

**School Meal Information for 2022-23**

Dear Mead School District Families:

The Mead School District Nutrition Services welcomes you to the 2022-23 school year. This important newsletter includes beneficial information for **all families** in our district. Please read through the following sections for information pertaining to your family.

**MEAL PRICES for 2022-2023 school year.**

	Breakfast	Lunch	Reduced Breakfast	Reduced Price Lunch	Milk purchased without meal
Elementary	1.85	2.95	0.00	0.00	.65
Middle/High	2.00	3.50	0.00	0.00	.65
Adults	3.00	5.00			.65

**PAYING FOR STUDENT MEALS:** The Meal Magic cash register program is a debit system. Students will need to deposit money prior to using the account. Mead School District highly encourages the use of this simple and convenient way for you to deposit money on your child’s meal account using a credit or debit card that is **service fee free**. Use the Mead School District Online Payment link <https://wa-mead.intouchrecepting.com/> and the deposit will be credited to your child’s meal account within 4-6 hours. **Meal account balances are listed on this site.** Payments may also be made at the school office. Please place check or cash in an envelope labeled with student name and send to the building office.

**MEAL TIME**

We are pleased to provide breakfast and lunch for your children that meet federal standards and include produce from our Farm to School program. Breakfast is an important part of being ready to learn. We offer breakfast prior to school starting. Please check your school’s schedule for specific times.

- **Elementary students** will need to be able to say their first AND last name loud and clear for the cashier or have their ID badge. Please have them practice this important skill to keep the meal lines moving quickly.
- **Middle/High school students** must have their ID badge or know their student ID#. This is their 5 digit number located in PowerSchool and on their class schedule. This is imperative to keep lines moving quickly so students have plenty of time to eat.

**MEAL CHARGING**

**Please see attached procedure.**

**“MY SCHOOL MENU” APP and Health-e Living Website**

Check out this app. for an exciting way to view menus, nutritional information, screen menus for allergens and translate menus into different languages. Available as an app for smartphones,

tablets or bookmark on your pc. Keep up-to-date by visiting our website at <https://mead.healtheliving.net/>

### **FREE & REDUCED MEAL APPLICATIONS**

A new application for Free and Reduced-Price Meals must be filled out every year. Translated applications are available at: [Translated Meal Applications](#). **A quick and easy option is to apply online at <https://mead.familyportal.cloud/>.** If you need internet access, our office has a computer station available for parents/guardians at 12509 N Market St. Bldg. E, Mead, WA 99021. Paper applications are available at school offices, district office or the Nutrition Services website and office. Return paper applications to our office at the above address. You may apply at any time during the school year if your household status changes. The enclosed Letter to Households (Public Schools) has more information on free or reduced price meals as well as other benefits. After you apply you will receive an email with an attached approval/denial letter.

### **DIRECT CERTIFICATION:**

If your child/children have been directly certified for free/reduced meals by the state of Washington, you will have already received notification prior to this letter. If you have received notification that your child/children qualified for free/reduced meals, you will not have to fill out an application for that child. **IMPORTANT:** If you did not receive notification for other students in the household, please call Nutrition Services at 509-465-6100.

Students who receive *FREE* or *REDUCED-PRICE* meal benefits must be aware that this allows for **one full breakfast and one full lunch per school day**. These benefits do not include separate ala carte purchases.

### **REDUCED OR WAIVED FEES**

In order to receive reduced or waived fees you must give written permission to share the fact your student receives free or reduced meal benefits. Please retain your benefit notification letter from Mead Nutrition Services and give a copy to your child's school if you wish to receive reduced or waived fees. You may also fill out the attached waiver form and send to our office.

### **DISTRICT NUTRITION & PHYSICAL EDUCATION POLICY & PROCEDURE 6700**

Please read for information on district policies on Nutrition & PE. Please check with your school as they may have additional practices in place. [Procedure 6700](#) and [Policy 6700](#). More information on Healthy Celebrations can be found on our website <https://mead.healtheliving.net/>

### **SPECIAL DIETARY ACCOMMODATIONS**

USDA Child Nutrition Programs support access to healthy meals to all children, including children with disabilities who have special dietary needs. Under the law, a disability is an impairment which substantially limits a major life activity, which can include allergies and digestive conditions, but does not include personal diet preferences. To provide accommodations we must have specific information from a recognized medical authority. Please return this completed & signed form [Special Dietary Accommodations](#) to your school's nurse.

Students with life-threatening conditions must have physician orders and a health care plan before attending school. Click [here](#) to access Health Care Plans.

### **COMMUNITY ELIGIBILITY PROVISION SCHOOLS (CEP)**

If your child attends **Creekside, Evergreen, Farwell or Shiloh Hills Elementary** school we are

excited to announce breakfast and lunch is FREE for all students. These 4 schools have qualified for CEP under the new state law HB 1878.

### **What this means for you:**

- If your child attends one of these schools you do not fill out a meal application for meal benefits, unless you also have children attending another school within the district.
- We do need all households that have not received notification of free meal benefits through the state directly certified process to fill out a Household Information Report. This is available on the same website as our meal applications.  
<https://mead.familyportal.cloud/>
- Why? The Household Information Report is critical in determining the amount of money the school receives from a variety of State and Federal programs.
- You may qualify for reduced or waived fees, such as chrome book insurance.
- If you have any questions, please reach out to Nutrition Services at 509-465-6100.

**We hope this information is beneficial to you in beginning this new school year. We encourage you to take time to review our webpage <https://mead.healtheliving.net/> for new information throughout the year!**

Sincerely,

Nutrition Services

“In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. 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-Form0508-0002-508-11-28-17Fax2Mail.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: mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.”

