

Sequim School District
Application for Free and Reduced Price Meals 2020 - 2021

Dear Parent or Guardian,

Please be sure to review this application carefully, as some items may have changed. There is an electronic version of this application available through Skyward and it is strongly recommended that the application be submitted through that format. Contact your school's building secretary if assistance is needed using the electronic application. There are also step by step written directions included in this packet.

- **It is important to complete the Free and Reduced Price Meal Application if there is a chance that your student(s) may qualify.** The income guidelines change yearly and are set at the federal level, not at the district level.
- **Please make sure that all parts of the application are completed** to avoid delays in approval. Incomplete applications will be returned to you for additional information.
- **New applications are required to be completed every year for your student(s) to remain eligible to receive Free or Reduced priced meals.** Only one application per family is required. For the first 30 meal operating days of the new school year your student(s) will be at the same status that they were in June of the previous year.
- **It is very important that the new applications are returned to the school in a timely manner for your student(s) to continue receiving free or reduced priced meals.** Once your new, completed application is received, you will be notified by the school district if you continue to qualify for free or reduced priced meals. (A status letter will be sent home with your child)
- **After 30 meal service days (October 14 for the 2020-2021 school year) have passed and there is no new application on file for your student, he or she will be removed from the program and they will be expected to pay full price for their meals.** Parents are responsible for the student's account until approved for free or reduced priced meals.
- **Households reporting ZERO INCOME** are temporarily approved for 45 days. At the end of the 45-day period, a new application must be completed showing current household income. If the household again reports zero income, a statement must be attached to the application explaining how household needs are being met on zero income. If no new application is received, your student(s) will be removed from the program and they will be expected to pay full price for their meals.
- **The information you provide may be verified at any time.** You may be asked to send additional information to prove your student(s) is/are eligible to receive free or reduced-price meals.
- **Other Benefits:** Other benefits may be available, such as assistance with school related fees. A copy of your award letter, sent home with your student(s) informing you that they qualify for Free or Reduced-Price meals for this school year, can be shown when asking for assistance. Additional copies of that qualifying letter are available upon request at the District Office.
- **If your child has an allergy to foods, you MUST provide a doctor's note that we keep on file.** This is a requirement under state and federal law.

* It is very important that you fill out this application as it helps support the school district in other ways. The state funds other programs and offers grant opportunities for the school district based on the number of applications on file.

6. Children's Racial and Ethnic Identities (Optional) – We are required to ask for information about your child(ren)'s race and ethnicity. This information is important and helps make sure we are fully serving our community. Responding to this section is optional and does not affect your child(ren)'s eligibility for free & reduced-price meals.

Mark one or more racial identities:

- American Indian or Alaska Native
- Black, or African American
- White
- Asian
- Native Hawaiian or Other Pacific Islander
- Hispanic or Latino
- Not Hispanic or Latino

Mark one ethnic identity:

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (Basic Food), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs; auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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: (202) 690-7442; or email: program.intake@usda.gov.

This institution is an equal opportunity provider.

INSERT DISTRICT NAME School District's Non-Discrimination Statement
 INSERT DISTRICT'S NON-DISCRIMINATION STATEMENT

SCHOOL USE ONLY – DO NOT WRITE BELOW THIS LINE

ANNUAL INCOME CONVERSION: Weekly x 52, Bi-Weekly x 26; Twice per month x 24; Monthly x 12. (Do NOT convert to annual income unless household reports multiple pay frequencies).

LEA APPROVAL: Basic Food/TANF/FDPIR/Foster Total Household Size Weekly Bi-Weekly 2x per Month Monthly Annual
 Income Household Total Household Income \$ _____ Other: _____

APPLICATION APPROVED FOR: Free Meals APPLICATION DENIED BECAUSE: Income Over Allowed Amount Other: _____
 Reduced-Price Meals Incomplete/Missing Information

Date Notice Sent _____ Signature of Approving Official _____ Date _____

**National School Lunch Program/School Breakfast Program
2020-21 Letter to Households (Public Schools)**

Dear Parent/Guardian:

This letter tells how your children can get free or reduced-price meals, as well as information on other benefits. The cost of school meals is shown below.

Breakfast will be served at no cost to those children who qualify for free and reduced-price meals. Lunches will be served at no cost to children who qualify for free meals and to those who qualify for reduced-price meals in kindergarten through 3rd grade. All other students (preschool and 4th – 12th grades) will be charged the rates shown below.

