 Form JBC(1)-6

**PROCEDURE FOR FREE LUNCH**

Homeless children are immediately eligible for free lunch when authorized by the Homeless Liaison. Free lunch for homeless students will extend to the end of the school year.

To obtain free lunch for a homeless student complete the following steps:

1. Parent/guardian or unaccompanied youth must complete and sign a Student Residency Statement (SRS), Form JBC(1)-1.
2. Completed SRS forms should be emailed to the Homeless Education Program (HEP) office at [HEP@cobbk12.org](mailto:HEP@cobbk12.org) or faxed to 678-594-8563. The Homeless Liaisons will determine eligibility of homelessness under the McKinney-Vento Homeless Assistance Act.
3. Upon determination of eligibility, the Homeless Liaison will contact the school Cafeteria Manager and Food and Nutrition Services about the student’s immediate qualification for free lunch.

Contact the HEP office at 678-503-0173 with any questions.