

July 2019

Dear Parent/Guardian:

Children need healthy meals to learn, and every family in the Beaverton School District is welcome to apply for free or reduced-price meals at school. **Applying is a two-step process: first you apply, then you receive a notification letter.** Even if you think your child is receiving meal benefits, you must receive a letter from Meal Benefits before you know for sure. You can also call Meal Benefits to check on eligibility at **(503)356-3957**. Meals are free if you qualify for meal benefits; otherwise parents are responsible to pay the following prices:

	Elementary	Middle	High	Adult
Breakfast	\$1.45	\$1.50	\$1.60	\$2.50
Lunch	\$3.05	\$3.25	\$3.60	\$4.50

Reduced price is \$0 for all reimbursable meals. Here 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 Supplemental Nutrition Assistance Program (SNAP) benefits, TANF or FDIPIR, 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 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 (see chart below). Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2019-2020			
Household size	Yearly	Monthly	Weekly
1	23,107	1,926	445
2	31,284	2,607	602
3	39,461	3,289	759
4	47,638	3,970	917
5	55,815	4,652	1,074
6	63,992	5,333	1,231
7	72,169	6,015	1,388
8	80,346	6,696	1,546
Each additional Person	8,177	682	158

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 **Homeless Liaison Lisa Montesana** at (503)356-5071 or **Migrant Liaison Judy Swearingen** at (503)356-3764.
3. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. *Use one Family Application for Free & Reduced Meals 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: **Meal Benefits, 10740 NE Walker Road, Entrance D1 Beaverton, OR 97006. YOUR CHILDREN WILL NOT RECEIVE MEAL BENEFITS UNTIL YOU RECEIVE A LETTER SAYING THEY ARE ELIGIBLE.**
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 **Laurie Bishop, Meal Benefits Specialist**, at **(503)356-3957** immediately.

5. **CAN I APPLY ONLINE?** Yes! The online application is faster for us to process, and it cannot get misplaced! The online application has the same requirements as the paper application. Visit www.schoolcafe.com to apply online. Contact **Laurie Bishop, Meal Benefits Specialist**, at **(503)356-3957** if you have any questions about the online application.
6. **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, through **September 30**. You must send in a new application unless you have received a letter telling you that your child is eligible for the new school year. **If you do not send in a new application that is approved by Meal Benefits or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.**
7. **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 apply.
8. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof of the household income you report.
9. **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 or reduced-price meals if the household income drops below the income limit.
10. **WHAT IF I DISAGREE WITH THE DISTRICT'S DECISION ABOUT MY APPLICATION?** You may ask for a hearing by calling or writing to **Laurie Bishop, Meal Benefits Specialist, 10740 NE Walker Road, Entrance D1, Beaverton, OR 97006**. Phone number is **(503)356-3957**; email address is **NS-MealBenefits@beaverton.k12.or.us**.
11. **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. **WE DO NOT REPORT YOUR INFORMATION TO ANY GOVERNMENT AGENCIES.**
12. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally 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.
13. **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. If any income fields are left empty or blank, those will also be counted as zeroes.
14. **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, they 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.
15. **WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR THE NAMES OF ALL OF MY FAMILY MEMBERS?** List any additional household members on a separate piece of paper and attach it to your application.
16. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for Supplemental Nutrition Assistance Program (SNAP) benefits or other assistance benefits, contact your local assistance office or call 2-1-1- or 1-800-SAFENET (723-3638). For food assistance call 1-866-348-6479 (1-866-3-HUNGRY). In the summertime, Text "FOOD" to 877877 or visit www.Summerfoodoregon.org for free summer meal options in your area.

If you have other questions or need help, call **Nutrition Services at (503)356-3955** or **Laurie Bishop at (503) 356-3957**.

Sincerely,

Laurie Bishop

Meal Benefits Specialist

Nutrition Services Department

10740 NE Walker Road, Entrance D1

Beaverton, OR 97006

(503)356-3957

2019-2020 BSD CHARGING POLICY

Every BSD student is eligible for a reimbursable USDA meal at school, but to receive free meals, the student must qualify for meal benefits. Otherwise, parents and guardians are responsible to pay for every meal received at school. Reimbursable meals must consist of at least (3) components from these (5) food groups: Meat/Meat Alternative, Grain, Vegetable, Fruit, Milk. One of the components must be at least ½ cup of fruit or vegetable.

- Per Oregon House Bill 3454, students without funds will be allowed to charge meals, unless the student's parent or guardian has requested in writing that the student not be allowed to charge.
- No students can charge a la carte items (including milk).
- No adults (parents, volunteers, visitors) can charge meals.
- All communication about a student's negative meal account will be conducted between BSD staff and parents/guardians. Students will only be provided information or balances if they inquire.
- To check a student's cafeteria balance, create alerts, use the auto pay feature, and apply for meal benefits, visit www.schoolcafe.com.

PARENT NOTIFICATIONS ABOUT CAFETERIA BALANCES

1. Balance Notification:
 - a. Parents/guardians/students can inquire directly with cafeteria staff.
 - b. Parents/guardians/students can use SchoolCafe (www.schoolcafe.com) to see a student's balance, apply for meal benefits, create alerts, and turn on auto-pay.
2. Negative Balance Notification:
 - a. Parents/guardians may sign up for School Messenger to receive automated phone calls and emails about a student's negative cafeteria balance. To sign up, go to <https://www.beaverton.k12.or.us/departments/public-safety/schoolmessenger>.
 - b. Nutrition Services staff may send home a note to parent/guardian.
 - c. Phone calls/emails may be made by Nutrition Services staff to parents/guardians.

PRIVACY STATEMENT - SOCIAL SECURITY NUMBERS and OTHER INFORMATION

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 4 digits of the social security number of the adult household member who signs the application. The last 4 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 (SNAP), 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 investigate violations of program rules. We may share the information on this form with Medicaid or the State Children's Health Insurance Program (SCHIP), unless you tell us not to. The information, if disclosed, will only be used to identify eligible children and seek to enroll them in Medicaid or SCHIP.

NON-DISCRIMINATION STATEMENT

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 USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, 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](http://www.ascr.usda.gov/complaint_filing_cust.html), (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:

- (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov