

## Free and Reduced Price Meal Benefits Application Guidelines

Dear Parents/Guardians:

Free and Reduced Price school meals are available to families who believe they qualify. Families who wish to apply for meal assistance can do so at any time throughout the school year. Only one application needs to be completed for all students in the household. Families choosing to apply for meal benefits have two different options: Online Application or Paper Application. **For faster processing, an online application is recommended; the process is safe, secure, private, and available anytime, anywhere.**

Online Application (Recommended) – Please follow the steps below to complete an online application.

- 1) Log into your SKYWARD FAMILY ACCESS account
- 2) Click on Food Service
- 3) Choose the down arrow next to the “all students.” If you have more than one child, you only need to select one of your students.
- 4) Click Application
- 5) Fill out all required information on the application
- 6) Click the submit button

Paper Application – If an online application cannot be accessed, a paper application may be obtained in any of the following ways:

- You may pick up an application in the Administration Office or any of the School Offices.
- Contact Doris Johnson (information below) to have a paper application mailed to you.

Completed applications should be dropped off or mailed back to Administration Office:

Mt. Vernon Community School Corporation  
1806 W. State Road 234  
Fortville, IN 46040

Students with free/reduced meal status from the previous school year are granted a temporary 30 day carry-over meal status. **Before the 30 day grace period is expired, a new application must be submitted in order to continue receiving free/reduced meal benefits.** If a new application is not submitted within the first 30 days of school, your status will default to a regular paid lunch. You will be notified by mail of your child's status. Until notification you must provide your child with a lunch or lunch money. **APPLICATIONS MUST BE FILLED OUT EVERY YEAR!**

Please contact the Food Service Department with any questions related to meal applications:  
Emails: [doris.johnson@mvcsc.k12.in.us](mailto:doris.johnson@mvcsc.k12.in.us) or [kasey.pasyk@mvcsc.k12.in.us](mailto:kasey.pasyk@mvcsc.k12.in.us)  
Phone: 317-485-3100

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*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, audiotope, 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-0508-0002-508-11-28-17Fax2Mail.pdf>, 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
- 2. fax:**  
(833) 256-1665 or (202) 690-7442; or
- 3. email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

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