

Killingly Public Schools

**LAST DAY FOR FREE MEALS FOR ALL STUDENTS:
Friday, December 23, 2022**

PAID MEALS START Wednesday, January 4, 2023

for students who have not been approved for free or reduced-price lunch.

Killingly Public Schools has been participating in the School Meals Assistance Revenue for Transition (SMART) funds, which has allowed all students to temporarily receive free breakfast and lunch meals regardless of family income. **Our allocation of SMART funds will provide funding for free meals through December 23, 2022.** On January 4, 2023, the district will revert to charging for meals for all students who have not been approved for free or reduced-price meals by means of an application or direct certification from the State of CT.

BREAKFAST AND LUNCH MEAL PRICES (FULL PRICE)

	BREAKFAST	LUNCH
Goodyear, KCS, & KMS	\$1.75	\$2.75
KIS & KHS	\$2.25	\$3.25

MEAL PAYMENT METHODS

1. Cash
2. Checks (made out to Killingly Public Schools)
3. My School Bucks (preferred): create an online account using a credit/debit card (subject to \$2.75 fee per credit/debit card transaction)
<https://www.myschoolbucks.com/ver2/getmain.action?clientKey=&requestAction=home>

FREE AND REDUCED-PRICE MEAL APPLICATION INFORMATION

We encourage families who are in need of financial assistance (and who have not done so already), **to complete and submit the confidential Free and Reduced-Price Meal Application to ensure meal benefits are available for students who qualify for free or reduced-price meals.**

BREAKFAST AND LUNCH MEAL PRICES (REDUCED PRICE)

	BREAKFAST	LUNCH
All Schools	\$.30	\$.40

Applications are available from your child's school, KPS Central Office, or on the KPS website:
<https://www.killinglyschools.org/community/community-forms>

Please submit the completed application to your child's school.

If you have any questions, please contact:

Sue Theroux
Free and Reduced-Price Meals Program Coordinator
860-779-6605

LUNCH CHARGING

A requirement of the USDA National School Lunch Program (NSLP) requires that sponsors of school Child Nutrition Programs maintain a policy that addresses the charging of meals and a child's inability to pay. Bad debt (uncollectable accounts) and collection are unallowable costs under NSLP, as are alternative, "emergency" lunches that do not conform to the menu item requirements of the program. It is the intent of the Board that school lunch payment issues are handled in a manner that maintains student dignity and supports its objective of operating the Killingly Public School Lunch Program as a self-supporting venture.

If a student does not have his/her lunch money, the district will permit charging of his/her lunch meal for a maximum of twenty-five dollars. Upon attaining a negative balance in a school lunch account, the student's family will be contacted by the Food Services Department or their designee.

A student lunch debt is deemed to be uncollectable when the student graduates or otherwise is disenrolled from the district. Upon request, students who exit the district with a credit balance on their account will be issued a reimbursement. Such reimbursement shall be automatic if the credit equals or exceeds ten dollars.

At the end of each school year, the manager of the Killingly Public School Lunch Program shall submit to the business office a detailed list of outstanding student lunch debt and the amount of credit balances considered abandoned by students who are no longer enrolled in the district.

Delinquent Debt and Bad Debt

The District's effort to recover from households money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The school food authority is encouraged to consider whether the benefits of potential collections outweigh the costs which would be incurred to achieve those collections.

Money owed because of unpaid meal charges shall be considered "delinquent debt", as defined, as long as it is considered collectable and reasonable efforts are being made to collect it. Such debt must be paid by June 30, effective with the 2017-2018 school year.

After reasonable attempts are made to collect the delinquent debt, and it is determined that further collection efforts are useless or too costly, the debt must be reclassified as "bad debt." Such debt will be written off as an operating loss not to be absorbed by the nonprofit school food service account, but must be restored using non-federal funds.

Dissemination of Policy

This policy shall be provided in writing to all households at the start of each school year and to households transferring to the school district during the school year.

This policy shall be included in student/parent handbooks, on online portals that households use to access student accounts, placed on the District's website, on the website of each school, and published at the beginning of each school year at the time information is distributed regarding free and reduced price meals and again to the household the first time the policy is applied to a specific child.

LUNCH CHARGING

Dissemination of Policy (continued)

This policy shall be included in student/parent handbooks, on online portals that households use to access student accounts, placed on the District's website, on the website of each school, and published at the beginning of each school year at the time information is distributed regarding free and reduced price meals and again to the household the first time the policy is applied to a specific child.

This policy shall be provided to all school staff and/or food service authority staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contacted by families with unpaid meal charges also should be informed of this policy.

