

# EFF Assessment Task

## Applying for Free and Reduced Price School Meals

### Characteristics of this Assessment Task

#### **Action (Performance Goal)**

Read with understanding information in a Scenario, an Income Eligibility Chart, and a set of instructions in order to fill out an application for “Free and Reduced Price School Meals” and to make a decision about eligibility for these meals

#### **Text Type**

Short written description of family situation, with simple and compound sentences; densely formatted application form and instructions; densely-written but fairly short chart containing basic financial information, accompanied by two short narrative explanations written in complex sentence fragments; two questions on Answer Sheet 1, written in complex sentence structure

#### **Content**

General vocabulary and some specialized vocabulary relating to financial matters and social service benefits

#### **Environment**

Familiar environment, such as the classroom

#### **Estimated Time to Complete Task**

35 minutes

#### **Materials**

‘Helping Andre’s Mother’ written Scenario

Free and Reduced Price School Meals Application

Instructions for Applying

Income Eligibility Chart

Answer Sheet 1

Highlighters, pens, pencils, dictionaries (bilingual dictionaries may be used in addition to English dictionaries)

#### **Knowledge and strategies that will be assessed**

(proficient performance on this task will require fluent and independent use of the following knowledge and strategies)

- Recognizing and interpreting abbreviations and specialized vocabulary
- Familiarity with everyday and some specialized content knowledge and vocabulary, and with paragraph structure and document organization
- Locating important information, reading identified sections for detail, and determining missing information using a wide range of strategies (such as skimming, scanning, and using headings/titles, key words, context clues, and graphics/pictures)
- Monitoring and enhancing comprehension using a wide range of strategies (such as recalling, restating and summarizing information from multiple sources)
- Organizing and analyzing information and reflecting upon its meaning using a range of strategies (such as classification, categorization, comparison/contrast)

- Using new information to evaluate prior knowledge

**Additional knowledge and strategies that will affect performance**

Familiarity with financial concept of *gross income*; time concepts such as *weekly* and *monthly*;  
Some familiarity with information organized in charts, application forms, and instruction sheets

**Evidence**

***Observations***

[None in this task]

***Work Products***

1. Completed application form
2. Answer Sheet 1

## Step-by-step procedures for administration

This task can be administered to a whole class, a small group, or to an individual. There is no time limit for this task, but it should take no more than 45 minutes to complete. You may repeat the reading of the steps as needed but repetition must be in English and you must read the steps exactly as they are written in the scripts each time. You may also model any requirement of the task to help clarify, as needed.

Step 1. Explain the task expectations and requirements to the learners:

*This is an assessment of how well you can read an application form and the information and instructions you need to fill it out, and then make a decision based on what you read.*

Step 2. Give the learners copies of 'Helping Andre's Mother', the Instructions for Applying, the "Free and Reduced Price School Meals Application," the Income Eligibility Chart, and Answer Sheet 1.

Step 3. Explain the task procedure by holding up each document as you describe it and giving the following instructions:

*In a moment, I will ask you to begin reading silently to yourself the story "Helping Andre's Mother." After you read the story, you will 'help' Andre's mother by filling out the application for Free and Reduced Price Meals. You may use information from the story and the Application Instructions to help you complete the form. You may use a dictionary to look up any words you are not sure of, and you may highlight or take notes on any of the documents you have.*

*When you have finished filling out the application, you will go to the Income Eligibility Chart and Answer Sheet 1. All of the directions for this task are written at the top of Answer Sheet 1.*

*Are there any questions before we begin?*

Step 4. After answering student questions (or if there are none), tell the learners to begin reading the story, filling out the application form, and completing the answer sheet:

*Please begin reading the story called "Helping Andre's Mother" silently to yourself. Go on to fill out the application form as soon as you are ready. When you have finished filling out the application form, put it aside and turn to Answer Sheet 1 and the Income Eligibility Chart. Answer the questions on Answer Sheet 1 by using the Chart and referring back to the application form. Work on your own and do not talk to other students while you work.*

*When you are finished with the application form and the Answer Sheet, bring me all of the materials that you have been working with.*

Step 5. Collect all materials and record approximate time taken by each student to complete the task.

### Scoring Rubric for Applying for Free and Reduced Price School Meals

Unable to Score	Beginning	Proficient	Advanced
	<ul style="list-style-type: none"> <li>• May confuse meanings and functions of some abbreviations and/or specialized vocabulary related to applying for financial assistance by correctly answering less than half of the personal information questions on the Application for Free and Reduced Price Meals</li> <li>• Locating and summarizing skills need improvement; accurately locates and summarizes some key information from the texts; may fill out the Application Form with incorrect information or without sufficient attention to detail</li> <li>• Responses to Questions on Answer Sheet 1 indicate poor understanding of the scenario and/or the application materials; learner does not combine appropriate information not in the reading with information from the reading to answer these questions</li> <li>• Completes task with some hesitation; has some difficulty completing the task without direction or support</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Demonstrates ability to recognize and accurately interpret abbreviations and specialized vocabulary related to applying for financial assistance, by correctly answering most (more than half) of the personal information questions on the Application for Free and Reduced Price Meals</b></li> <li>• <b>Shows effective locating and summarizing skills by completing Application with few major errors</b></li> <li>• <b>Demonstrates understanding of reading material and draws on prior knowledge by correctly answering Questions 1 and 2 on Answer Sheet 1 and providing some appropriate justification for responses; learner shows use of prior knowledge by using appropriate information not in the reading in his or her response and combines this with information from the reading</b></li> <li>• <b>Completes task with little apparent difficulty, needing little direction or support</b></li> </ul>	<ul style="list-style-type: none"> <li>• Interprets abbreviations and specialized vocabulary related to applying for financial assistance effectively and appropriately, providing the appropriate information to answer all personal information questions on the Application for Free and Reduced Price Meals</li> <li>• Shows superior locating and summarizing skills by accurately filling out the entire Application</li> <li>• Demonstrates superior understanding of the reading and integration of prior knowledge in Questions on Answer Sheet 1; provides thorough justification for responses; learner shows use of prior knowledge by using appropriate information not in the reading in his or her response and combines this with information from the reading</li> <li>• Completes task without hesitation, direction, or support</li> </ul>





## **Helping Andre's Mother**

Andre Gean Periot and his mother Marie L. Periot moved into your neighborhood and you have become friends. Andre and Marie live with Andre's grandfather George, who is unemployed. Andre's mother and grandfather are from Haiti. Marie does not speak or read English very well.