REGULAR			
Grade Level	Breakfast	Lunch	Snack
K-3	\$ 1.50	\$ 2.50	N/A
1-5	\$ 1.50	\$ 2.50	N/A
6-8	\$ 1.75	\$ 2.75	N/A
9-12	\$ 1.75	\$ 2.75	N/A

REDUCED-PRICE			
Grade Level	Breakfast	Lunch	Snack
K-3	\$ 0.00	\$ 0.00	N/A
1-5	\$ 0.00	\$.40	N/A
6-8	\$ 0.00	\$.40	N/A
9-12	\$ 0.00	\$.40	N/A

Who should fill out an application?

Fill out the application if:

- Total household income is the SAME or LESS than the amount on the chart.
- You receive Basic Food, take part in the Food Distribution Program on Indian Reservations (FDPIR), or receive Temporary Assistance for Needy Families (TANF) for your children.
- You are applying for foster children that are under the legal responsibility of a foster care agency or court.

Turn in the application to your child’s school main office or the District office.

Be sure to submit ONLY ONE application per household. We will notify you if the application is approved or denied. If any child you are applying for is homeless (McKinney-Vento), or migrant, check the appropriate box.

What counts as income? Who is considered a member of my household?

Look at the income chart below. Find your household size. Find your total household income. If members in the household are paid at different times during the month and you are unsure if your household is eligible, fill out an application and we will determine your income eligibility for you. The information you give will be used to determine your child's eligibility for free or reduced-price meals.

Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals regardless of personal use income. If you have questions about applying for meal benefits for foster children, please contact us at [360-582-3433](tel:360-582-3433)

USDA Child Nutrition Program Income Guidelines Effective July 1, 2020–June 30, 2021					
Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$23,606	\$1,968	\$984	\$908	\$454
2	\$31,894	\$2,658	\$1,329	\$1,227	\$614
3	\$40,182	\$3,349	\$1,675	\$1,546	\$773
4	\$48,470	\$4,040	\$2,020	\$1,865	\$933
5	\$56,758	\$4,730	\$2,365	\$2,183	\$1,092
6	\$65,046	\$5,421	\$2,711	\$2,502	\$1,251
7	\$73,334	\$6,112	\$3,056	\$2,821	\$1,411
8	\$81,662	\$6,802	\$3,401	\$3,140	\$1,570
For each add'l family member, add:	\$8,288	\$691	\$346	\$319	\$160

HOUSEHOLD is defined as all persons, including parents, children, grandparents, and all people related or unrelated who live in your home and share living expenses. If applying for a household with a foster child, you may include the foster child in the total household size.

HOUSEHOLD INCOME is considered to be the income each household member received before taxes. This includes wages, social security, pension, unemployment, welfare, child support, alimony, and any other cash income. If including a foster child as part of the household, you must also include the foster child’s personal income. Do not report foster payments as income.

What must be on the application?

A. For households not getting any assistance:

- Student name(s)
- Names of all household members
- Income by source for all household members
- Adult household member’s signature
- Last 4 digits of social security number of the adult household member who signs the application (or if the adult signing does not have a social security number, check the associated box).

Complete Parts 1, 2, 3, 4, and 5; Part 6 is optional.

B. For households with only foster child(ren)

- Student’s name
- Adult household member signature

Complete Parts 1 and 5; Part 6 is optional. You may also send the school a copy of the court documentation showing the foster child(ren) was/were placed with you instead of filling out an application form.

Last 4 digits of SSN are not required for B.

**National School Lunch Program/School Breakfast Program
2020-21 Letter to Households (Public Schools)**

What must be on the application? *continued*

C. For a family getting Basic Food/TANF/FDPIR:

- List all student names
 - Enter a case number
 - Adult household member's signature
- Complete *Parts 1, 2, 4, and 5*. *Part 6* is optional.
Last 4 digits of SSN are not required for C.

D. For household with a foster child(ren) and other children:

Apply as a household and include foster children. Follow the directions for "A. For households not getting any assistance:" and include the foster child's personal use income.

What if I'm not receiving basic food dollars?

If you have been approved for Basic Food but do not actually receive Basic Food dollars, you may be eligible for free or reduced-price meals. You must apply for meal benefits by filling out a meal application and returning it to your child's school.

