



PORTLAND PUBLIC SCHOOLS
food service
 feeding tomorrow together

To: **Parent/Guardian**
 From: **Dawn Hilton**
 Food Service Department
 92 Waldron Way
 Portland, ME 04103
 (207) 874-8231
 Date: **August 22, 2022**
 Re: **Household Data Form**

Dear Parent/Guardian,

We are a happy to announce that meals will be at no charge to all students for the 2022-2023 school year. The State of Maine will be funding the parent portion of the meal this year. While there is no cost to you, **we are asking all families to complete the application/survey you have received.** This form is very important for district reporting for grants and funding. Qualifying can also help you with college application costs, fee waivers, or local internet costs.

Students can continue to purchase milk only for \$0.50 each.

The Meal Benefit Application should be used for students who attend the following schools: Longfellow, Lyseth, Ocean Ave, Casco Bay High, and Portland High.

The Household Income Data Collection Form should be used for students who attend the following schools: Cliff Island, East End, Peaks Island, Presumpscot, Reiche, Rowe, Talbot, King Middle, Lincoln Middle, Moore Middle, and Deering High.

Families with children at both school groupings should complete both forms. All information provided is kept confidential.

Follow us on Facebook or visit our website to stay connected.

Sincerely,
 Dawn Hilton

Food Service Website:
www.portlandschools.org/departments/operations/food_service

Follow us on Facebook:
<https://www.facebook.com/PortlandMEFoodService>

Online Applications
 Continuing this year, our Free and Reduced meal benefit application, as well as our CEP Household Income Data Collection Form is available to families online. These forms can be found in the **Free and Reduced information tab.**

Menu and Meal Pattern
 All meals meet the USDA guidelines. Lunch includes the five meal components: Fruit, Vegetable, Meat/Meat Alternate, Whole Grain, and Milk. Students are offered all five, but are required to choose three to qualify the meal as reimbursable. One of those three must be a fruit or vegetable. All menus are posted on Channel 3 and our website in the **Menus tab.**

Meal Prices 2022-2023
Pre K – 5
 Breakfast: \$0
 Lunch: \$0
 8oz Milk: \$0.50
Middle/High
 Breakfast: \$0
 Lunch: \$0
 8oz Milk Only: \$0.50



English

If you need help with translating this information into another language, please call the Multilingual and Multicultural Center at 874-8135.

Acholi

Ka imito kony me kwango ngec man i leb mukene, tim ber go cim i ofic pa *Multilingual* ki *Multicultural Center* i nama 874-8135.

Arabic إذا كنت بحاجة إلى المساعدة في ترجمة هذه المعلومات إلى لغة أخرى، يرجى الاتصال بدائرة برامج اللغات والثقافات المتعددة في التربية 8135-874 على الرقم

Dari/ Farsi

اگر شما آرزو دارید ترجمه این معلومات را به زبان های دیگر بدانید ، لطفا به دفتر کلتور و ترجمه به این شماره به تماس شوید ۸۱۳۵-۸۷۴.

Español

Si usted necesita ayuda traduciendo esta información a otro idioma, por favor llame el Centro Multilingüe y Multicultural al 874-8135.

French

-Si vous avez besoins d'aide avec la traduction dans une autre langue, s'il vous plaît appelez le Centre

Khmer

រូបសិទ្ធិរបស់លោកលោកស្រីនៃល្អប្រសើរ ទំនិញនេះ ទំនាក់ទំនង ឬជំនួយក្នុងជម្រក
លេខទូរស័ព្ទ/ផាកសលា ៨៧៤-៨១៣៥។

Kinyarwanda

-Nimwaba mukeneye ubasemurira mu rundi rurimi, tubasavye guhamagara ikigo C'Indimi n'Imico itandukanye kuri 874-8135.

Pashto

که تاسو د دې معلوماتو په ژباړه کې ژبې ته مرستې ته اړتیا لرئ. مهرباني وکړئ د نو ژبوالی او کن کلتور مرکز ته زنگ ووهئ ۸۱۳۵-۸۷۴.

Português

Se você precisa de ajuda com a tradução desta informação para Português, por favor, ligue para o Centro Multilingüe & Multicultural no telefone 874-8135.

Somali

Haddii aad u baahan tahay in lagaa caawiyo sidii warbixintaan laguugu tarjumi lahaa af kale, fadlan soo wac Xarunta dhexe Luqadaha iyo Dhaqamada kala Duwan : 874-8135.

Swahili

-Ukihitaji msaada na kutafsiri katika lugha nyingine, tafadhali piga simu ofisi ya Mipango ya Lugha na Kitamaduni kwa 874-8135.

Vietnamese

Nếu quý vị cần giúp đỡ để dịch thông tin này sang ngôn ngữ khác, xin hãy gọi Trung Tâm Đa Ngôn Ngữ và Đa Văn Hóa theo điện thoại số 874-8135.

Portland Public Schools - 2023 Household Income Data Collection Form.
VERY IMPORTANT – PLEASE RETURN THIS COMPLETED FORM TO YOUR SCHOOL BY
October 18, 2022

Dear Parents/Guardians:

This survey will provide information needed by the Maine Department of Education to determine the eligibility status for State Economically Disadvantaged funds available under the Essential Programs & Services Funding Act for children in this school. If you have any questions please call the Food Service Department at (207) 874-8231. The due date to return this survey to your school administrator is Tuesday, October 18, 2022. Please list all students on the form.