**National School Lunch Program/School Breakfast Program  
2022-23 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 and lunch will be served at no cost to those children who qualify for free and reduced-price meals in grades K-12. All other students will be charged the rates shown below.

REGULAR			
Grade Level	Breakfast	Lunch	Snack
K-5	\$ 1.85	\$ 2.95	\$
6-12	\$ 2.00	\$ 3.50	\$

**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 or Nutrition Services, 12509 N Market St., Bldg. E, Mead, WA 99021. 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 509-465-6100.

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$25,142	\$2,096	\$1,048	\$967	\$484
2	\$33,874	\$2,823	\$1,412	\$1,303	\$652
3	\$42,606	\$3,551	\$1,776	\$1,639	\$820
4	\$51,338	\$4,279	\$2,140	\$1,975	\$988
5	\$60,070	\$5,006	\$2,503	\$2,311	\$1,156
6	\$68,802	\$5,734	\$2,867	\$2,647	\$1,324
7	\$77,534	\$6,462	\$3,231	\$2,983	\$1,492
8	\$86,266	\$7,189	\$3,595	\$3,318	\$1,659
For each add'l family member, add:	\$8,732	\$728	\$364	\$336	\$168

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.
  
- 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 Jared Hoadley, 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 509-465-6000.

**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.

**Parental Release of Information Form 2022-23 School Year**

**CONSENT TO SHARE CHILD NUTRITION PROGRAM ELIGIBILITY INFORMATION FOR OTHER SCHOOL PROGRAMS**

If you qualify for free or reduced-price meals based on household size or income or, if you receive Basic Food, Temporary Assistance for Needy Families (TANF), Food Distribution on Indian Reservations (FDPIR), or have been Directly Certified as eligible for free meals you may be eligible for decreased fees to participate in other school programs. Submitting/not submitting this form will not affect your child’s eligibility for free or reduced-price meals.

You must check the box for each program you would like to participate in and sign the form to allow your eligibility status to be shared for other program benefits.

Check to participate	Title of School Program	How the shared information will be used
<input type="checkbox"/>	Fees for band, athletics, field trips, ASB	Waive fees as required by RCW 28A.325.010
<input type="checkbox"/>	Class fees	Reduce or waive fees
<input type="checkbox"/>	Chromebook repairs & insurance	Reduce fees
<input type="checkbox"/>	AP test	Reduce or waive fees

Student ID Number (if available)	Student Name	School	Grade

Printed Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

District Office Use: Free    Reduced Initial & Date:
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Please send completed forms to: **Mead School District Nutrition Services 12509 N. Market St., Mead, WA 99021**



## **Meal Charge Procedures**

Dear Parents and Guardians,

**This letter is to communicate Mead School District's procedure for student meal accounts.**

### **Online Payments**

This is the most efficient way to put money on your student's account. Payments made online are posted to student meal accounts several times during the day. At this time, there is no service charge to your credit or debit card. Your student's meal account balance is listed on this website. If the balance is in (parenthesis) it signifies a negative balance. If you don't have a PowerSchool Parent Portal account, please call your school office to get an account set up.

**Online payments are accepted at <https://wa-mead.intouchreceipting.com/>.**

### **Other Payments Accepted**

Cash or personal check payments are also accepted at all school offices and are deposited by bookkeepers as they receive the payments.

### **Parental Control**

At any time parents/guardians may put purchasing limits on their children(s) meal accounts. Please contact our office at 509-465-6100 for more details. We require the parental control request be in writing.

### **Low and Negative Meal Account Balances**

- Any student requesting a full meal will be allowed one regardless of account balance, unless there are parental controls prohibiting meal account purchases.
- **Elementary:** notification of account balances are only directed to parents/guardians.
- **Middle School:** notification to students of their account balance occurs when the meal account reaches positive \$10.00. Students are not told their balance after it reaches a negative balance.
- **High School:** notification to students of their account balance occurs when the meal account reaches positive \$10.00.
- **Extra Purchases / Snack Items:** snacks or extra items such as additional milk and extra entrees cannot be purchased if a student's account is negative. **Only full meals are allowed to be charged.**
- Adults must keep their meal accounts positive. No purchases will be allowed that result in a negative balance.

### **Meal Account Balance Notifications**

Notifications to parents/guardians are made twice weekly through email and through School Messenger when student balances are low or negative. In addition, principals or counselors may reach out when 5 or more meals are charged to your students account.

**To ensure receipt of these notices please keep your contact information up-to-date. Access your PowerSchool parent account and click the Student Information Update link.**

### **Meal Debt Payments**

If at any time you are concerned about being able to pay for your child's meals please contact Nutrition Services. It is imperative at all grade levels that parents/guardians keep meal account balances positive. **Parents/guardians are expected to pay delinquent debt when notified by the school district of the debt.**

### **Free and Reduced Meal Application or Household Information Report (HIR)**

A new application is required yearly to see if your household qualifies for free or reduced price meal benefits. If you receive a letter from the Nutrition Services office in August stating no application or HIR is needed for your child, then your child has been directly qualified through the state of WA. and no application is needed. If other children reside in your household and are not listed on the letter please contact the Nutrition Services office at 509.465.6100. The quickest way to apply is online at <https://mead.familyportal.com>. If your child attends **Creekside, Evergreen, Farwell or Shiloh Hills Elementary** we request you fill out the Household Information Report on the same website as the meal application. Paper applications, translated applications and HIR's are available at all schools and the Nutrition Services office. Applications are accepted at any time during the year.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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, audiotape, 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-0508-00\\_02-508-11-28-17Fax2Mail.pdf](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-00_02-508-11-28-17Fax2Mail.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)