Do my children automatically qualify if they have a case number?

Yes. Children on TANF or Basic Food may get free meals and children receiving some Medicaid benefits may be eligible for free or reduced-price meals without the household having to complete an application. These children are identified by the school using a data matching process. This matched list is then made available to your child's school food service staff. The students on this list get free meals if their schools have the free and reduced-price breakfast and/or lunch program (not all schools do). Please contact us immediately if you feel your children should be receiving free meals and are not. If you do not want your child to participate in the free meal programs using this method, please notify the school.

If anyone in my household has a case number, will all children qualify for free meals?

Yes. If someone else in the household has a case number, other than a foster child, you must fill out an application and send it to your student's school. Please contact us immediately if you feel other children in your household should be receiving free meals and are not.

Basic Food - Can I qualify for assistance in buying food?

Basic Food is the state's food stamp program. It helps households make ends meet by providing monthly benefits to buy food. Getting Basic Food is easy! You can apply in person at the local DSHS Community Service Office, by mail, or online. There are other benefits too. You can learn about Basic Food by calling 1-877-501-2233 or by logging on to <https://www.dshs.wa.gov/esa/community-services-offices/basic-food>.

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, 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.

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.

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 also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

Health Coverage

To inquire about or apply for health care coverage for kids in your family, please visit <http://www.wahealthplanfinder.org> or you may call Washington Health Plan Finder at 1-855-923-4633.

What if my child needs special foods?

If your child needs special foods, contact the school/district food service office.

Proof of Eligibility

The information you provide may be verified at any time. You may be asked to send additional information to prove your child is eligible to receive free and reduced-price meals.

Fair Hearing

If you do not agree with the decision on your child's application or the process used to prove income eligibility, you may talk with Shelley Langston the fair hearing official. You have the right to a fair hearing which may be arranged by calling the school/school district at this number 360-582-3407

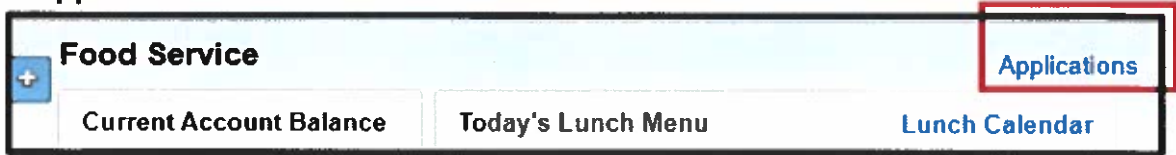
Reapplication

You may apply for benefits any time during the school year. If you should have a decrease in household income, an increase in household size, or become unemployed, or receive Basic Food, TANF, or FDPIR, you may be eligible for benefits and may fill out an application at that time.



Free and Reduced Lunch Application Directions

1. Log into Skyward Family Access – Ask school secretary for this information.
 - a. Click on food service from the list on the left.
2. Click on **Applications**



3. In the food service application window click: **Add Application**
4. Review the following:
 - a. Letter to Households
 - b. Review Federal Income Chart
 - c. Privacy Act Statement
 - d. Non-Discrimination Statement

Steps
➔ Letter to Households
Federal Income Chart
Privacy Act Statement
Non-discrimination Statement
Application
• Step 1: Student Names
• Step 2: Benefits
• Step 3: Gross Income
• Step 4: Household Members
• Step 5: Signature
• Step 6: Ethnicity and Race
Review and Submit

Step 1 Student Names: List all student (legal name) living with you, that are attending Sequim School District.

Step 2 Benefits: Check appropriate box and enter case number if you participate in assistance programs. *If not applicable, click next to proceed to step three.*

Step 3 Gross Income: List the names of all other household members including adults and children not attending Sequim School District. Enter gross income for each person and check the appropriate box on how often it is received. If a member has no income enter 0. *If a case number is listed in step 2 skip step 3.*

Step 4 Household Members: Total number equals all names listed in step 1 and 3 on this application. Provide the last 4 digits of your SSN in the box provided.

Step 5 Signature: Applicant’s signature must appear exactly as it does in step 3. To electronically sign the application select click to sign and an agreement will open.

Step 6 Ethnicity and Race: This is optional

To complete and submit application: Review and Submit