Household Last Name: _____ Phone: _____ E-mail: _____

Name of Child(ren) attending a Maine K-12 Public School			School Attending	Current Grade
Last	Middle	First		
1.				
2.				
3.				
4.				
5.				
6.				

PART II: Fill in the following for Household Size and Household Income

Check the box for your total household size (total adults & children) and check the box for your total annual household income range Category 1, Category 2, or Category 3. **Check only one income category for your total household size.** For help in determining your household size and total annual household income, please see instructions on the back of this form.

Select TOTAL Household Size	Category 1 – Total Annual Household Income is Within This Range:	Category 2 – Total Annual Household Income is Within This Range	Category 3 – Total Annual Household Income is Above This Range
<input type="checkbox"/> 1	<input type="checkbox"/> \$0 - \$17,667	<input type="checkbox"/> \$17,668 - \$25,142	<input type="checkbox"/> \$25,143 or above
<input type="checkbox"/> 2	<input type="checkbox"/> \$0 - \$23,803	<input type="checkbox"/> \$23,804 - \$33,874	<input type="checkbox"/> \$33,875 or above
<input type="checkbox"/> 3	<input type="checkbox"/> \$0 - \$29,938	<input type="checkbox"/> \$29,939 - \$42,606	<input type="checkbox"/> \$42,607 or above
<input type="checkbox"/> 4	<input type="checkbox"/> \$0 - \$36,075	<input type="checkbox"/> \$36,076 - \$51,338	<input type="checkbox"/> \$51,339 or above
<input type="checkbox"/> 5	<input type="checkbox"/> \$0 - \$42,211	<input type="checkbox"/> \$42,212 - \$60,070	<input type="checkbox"/> \$60,071 or above
<input type="checkbox"/> 6	<input type="checkbox"/> \$0 - \$48,347	<input type="checkbox"/> \$48,348 - \$68,802	<input type="checkbox"/> \$68,803 or above
<input type="checkbox"/> 7	<input type="checkbox"/> \$0 - \$54,483	<input type="checkbox"/> \$54,484 - \$77,534	<input type="checkbox"/> \$77,535 or above
<input type="checkbox"/> 8	<input type="checkbox"/> \$0 - \$60,619	<input type="checkbox"/> \$60,620 - \$86,266	<input type="checkbox"/> \$86,267 or above

If household size is greater than 8, list household size and total annual income below:

Household Size: _____ Total Annual Income: \$ _____

PART III: Signature

I certify (promise) that the information provided on this form is true and that I included all income. I understand that the school may receive state and federal funds based on the information I provide and that the information could be subject to review.

Parent or Guardian Signature

Date

Print Name of Parent or Guardian

This institution is an equal opportunity provider. The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.

Complaints of discrimination must be filed at the office of the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051. If you wish to file a discrimination complaint electronically, visit the Human Rights Commission website at <https://www.maine.gov/mhrc/file/instructions> and complete an intake questionnaire.

Maine is an equal opportunity provider and employer.

Who should I include in “Household Size”?

You must include yourself and all people living in your household, related or not (for example, children, grandparents, other relatives, or friends) who share income and expenses. If you live with other people who are economically independent (for example, who do not share income with your children, and who pay a pro-rated share of expenses), do *not* include them.

What is included in “Annual Household Income”? Annual Household Income includes the following:

- **Gross earnings from work:** Use your gross income, not your take-home pay. Gross income is the amount earned before taxes and other deductions. This information can be found on your pay stub or if you are unsure, your supervisor can provide this information. Net income should only be reported for self-owned business, farm, or rental income.
- **Welfare, Child Support, Alimony:** Include the amount each person living in your household receives from these sources, including any amount received from State of Maine DHHS.
- **Pensions, Retirement, Social Security, Supplemental Security Income (SSI), Veteran’s benefits (VA benefits), and disability benefits:** Include the amount each person living in your household receives from these sources.
- **All Other Income:** Include worker’s compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income received. Do not include income from WIC, federal education benefits and foster payments received by your household.
- **Military Housing Allowances and Combat Pay:** Include off-base housing allowances. *Do not* include Military Privatized Housing Initiative or combat pay.
- **Overtime Pay:** Include overtime pay *ONLY* if you receive it on a regular basis.

How do I report annual household income for pay received on a monthly, twice a month, every two weeks, or weekly basis?

- Determine each source of household income based on above definitions. Households that receive income at different time intervals must annualize their income as follows:
 - If paid monthly, multiply total pay by 12
 - If paid twice per month, multiply total pay by 24
 - If paid bi-weekly (every two weeks), multiply total pay by 26
 - If paid weekly, multiply total pay by 52
- Add annualized pay together to determine the total annual household income and check the box on the other side of this form if it is within either of the ranges displayed for your household size.
- If your household size exceeds the size on the chart, list household size and total annual household income in the space provided.

If your income changes, include the wages/salary that you regularly receive. For example, if you normally make \$1,000 each month, but you missed some work last month and made \$900, put down that you made \$1,000 per month. Only include overtime pay if you receive it on a regular basis. If you have lost your job or had your hours or wages reduced, enter zero or your current reduced income.