Marie has asked you to help her with some forms that Andre brought home from school. She thinks that Andre might qualify for Free or Reduced School Meals at school, but she is not sure.

Andre is in the fifth grade at Adams Elementary School. Andre's father does not live with them and does not pay child support. Marie works part-time at the grocery store in your neighborhood. She recently applied for Food Stamps but found out that she isn't eligible.

Marie shows you some of her paycheck stubs, and you see from them that Marie's monthly gross income is \$ 1,328.26. Her paycheck stub also lists her social security number as 129-38-4657. She also gives you the Free or Reduced Price Meals Application Form and the Instructions for Applying, including an Income Eligibility Chart.

To help Andre's mother, please use all the information you have to fill out the Application. You do not have to sign Andre's mother's name for her.

## INSTRUCTIONS FOR APPLYING

Use a separate application for each child.

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

- Part 1:** List the child's name, school, and grade.
- Part 2:** List the child's personal use monthly income, if any.
- Part 3:** Skip this part.
- Part 4:** Sign the form. A Social Security Number is not necessary.
- Part 5:** Answer this question if you choose to.

**If your household gets FOOD STAMPS OR ~~OWF~~, follow these instructions:**

- Part 1:** List your child's name, school, grade, and Food Stamp or ~~OWF~~ case number.
- Part 2:** Skip this part.
- Part 3:** Skip this part.
- Part 4:** Sign the form. A Social Security Number is not necessary.
- Part 5:** Answer this question if you choose to.

**ALL OTHER HOUSEHOLDS, follow these instructions:**

- Part 1:** List your child's name, school, and grade.
- Part 2:** Skip this part.
- Part 3:** Follow these instructions to report total household income from last month.
  - Column 1—Name:** List the first and last 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 another sheet of paper if you need to.
  - Column 2—Last month's income and how often it was received:** List the types of income your household got last month and how often you got them.  
*Employment income:* List the **gross income** each person earned last month. 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, write how often you got it (weekly, every other week, twice a month, or monthly). *Other Income:* List the total amount each person got last month 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, write how often the person got it.
  - Column 3—Check if no income:** If the person does not have any income, check the box.
- Part 4:** An adult household member must sign the form and list his or her Social Security Number, or mark the box if he or she doesn't have one.
- Part 5:** Answer this question if you choose to.

Single Child Short Format, 2003

**INCOME CHART: ELIGIBILITY FOR FREE OR REDUCED PRICE MEALS**

HOUSEHOLD SIZE	FREE MEALS		REDUCED PRICE MEALS	
	MONTHLY	WEEKLY	MONTHLY	WEEKLY
1	\$960.00	\$222.00	\$1,366.00	\$316.00
2	\$1,294.00	\$299.00	\$1,841.00	\$425.00
3	\$1,628.00	\$376.00	\$2,316.00	\$535.00
4	\$1,961.00	\$453.00	\$2,791.00	\$644.00
5	\$2,295.00	\$530.00	\$3,266.00	\$754.00
6	\$2,629.00	\$607.00	\$3,741.00	\$864.00
7	\$2,962.00	\$684.00	\$4,215.00	\$973.00
8	\$3,296.00	\$761.00	\$4,690.00	\$1,083.00
For Each Additional Family Member, Add	\$334.00	\$77.00	\$475.00	\$110.00

**What children are eligible for free meals?** (1) Children whose families get food stamps or TANF (Families First) and children from families whose total household income is the same or less than the amount in the free meals columns on the income chart for their household size OR foster children whose personal income is not more than \$ 222 weekly.

**What children are eligible for reduced meals?** Children from families whose total household income is the same or less than the amount in the reduced meals columns on the income chart for their household size.



### **Answer Sheet 1: Applying for Free and Reduced Price Meals**

*Note: The specific content of student answers will vary; the following are examples of proficient answers. A proficient answer will answer the two questions correctly and with explanations for their answers.*

**Instructions: Read the story “Helping Andre’s Mother,” silently, to yourself. After you read the story, you will ‘help’ Andre’s mother by filling out the application for Free and Reduced Price Meals. You may use information from the story and the Application Instructions to help you complete the form. You may use a dictionary to look up any words you are not sure of, and you may highlight or take notes on any of the documents you have. When you have finished filling out the application, you will go to the Income Eligibility Chart and answer the questions on this Answer Sheet using information from the reading and the Income Eligibility Chart.**

3. When you talk to Andre’s mother, will you tell her that Andre is eligible for free meals at school? How will you explain why he is eligible, or why not?

*No, because she does not receive assistance from TANF or get food stamps. Eligible families must receive such assistance.*

4. When you talk to Andre’s mother, will you tell her that Andre is eligible for reduced-price meals at school? How will you explain why he is eligible, or why not?

*Yes, he will be eligible because there are three people in the household, and the only person who is employed is Marie. Marie makes \$1,328.26 a month, which is less than the amount in the reduced meals column for a household of 3 (it is less than the amount for a household of 1).*