HOW TO APPLY FOR NORTH CAROLINA SUN BUCKS

Please use these instructions to help you fill out the application for the North Carolina SUN Bucks program. Only **submit one application per household.** Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact the SUN Bucks call center (1-866-719-0141, select your language then press option 2). **To fill out an application online**, visit: https://northcarolina.summerebtapp.com

STEP 1: LIST AND ANSWER QUESTIONS FOR ALL STUDENTS YOU ARE APPLYING FOR

Tell us how many students in your household you are applying for. They do NOT have to be related to you to be a part of your household. Someone is considered a part of your household if they are living with you and share income and expenses, *even if they are not related and even if they do not receive income of their own. If you have MORE than 3 students, please fill out STEP 1 ONLY on another application sheet and submit it with your full application.*

- **Who should I list here?** When filling out this section, please include ALL students in your household who are attending a National School Lunch Program (NSLP) or Community Eligibility Provision (CEP) school, **regardless of age. Use our school search tool if you're not sure what kind of school your child attends:** www.ncdhhs.gov/sunbucks-schoolsearch
- **Many children automatically qualify for SUN Bucks and do not need to apply.** Check out the SUN Bucks website to learn more about eligibility: www.ncdhhs.gov/sunbucks

A) List each child's name, date of birth, and student ID.	B) For each student in the household,	C) If applicable, please check the corresponding box if a Child/Student	D) If applicable, provide information about the Student's association with a Food and Nutrition	E) OPTIONAL:
A) List each child's name, date of birth, and student ID. Print each child's name clearly. Use one Student section of the application for each child. If you are applying for more than 3 children, attach a second application sheet with only "Step 1" completed. Please note that all of these questions are crucial to processing your child's application, and **NCDHHS may contact you for more information if you do not fill out these questions.**	**B) For each student in the household,** enter the: • **Full Name of the school,** • **School, county,** and the • **Student's current school year.** **B) IF YOU DON'T HAVE THIS INFO:** Check out the school's website.	**C) If applicable, please check the corresponding box if a Child/Student is in foster care or the McKinney-Vento program for homeless youth.** The box can be checked if the Student was in any of these situations at any time during the instructional year. ***Leave this blank if it does not apply to your Student.*** *Foster children who live with you at time of application count as members of your household and should be listed on your application.*	**D) If applicable, provide information about the Student's association with a Food and Nutrition Services (FNS) or Work First (TANF) case.** Though most children in these programs should be automatically enrolled in SUN Bucks, please check the corresponding box if the Student was actively participating in either of these programs at any time throughout the instructional year. ***Leave this blank if it does not apply to your Student.*** If you check either of these boxes, you MUST report the Student's case number. If you do not, NCDHHS does not have enough information to confirm that your child participates in that program. If you check both of these boxes, you only need to provide one case number.	**E) OPTIONAL:** If you'd like to provide information on your Student's race or ethnicity, check any boxes that apply at the bottom of each student section you fill out. Please note that this step is optional and will not affect your child's eligibility for SUN Bucks.
A) IF YOU DON'T HAVE THIS INFO: Your child's student ID number can be found in their Infinite Campus portal.	**C) IF YOU AREN'T SURE:** *The McKinney-Vento program for homeless youth* means a child identified as lacking a fixed, regular and adequate night-time residence. *Foster child* means a child who is formally placed by a court. It does not include a child in an informal arrangement outside of State systems.		**D) IF YOU DON'T HAVE YOUR CASE INFO:** Check your ebtEDGE account or contact your case worker.	**PROVIDING COMPLETE INFORMATION ON YOUR APPLICATION HELPS NCDHHS PROCESS YOUR APPLICATION FASTER.**

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND PRINT CLEARLY.

STEP 2: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS & HOUSEHOLD TOTAL

How do I report my income?

- Use the charts titled **"Sources of Income for Adults"** and **"Sources of Income for Students,"** printed below if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
  - Gross income is the total income received before any deductions, it is not take home pay. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If officials suspect that your household income was reported incorrectly, your application will be investigated.
- Fill in how often each type of income is received using the frequency to the right of each field.

Who should I list here?

- When filling out this section, please include ALL members in your household (*including yourself and the students from Step 1*) who are living with you and share income and expenses, *even if they are not related and even if they do not receive income of their own.*
- *If you have __MORE__ than 8 members in your household, please fill out another application sheet with the additional members and submit it with the rest of your application.*
- *Do NOT include:* People who live with you but are not supported by your household's income AND who do not contribute income to your household.

| **1) List household members' names.** Print the full name of each household member in the boxes marked "Full Names of Household Members." | **2) Report earnings from work.** Report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, report your net income.

What if I am self-employed? Report income from self-employed work as a net amount. Calculate this by subtracting the total operating expenses of your business from its total revenue. | **3) Report income from public assistance/child support/alimony.** Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. **Do not report the cash value of any public assistance benefits NOT listed on the chart.** If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part. | **4) Report income from pensions/retirement/all other income.** Report all income that applies in the "Pensions / Retirement / All Other Income" field on the application. |

Sources of Income for ADULTS			Sources of Income for STUDENTS		Income Frequency
Earnings from Work	**Public Assistance, Alimony, Child Support**	**Pensions, Retirement, All Other Income**	**Source**	**Examples**	Weekly = Once per week Bi-Weekly = Every two (2) weeks
Gross salary, wages, tips, cash bonuses, or net income from self-employment. ***U.S. Military:*** Basic pay and cash bonuses *(does NOT include combat pay, FSSA or privatized housing allowances);* include allowances for off-base housing, food and clothing	• Unemployment benefits / Supplemental Security Income / Social Security Disability Income • Work First/Cash Assistance from State or local government • Alimony / Child support • Veteran's benefits / Strike benefits, Worker's Compensation	• Social Security • Private pensions, disability benefits, regular income from trusts or estates • Annuities, earned interest, investment / rental income / regular cash payments from outside household	Earnings from work	A regular full- or part-time job earning a salary or wages	Monthly = Once per month Bi-Monthly = Twice per month Annually = Total salary per year Hourly = The rate paid per hour of work
			Social Security (Disability Payments, Survivor's Benefits)	Child is blind/disabled & gets Social Security benefits, or Parent is disabled/retired/ deceased and child gets Social Security benefits	If you indicate you get paid **HOURLY** on your application, you must also indicate the **NUMBER OR HOURS** you work per week/month.
			Income from any other source	A child has regular income from a private pension fund, annuity or trust	

STEP 3: ATTESTATION - CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the Non-Discrimination, Information Use & Disclosure, Categorical Eligibility and Authorized Representative statements on the back of the application.

| **1) Provide contact information.** Write the address your card should be mailed to in the space provided. If you have no permanent address, write where you want your card mailed. If you are approved, provide a phone number/email so we can contact you about your application and communicate approval or denial. | **2) Print and sign your name.** Print the name of the adult signing the application and that person signs in the box "Print Name of the Adult Signing the Form." | **3) Write today's date.** In the space provided, write today's date in the box. |