## LETTER TO PARENTS

## FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. Lonedell R-14 School District offers healthy meals every school day. Breakfast costs **\$2.10**; lunch costs **\$3.10**. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$.30** for breakfast and **\$**.40 for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

- 1. WHO CAN GET FREE OR REDUCED PRICE MEALS?
  - All children in households receiving benefits from the Food Stamp Program/Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance/Temporary Assistance for Needy Families (TANF), are eligible for free meals.
  - Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
  - Children participating in their school's Head Start program are eligible for free meals.
  - Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
  - Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

Household Size	Annually	Monthly	Weekly
1	\$26,973	\$2,248	\$519
2	36,482	3,041	702
3	45,991	3,833	885
4	55,500	4,625	1,068
5	65,009	5,418	1,251
6	74,518	6,210	1,434
7	84,027	7,003	1,616
8	93,536	7,795	1,799
For each add'l person add	+9,509	+793	+183

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **Lonedell R-14, Jenny Ulrich, Homeless Liason.** 

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to Lonedell R-14 Central Office, Stephanie York, <u>syork@lonedell.org</u>, (636) 629-4974.

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Lonedell R-14 Central Office, Stephanie York, <u>syork@lonedell.org</u>, (636) 629-4974 immediately.

5. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

6. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.

7. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

8. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

9. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to JENNY ULRICH, <u>julrich@lonedell.org</u>, (636) 629-4974..

10. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

11. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you <u>normally</u> receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

12. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will <u>also</u> be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you <u>meant</u> to do so.

13. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

14. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact Lonedell R-14 Central Office, Stephanie York, <u>syork@lonedell.org</u>, (636) 629-4974 to receive a second application.

15. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for the Food Stamp Program/SNAP or other assistance benefits, contact your local assistance office or call 1-855-373-4636.

16. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit **your Lumen Parent Portal** to begin or to learn more about the online application process. Contact Lonedell R-14 Central Office, Stephanie York, <u>syork@lonedell.org</u>, (636) 629-4974 if you have any questions about the online application. If you need login information for the Lumen Parent Portal contact, Lonedell R-14 Elementary Office, Terri Koenig, (636) 629-0401, tkoenig@lonedell.org.

If you have other questions or need help, call **(636) 629-0401**. Sincerely,

## **Stephanie York**

USDA Non-discrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <u>https://www.usda.gov/sites/default/files/documents/ad-3027.pdf</u>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

- fax: (833) 256-1665 or (202) 690-7442; or
   email:
- Program.Intake@usda.gov

This institution is an equal opportunity provider.

## 2023-2024 Application for Free and Reduced Price School Meals

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

Date Received by LEA (LEA use only)

STEP1 List ALL	nousenoid members who are mants,	children, and Student	s up to and including grade 12 (in more space	ces are required for additional names, attach another sheet of paper)
Definition of Household	Child's First Name	МІ	Child's Last Name	Building Name Grade
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. Read How to Apply for Free and				
Reduced Price School Meals for more information.				
STEP 2 Do any H	lousehold Members (including you) c	urrently participate in	n one or more of the following assistance	programs: SNAP, TANF, or FDPIR? Circle one: Yes / No
If you answered NO > Cor	mplete STEP 3. If you answered YES > Write a	a case number here then go	to STEP 4 (Do not complete STEP 3) Case Number	Write only one case number in this spa
STEP 3 Report I	ncome for ALL Household Members	<b>s</b> (Skip this step if you a	nswered 'Yes' to STEP 2)	
	A. Child Income			How often? Child income [Mastel: Di Mastel: Co. Mastel: Mastel: Di Mastel: Co. Mastel: Di Mastel: Co. Mastel: Di Co. Mastel: D
Are you unsure what	Sometimes children in the household earn inco STEP 1 here.	ome. Please include the TO	TAL gross income earned by all children listed in	Weekly Bi-Weekly 2x Month Monthly
income to include here?				
Flip the page and review the charts titled "Sources	B. All Adult Household Members (incl List all Household Members not listed in STEP 1		they do not receive income. For each Household Me	mber listed, if they do receive income, report gross income (before taxes) for
of Income" for more information.	each source in whole dollars (no cents) only. If the	hey do not receive income fr	CARTER CONTRACTOR C	elds blank, you are certifying (promising) that there is no income to report.
The "Sources of Income	Name of Adult Household Members (First and Last)	Earnings from Work Weekly	How often? Public Assistance/ Bi-Weekly 2x Month Monthly Child Support/Alimony Week	How often? How often? IV Bi-Weekly 2x Month Monthly All Other Income Weekly Bi-Weekly 2x Month Monthly
for Children" chart will help you with the Child		\$		
Income section.		\$		\$
The "Sources of Income for Adults" chart will help		s C	s s	
you with the All Adult Household Members				
section.	Total Household Members (Children and Adults)	Last four digits o	of Social Security Number (SSN) of	X X X X X Check if no SSN
		primary wage ea	rner or other adult household memb	
STEP 4 Contact	information and adult signation			ted Form To: Lonedell R-14, 7466 HWY FF, LONEDELL, MO
STET 4 CONtact	mormation and addit signation RET	TURIN FORIM TO LONE	DELL R-14 CENTRAL OFFICE, Mail Comple	ted Form To: Lonedell R-14, 7466 HWY FF, LONEDELL, MO
	n on this application is true and that all income is reported. eal benefits, and I may be prosecuted under applicable Sta		n is given in connection with the receipt of Federal funds, and tha	t school officials may verify (check) the information. I am aware that if I purposely give false
		10	8	
Street Address (if available)	Apt #	City	State Zip	Daytime Phone and Email (optional)
Printed name of adult complet	No.	Signature of adult complete	ting the form	Today's date
	SECTION. THIS IS FOR SCHOOL USE O VERSION: WEEKLY X 52, EVERY 2 WEE		NTH X 24, MONTHLY X 12 (USE ONLY IF MUI	TIPLE FREQUENCY)
Food Stamps/Temporal	ry Assistance Household size:			Week DEvery 2 Weeks DTwice a Month Month DYear
Eligibility: □Free □Redu Error Prone Application:	ced ⊔Denied Reason: □ Yes □ No (Optional – See FAQs) Dete	rmining Official's Signatu	ıre:	Date withdrawn: Date Approved/Denied:
	ature (For verification purposes only):			Date:

Attachment E

## INSTRUCTIONS Sources of Income

Sources of Inc	ome for Children		Sources of Income for Ad	ults
Sources of Child Income	Example(s)	Earnings from Work	Public Assistance/ Alimony/Child Support	Pensions / Retirement / All Other Income
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages	- Salary, wages, cash bonuses	Unemployment benefits     Worker's compensation	<ul> <li>Social Security (including railroad retirement and black lung benefits)</li> </ul>
<ul> <li>Social Security</li> <li>Disability Payments</li> <li>Survivor's Benefits</li> </ul>	<ul> <li>A child is blind or disabled and receives Social Security benefits</li> <li>A Parent is disabled, retired, or deceased, and their child receives Social Security benefits</li> </ul>	<ul> <li>Net income from self- employment (farm or business)</li> <li>If you are in the U.S. Military:</li> </ul>	Supplemental Security Income (SSI)     Cash assistance from State or local government	<ul> <li>Private pensions or disability benefits</li> <li>Regular income from trusts or estates</li> <li>Annuities</li> <li>Investment income</li> </ul>
- Income from person outside the household	<ul> <li>A friend or extended family member regularly gives a child spending money</li> </ul>	<ul> <li>Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</li> </ul>	<ul> <li>Alimony payments</li> <li>Child support payments</li> <li>Veteran's benefits</li> </ul>	<ul><li>Earned interest</li><li>Rental income</li></ul>
- Income from any other source	<ul> <li>A child receives regular income from a private pension fund, annuity, or trust</li> </ul>	- Allowances for off-base housing, food and clothing	- Strike benefits	<ul> <li>Regular cash payments from outside household</li> </ul>

## OPTIONAL Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals. If ethnicity/race is not selected, a visual identification will be determined.

### Ethnicity (check one): Hispanic or Latino Not Hispanic or Latino Race (check one or more): American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

#### Use of Information Statement

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met.

Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, 'Check if no Social Security Number'. Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number.

Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

## Return completed form to your child's school.

#### The contact information below is solely to file a complaint of discrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

## To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:\_

https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-<u>17Fax2Mail.pdf</u>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

* MAIL: U.S. Department of Agriculture	
Office of the Assistant Secretary for	
Civil Rights	
1400 Independence Avenue, SW	
Washington, D.C. 20250-9410	

FAX:	(833) 256-1665 or (202)
690-744	2; or
EMAIL:	Program.Intake@usda.gov

* Do not mail
applications to
this address, only
complaints
of discrimination.

This institution is an equal opportunity provider.

## HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! 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 Stephanie York, (636) 629-4974, option 4.

## PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

## STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending Lonedell R-14 School District, regardless of age.

List each child's name. Print each child's	Building name/Grade. If child is	Do you have any foster children? If any children	Are any children homeless, migrant,
name. Use one line of the application for	a student, list building name	listed are foster children, mark the "Foster Child" box	or runaway? If you believe any child
each child. When printing names, write one	and grade.	next to the child's name. If you are ONLY applying for	listed in this section meets this
letter in each box. Stop if you run out of		foster children, after finishing STEP 1, go to STEP 4.	description, mark the "Homeless,
space. If there are more children present		Foster children who live with you may count as	Migrant, Runaway" box next to the
than lines on the application, attach a second		members of your household and should be listed on	child's name and complete all steps
piece of paper with all required information		your application. If you are applying for both foster	of the application.
for the additional children.	如何不同。 化之后。 公司目前的定义。	and non-foster children, go to step 3.	

## STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- The Food Distribution Program on Indian Reservations (FDPIR).

If no one in your household participates in any of the above	If anyone in your household participates in any of the above listed programs:			
listed programs:	Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you			
Leave STEP 2 blank and go to STEP 3.	participate in one of these programs and do not know your case number, contact: State number 1-855-			
	373-4636 .L			
	Go to STEP 4.			

## **STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS**

## How do I report my income?

- Use the charts titled "Sources of Income for Adults" and "Sources of Income for Children," printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
- o Gross income is the total income received before taxes
- Many people think of income as the amount they "take home" and not the total, "gross" amount. 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.

(Information follows on the reverse side.)

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 local officials suspect that your household income was reported incorrectly, your application will be investigated.

Mark how often each type of income is received using the check boxes to the right of each field.

#### **3.A. REPORT INCOME EARNED BY CHILDREN** A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household. What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income. **3.B. REPORT INCOME EARNED BY ADULTS** Who should I list here? When filling out this section, please include ALL adult members in your household 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. Do NOT include: • People who live with you but are not supported by your household's income AND do not contribute income to your household. 0 Infants, Children and students already listed in STEP 1. 0 Report earnings from work. Report all total gross income from Report income from public assistance/child support/alimony. List adult household members' names. work in the "Earnings from Work" field on the application. This is Report all income that applies in the "Public Assistance/Child Print the name of each household member usually the money received from working at jobs. If you are a self-Support/Alimony" field on the application. Do not report the in the boxes marked "Names of Adult Household Members (First and Last)." Do employed business or farm owner, you will report your net cash value of any public assistance benefits NOT listed on the not list any household members you listed chart. If income is received from child support or alimony, only income. in STEP 1. If a child listed in STEP 1 has report court-ordered payments. Informal but regular What if I am self-employed? Report income from that work as a payments should be reported as "other" income in the next income, follow the instructions in STEP 3, net amount. This is calculated by subtracting the total operating part A. part. expenses of your business from its gross receipts or revenue. Report total household size. Enter the total number of household Provide the last four digits of your Social Security Number. An **Report income from** pensions/retirement/all other income. members in the field "Total Household Members (Children and adult household member must enter the last four digits of Report all income that applies in the Adults)." This number MUST be equal to the number of household their Social Security Number in the space provided. You are "Pensions/Retirement/ All Other Income" members listed in STEP 1 and STEP 3. If there are any members of eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social field on the application. your household that you have not listed on the application, go back and add them. It is very important to list all household Security Number, leave this space blank and mark the box to members, as the size of your household affects your eligibility for the right labeled "Check if no SSN." free and reduced price meals. **STEP 4: 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 privacy and civil rights statements on the back of the application.

Provide your contact information. Write your current	Print and sign your name	Mail Completed	Share children's racial and ethnic identities (optional). On the
address in the fields provided if this information is	and write today's date.	Form to:	back of the application, we ask you to share information about
available. If you have no permanent address, this does not	Print the name of the adult	Lonedell R-14	your children's race and ethnicity. This field is optional and
make your children ineligible for free or reduced price	signing the application and	7466 HWY FF	does not affect your children's eligibility for free or reduced
school meals. Sharing a phone number, email address, or	that person signs in the box	Lonedell, MO 63060	price school meals.
both is optional, but helps us reach you quickly if we need	"Signature of adult."		
to contact you.			

## **REQUEST FOR INFORMATION**

(Complete one form per family)

Please answer the question below by checking the appropriate box. The following information is a request adopted by the General Assembly in 2010 requiring school districts to determine whether or not all children in a family have health insurance.

Does each child in your family have healthcare insurance?

YES
NO

## MO HealthNet (Medicaid) is considered healthcare insurance.

If NO is checked the school district will provide the Does Your Child Need Healthcare Coverage form for the family.

Completion of this form is not a condition of determining meal eligibility. The Free and Reduced Price Meals Family Application will be reviewed regardless of your response to this Request for Information.

Submit this request with your Free and Reduced Price School Meals Family Application or return to your school/school district.

Printed name of parent/guardian:			
Mailing Address:	с. 		
City:	State:	Zip Code:	

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilinghts@dese.mo.gov.

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