The district's school food authority shall maintain, as required, documentation of the methods used to communicate this policy to households and school or school food authority-level staff responsible for policy enforcement.

(cf. 3542 - Food Service)

(cf. 3542.31 - Free or Reduced Price Lunch Program)

Legal Reference:

Connecticut General Statutes

- 10-215 Lunches, breakfasts and other feeding programs for public school children and employees
- 10-215a Nonpublic school and nonprofit agency participation in feeding programs
- 10-215b Duties of State Board of Education re feeding programs.
- State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016
- Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"
- National School Lunch Program and School Breakfast Program: Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45, No. 20, Tuesday, January 29, 1980, pp 6758-6772)
- USDA Guidance
- SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"
- SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"
- SP 57-2016, "Unpaid Meal Charges: Guidance and Q and A"
- SP 58-2016, "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

Policy approved: June 28, 2017

KILLINGLY PUBLIC SCHOOLS
Killingly, CT 06239

Addendum C: Information on the Supplemental Nutrition Assistance Program (SNAP)

Dear Parent/Guardian:

If your children qualify for free school meals or milk, you might also qualify for **SNAP** (formerly called Food Stamps). SNAP helps people buy food for themselves and their families. SNAP benefits are issued each month on plastic debit cards. You can use SNAP benefits to buy food at major supermarkets, neighborhood grocery stores, and some farmers' markets authorized to accept SNAP.

How to Qualify

If and how much SNAP you qualify for depends on:

- your household's income;
- allowable deductions to your household's income (examples include monthly shelter expenses, medical bills, and court ordered child support);
- your household size; and
- at least 5 years U.S. residency for qualified non-citizens.

If you have access to the Internet, you can go online to see if you may be eligible for SNAP. Go to

www.connect.ct.gov and click "Am I Eligible?"

Owning your own home or owning a car will not prevent you from being eligible for SNAP.

Effective October 1, 2021		
Household size	Gross monthly income	Gross annual income
1	1,986	23,832
2	2,686	32,232
3	3,386	40,632
4	4,085	49,020
5	4,785	57,420
6	5,485	65,820
7	6,185	74,220
8	6,885	82,620
For each additional member	+699	+8,388
Larger households = higher incomes		

To Apply or Get More Information

- To find your local Connecticut Department of Social Services (DSS) office, call **United Way's free referral number 2-1-1** (free call statewide).
- You can find a list of all **Connecticut Department of Social Services (DSS)** offices, or you can apply online at <https://www.connect.ct.gov/access/jsp/access/Home.jsp> (click "Apply for Benefits"). You can get the paper SNAP application in English at <https://portal.ct.gov/-/media/Departments-and-Agencies/DSS/Common-Applications/W-1E.pdf> and in Spanish at <https://portal.ct.gov/-/media/Departments-and-Agencies/DSS/Common-Applications/W-1ES.pdf>.
- The following two organizations conduct outreach for DSS and can assist with applying for SNAP benefits:
 1. **End Hunger CT!** provides a SNAP outreach call center (866-974-SNAP (7627)) to assist in applying for as well as maintaining eligibility for SNAP benefits. If you are eligible for SNAP, you will stretch your food dollars, support your school and community, and your kids get school meals at no cost. Many families are surprised they qualify – it is quick, easy and confidential to check by calling one of our trained associates
 2. **The Connecticut Association for Community Action (CAFCA)** works with community action agencies that will help you enroll in SNAP (see table on page 2):

Addendum C: Information on SNAP

Agency	Phone number	Areas served
The Access Community Action Agency (Access)	860-450-7400	Windham and Tolland Counties
Alliance for Community Empowerment (Alliance)	203-366-8241	Greater Bridgeport Area and Upper Fairfield County
Community Action Agency of New Haven, Inc. (CAANH)	203-387-7700	Greater New Haven Area
The Community Action Agency of Western Connecticut, Inc. (CAAWC)	203-744-4700	Northwestern CT and Lower Fairfield County
Community Renewal Team, Inc. (CRT)	860-560-5600	Hartford and Middlesex County
Human Resources Agency of New Britain, Inc. (HRA)	860-225-8601	New Britain and Bristol Areas
New Opportunities, Inc. (NOI)	203-575-9799	Greater Waterbury, Meriden, and Torrington Areas
Thames Valley Council for Community Action, Inc. (TVCCA)	860-889-1365	Southeastern CT- New London County
Training Education and Manpower, Inc. (TEAM)	203-736-5420	Naugatuck Valley

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-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

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of affirmative action/ equal opportunity for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, civil air patrol status, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.

This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/AddendumC.pdf>.

U.S. Department of Agriculture (USDA):

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-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.

This institution is an equal opportunity provider.