR?

If NO > Go to STEP 3. If YES > Write a case number here then go to STEP 4 (Do not complete STEP 3)

Case Number: XXXXXXXX Write only one case number in this space.

STEP 3 Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

A. Child Income
Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

B. All Adult Household Members (including yourself)
List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (for cents only). If they do not receive income from any source, write "0". If you enter "0" or leave any field blank, you are certifying (implying) that there is no income to report.

Child Income \$ x x x x x Weekly Bi-Weekly Tri-Monthly Monthly

3. A pop-up will appear asking how you would like to send application.
4. Default is set to the application installed on your computer/phone. “Use Webmail” option is for Gmail or other email providers.

5. Click **“Continue.”**

School **Grade** **Student**

Send Email

Send Using

☒ Default email application (Mail)

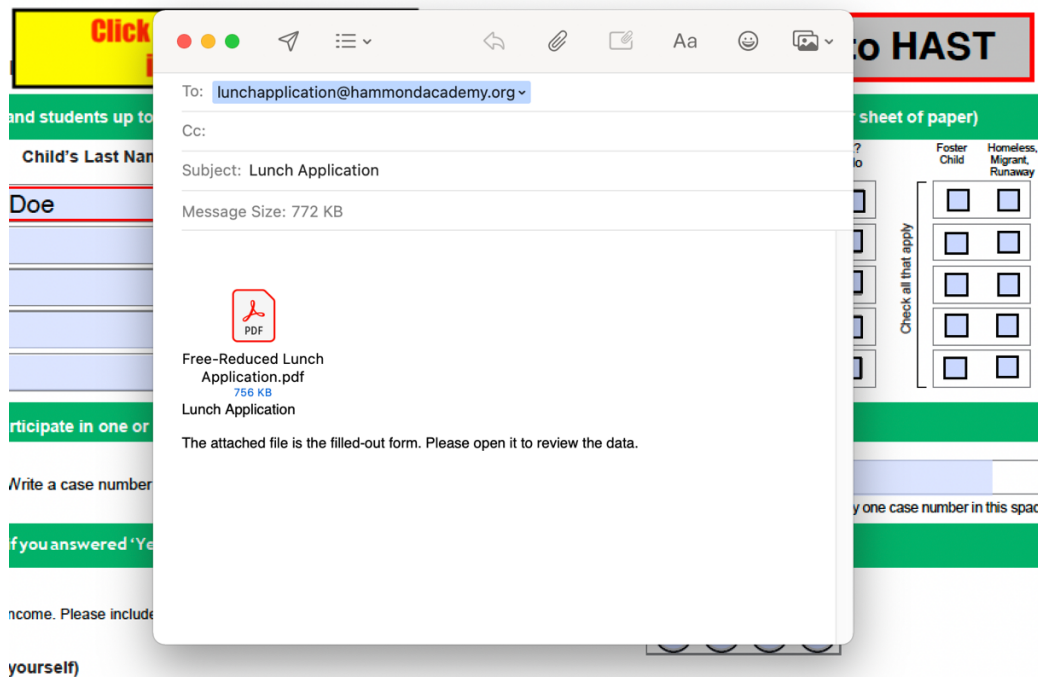
☐ Use Webmail

Select

☐ Remember my choice

Cancel Continue

6. After you click on “Continue” another pop-up will appear.
7. The application will be attached to the email. You can add a message or question. Click on send and you are done.



For any questions, please email:
lunchapplication@hammondacademy.org

Or call:
(219) 852-0500

Applications may take some time to process.
We appreciate your patience

Sincerely,
HAST