

Important Reminder: Free and Reduced School Meals

As we near the end of this 2019 – 2020 school year, I would like to make you aware of some important information in regard to the school lunch program.

First, if your child(ren) received free or reduced meals at the end of the previous school year, you **MUST** submit a new application at the beginning of the next school year. The carry-over benefit status will only last through the first 30 days of the new school year. At that point, if you have not submitted a new application, your child(ren) will be removed from free / reduced priced meals and they will be required to pay full price for their meals until a new application is submitted. You may submit an application at any time throughout the school year.

For any household wishing to obtain free or reduced priced meals, the family needs to fill out **only one (1)** family application for their entire household, either online or a paper form (turn in the completed paper application to any of the school offices within the Southeast Dubois County School Corporation. Please use a pen (not a pencil) to complete the application).

Be sure to include ALL of the following information on your application: **1) HOUSEHOLD SIZE** - is considered to be all persons, related or unrelated: Including parents, children, grandparents, etc. who live in your home and share living expenses. **2) The TOTAL HOUSEHOLD INCOME** - is the GROSS income each household member received the previous month before taxes - this includes wages, social security, pension, unemployment, disability, welfare, child support, alimony, and any other cash income. **3) The last four (4) digits of the social security of the household's primary wage earner MUST be on the application, or indicate that the household member does not have one by checking the "Check if no SSN" box.** **4) Lastly, make sure your application contains two (2) of your signatures.** Once in "STEP 4" for meal benefits and once in "STEP 5" for textbook assistance. An accurate mailing address (where your approval letter can be mailed) and a working telephone number **MUST also be listed on the application.**

Please note that we cannot accept or approve an application that is not complete; therefore please pay close attention and complete ALL the information in each of the application sections. Your child(ren)'s meal benefits may only begin once eligibility has been determined. Parents are responsible for payment of all meals at full price until their application is approved and they have been notified of their child(ren)'s benefit status. The extra few minutes you take to fill your application out correctly will avoid delays in beginning benefits for your child(ren).

The new Free / Reduced printed paper application for the school year 2020-2021 will be available at every school office of the Southeast Dubois County School Corporation in early August for anyone who would like to pick up one; otherwise online applications will be available in Harmony Family Access during online registration.

Also, please be aware that if your child(ren) selects an a la carte item, either in the morning or at noon, those items are **NOT** included in your free or reduced benefits. Your child(ren) will be required to pay full price for each a la carte item they purchase.

Students are NOT allowed to charge the purchase of any a la carte items!

NOTE: Meal account balances (whether they are a negative or a positive amount) will carry over to next school year for each of your child(ren)'s accounts at the end of each school year.

If you have any questions, please feel free to contact my office at 812- 817-0900 (ext. 9008) or by email at janel.reckelhoff@sedubois.k12.in.us.

Sincerely,

Janel Reckelhoff, Food Service Director

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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:

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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.*

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