

## 2020-21 FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

#### Dear Parent/Guardian:

Children need healthy meals to learn. Tigard-Tualatin School District offers healthy meals to students every school day. The meal prices for this school year are listed below. Your children may qualify for free meals or for reduced price meals.

Meals	Elementary	Middle School	High School
Breakfast	\$1.75	\$2.00	\$2.00
Lunch	\$2.90	\$3.25	\$3.40
Reduced*	\$0.00	\$0.00	\$0.00

Extra Milk can be purchased for \$0.55.

\*Funding provided by the Oregon Legislature to eliminate the reduced price for school meals.

#### 1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from SNAP, FDPIR, or TANF, are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

	Federal <u>Reduced Price</u> Meals Participants may qualify for reduced price meals if the household income falls at or below the limits on this chart.										
Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly						
-1-	23,606	1,968	984	908	454						
-2-	31,894	2,658	1,329	1,227	614						
-3-	40,182	3,349	1,675	1,546	773						
-4-	48,470	4,040	2,020	1,865	933						
-5-	56,758	4,730	2,365	2,183	1,092						
-6-	65,046	5,421	2,711	2,502	1,251						
Each additional household member adds	8,288	691	346	319	160						

- 2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call (503) 431-4103.
- 3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to your student's school or mail to: TTSD Nutrition Services, 6960 SW Sandburg St, Tigard, OR 97223.
- 4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, call (503) 431-4103, or email <u>ttsdfoodservice@ttsd.k12.or.us.</u>
- 5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. To learn more, visit https://www.ttsdschools.org/nutrition or call (503) 431-4103 or email ttsdfoodservice@ttsd.k12.or.us
- 6. 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, through 10/15/2020. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

- 7. IF MY CHILD IS ELIGIBLE FOR FREE OR REDUCED PRICE MEAL BENEFITS, WHEN WILL THE MEAL BENEFITS BEGIN? Meal benefits for new applications cannot start until an application is approved. Please provide a lunch or money for a paid lunch until you receive notice that the application is approved.
- 8. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
- 9. MY CHILDREN RECEIVE OREGON HEALTH PLAN BENEFITS. CAN THEY GET FREE MEALS? This can only be determined by completing an application for meal benefits. Please fill out an application.
- **10.** WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
- 11. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
- WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may
  ask for a hearing by calling or writing to: David Moore, Chief Financial Officer, 6960 SW Sandburg St., Tigard, OR 97223
  (503) 431-4076
- **13.** MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
- 14. WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD? You must include all people living in your household, related or not (such as grandparents, other relative, or friends). You must include yourself and all children who live with you. Foster children may be included as household members. If you live with other people who are economically independent (for example, people you do not support, who do not share income with you or your children and who pay a pro-rated share of expenses), do not include them.
- 15. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you <u>normally</u> receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
- 16. 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 <u>also</u> be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you <u>meant</u> to do so.
- 17. 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.
- 18. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP or other assistance benefits, contact your local assistance office or call 2-1-1- or 1-800-SAFENET (723-3638). For food assistance call 1-866-348-6479 (1-866-3-HUNGRY). In the summer time, Text "FOOD" to 877877 or visit www.Summerfoodoregon.org for free summer meal options in your area.

If you have other questions or need help, call the TTSD Nutrition Services Office at (503) 431-4103

Sincerely,

#### **Tigard-Tualatin Nutrition Services**

# **HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS**

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, <u>even if your children attend more than one school in Tigard-Tualatin Schools District.</u> The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact the TTSD Nutrition Services Office at (503) 431-4301 or email <u>https://www.ttsdschools.org/nutrition</u>.

#### PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

## STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending Tigard Tualatin School District, <u>regardless of age.</u>

A) List each child's name. Print each child's	B) Is the child currently enrolled	C) Do you have any foster children? If any children	D) Are any children homeless, migrant,
name. Use one line of the application for each	at TTSD? Mark 'Yes' or 'No' under	listed are foster children, mark the "Foster Child"	or runaway? If you believe any child
child. When printing names, write one letter	the column titled "Student". If	box next to the child's name. If you are ONLY	listed in this section meets this
in each box. Stop if you run out of space. If	you marked 'Yes,' write the grade	applying for foster children, after finishing <b>STEP 1</b> ,	description, mark the "Homeless,
there are more children present than lines on	level of the student in the 'Grade'	go to STEP 4.	Migrant, Runaway" box next to the
the application, attach a second piece of	column to the right.	Foster children who live with you may count as	child's name and complete all steps of
paper with all required information for the		members of your household and should be listed	the application.
additional children.		on your application. If you are applying for both	
		foster and non-foster children, go to step 3.	

## STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- The Food Distribution Program on Indian Reservations (FDPIR)

A) If no one in your household participates in any of the	B) If anyone in your household participates in any of the above listed programs:
above listed programs:	• Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you
• Leave STEP 2 blank and go to STEP 3.	participate in one of these programs and do not know your case number, contact: DHS.
	• Go to STEP 4.

## **STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS**

#### How do I report my income?

- Use the charts titled "Sources of Income for Adults" and "Sources of Income for Children," printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
  - Gross income is the total income received before taxes.
  - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.

## **STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS**

- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

#### **3.A. REPORT INCOME EARNED BY CHILDREN**

A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

#### **3.B REPORT INCOME EARNED BY ADULTS**

#### Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- Do NOT include:
  - People who live with you but are not supported by your household's income AND do not contribute income to your household.
  - Infants, Children and students already listed in **STEP 1.**

B) List adult household members'	C) Report earnings from work. Report all income from work in the	D) Report income from public assistance/child
names. Print the name of each	"Earnings from Work" field on the application. This is usually the	support/alimony. Report all income that applies in the "Public
household member in the boxes marked	money received from working at jobs. If you are a self-employed	Assistance/Child Support/Alimony" field on the application. Do
"Names of Adult Household Members	business or farm owner, you will report your net income.	not report the cash value of any public assistance benefits NOT
(First and Last)." <u>Do not list any</u>		listed on the chart. If income is received from child support or
household members you listed in STEP	What if I am self-employed? Report income from that work as a	alimony, only report court-ordered payments. Informal but
<u><b>1.</b></u> If a child listed in <b>STEP 1</b> has income,	net amount. This is calculated by subtracting the total operating	regular payments should be reported as "other" income in the
follow the instructions in <b>STEP 3, part A.</b>	expenses of your business from its gross receipts or revenue.	next part.
E) Report income from pensions/retirement/all other income. Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.	<b>F) Report total household size.</b> Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in <b>STEP 1</b> and <b>STEP 3</b> . If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.	<b>G) Provide the last four digits of your Social Security Number.</b> An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."

## **STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE**

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

A) Provide your contact information. Write your current	B) Print and sign your name and	C) Mail Completed	D) Share children's racial and ethnic identities
address in the fields provided if this information is available.	write today's date. Print the name	Form to: TTSD	(optional). On the back of the application, we ask
If you have no permanent address, this does not make your	of the adult signing the application	Nutrition Services,	you to share information about your children's race
children ineligible for free or reduced price school meals.	and that person signs in the box	6960 SW Sandburg	and ethnicity. This field is optional and does not
Sharing a phone number, email address, or both is optional,	"Signature of adult."	St, Tigard, OR	affect your children's eligibility for free or reduced
but helps us reach you quickly if we need to contact you.		97223	price school meals.

# **2020-2021 Oregon Household Application for Free and Reduced Price School Meals** Complete one application per household. Please use a pen (not a pencil).

STEP 1	List ALI	- Household Members who are infants	, child	ren, anc	l stud	ents u	p to an	ıd inclı	uding g	grade	12 (	if mor	e spa	ices ai	e req	uirec	l for a	dditi	onal na	ames,	attach	anoth	er sh	leet c	of pap	ber)
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if not related."																							t apply	1		
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Migrant or Runa eligible for free n	away are meals, Read																						Check	;		
How to Apply fo Reduced Price : Meals for more i	School																						]			
STEP 2	Do anv Ho	busehold Members (including you) curr	entiv p	articipa	te in c	one or	more o	of the fo	ollowin	a ass	istar	nce pro	oaran	ns: SN	AP. T	ANF.	or FD	PIR	>							
										<u> </u>							Numb									
		NO > Go to STEP 3	YES >	Write a	case	number	here th	ien go ti	0 STEP	' 4 (Do	0 <u>not (</u>	comple	ete ST	<u>EP 3</u> )		5450	Turns				Write	only one	case n	lumber	r in this	space.
STEP 3	Report In	come for ALL Household Members (Skip t	his ste	p if you a	answe	red'Ye	es' to S1	TEP 2)																		
		A. Child Income													Child in	omo	ſ	Weekly		often?	h Monthly	1				
		Sometimes children in the household earn o Household Members listed in STEP 1 here.	r receive	e income.	Please	e includ	e the TO	)TAL inc	come re	ceived	by al	I		\$				0	0	0	0	-				
		B. All Adult Household Members (in					41															]	,	(h 6		- )
Are you unsure with a second s		List all Household Members not listed in STE for each source in whole dollars (no cents) o					ne from a								fields		you ar						no inco		o repo	
Flip the page and the charts titled " of Income" for me	"Sources	Name of Adult Household Members (First and Last)		arnings from	n Work	Weekly		dy 2x Month	n Monthly			c Assistar Support//		Weekly			Month Mo	onthly		Pensions/ All Other I	Retiremen ncome	t/ Wee				Monthly
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Street Address (if	i avaliable)	Apt #		City					State	e		Zip			ו ך   ך	Jaytin		ie an	d Email	option	al)					
Printed name of a	adult signing	the form		Signatu	re of ac	dult										Foday	's date									

INSTRUCTIONS Sources of Income

Sources of In	come for Children	S	ources of Income for Ad	dults				
Sources of Child Income	Example(s)	Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income				
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages	bonuses - Net income from self- employment (farm or business) If you are in the U.S. Military:	<ul> <li>Unemployment benefits</li> <li>Worker's compensation</li> </ul>	- Social Security (including railroad				
<ul> <li>Social Security</li> <li>Disability Payments</li> <li>Survivor's Benefits</li> </ul>	<ul> <li>A child is blind or disabled and receives Social Security benefits</li> <li>A parent is disabled, retired, or deceased, and their child receives Social Security benefits</li> </ul>		Supplemental Security Income (SSI)     Cash assistance from State or local government	retirement and black lung benefits) - Private pensions or disability benefits - Regular income from				
-Income from person outside the household	- A friend or extended family member regularly gives a child spending money	- Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing	<ul> <li>Alimony payments</li> <li>Child support payments</li> <li>Veteran's benefits</li> </ul>	trusts or estates - Annuities - Investment income				
-Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust	allowances) - Allowances for off-base housing, food and dothing	- Strike benefits	<ul> <li>Earned interest</li> <li>Rental income</li> <li>Regular cash payments from outside household</li> </ul>				

#### **OPTIONAL** Children's Racial and Ethnic Identities / Health Coverage

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one):	🔄 Hispanic or Latino 🛛 🗌 Not Hispa	nic or Latino	
Race (check one or more)	: 🔲 American Indian or Alaskan Nativ	ve 🗌 Asian	

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Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (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:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

fax: (202) 690-7442; or

email: program.intake@usda.gov. This institution is an equal opportunity provider. \*Only use this address if you are filing a complaint of discrimination

Do not fill out FOR SCHOOL USE ONLY
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Total Income	How often?			Eligibility:	Oregon Expanded Income Group:
	Weekly Bi-Weekly 2x Month	Monthly         Household Size           O         Categorical	Eligibility	Free Reduced Denied	0
Determining Official's Signature	Date	Confirming Official's Signature	Date	Verifying Official's Signat	ure Date

## Tigard Tualatin School District Permission to Share Confidential Meal Eligibility Status 2020-2021 School Year

Dear Parent or Guardian:

If you are interested in the possibility of additional benefits for your student, the district must have your written permission to share your student's name and meal eligibility status (i.e. approved for free, or reduced-price meals), with the other programs that offer benefits.

You may give permission to the Nutrition Services Department to release your student's name and meal eligibility status for opportunities listed below by selecting opportunities under Option 1, entering your student's information, signing and dating the form.

If you do not want to share your student's information select Option 2, you may STOP HERE and do NOT complete this form. Your student's eligibility status for free or reduced-price school meals will not be shared.

- Sending in this form will not change whether your student(s) get free or reduced-price meals.
- Signing this waiver is NOT A REQUIRMENT for participation in any school nutrition program.

Please note that there is NO GUARANTEE of additional benefits. Not all schools have funding to offer local program fee waivers or fee reductions to students.

Option 1: Yes! I consent to sharing my student's name and meal eligibility status for the opportunities I
have selected below
Listed benefits are NOT guaranteed

	Listed benefits are NOT guaranteed	
Athletic fee reduction	by this form.	
Instrument rental reduction	Please contact your school for specific	
Driver Education Program reduction	fee reduction/waivers.	
Option 2: No! Do NOT share my student's name and meal	NOT all schools receive funding to	
eligibility status for any additional opportunities.	provide fee waivers or fee reductions.	

If you checked Yes, please complete the student information below, sign, date, and return this consent form with your meal application. Your student's confidential eligibility information will be shared only with staff in charge of the opportunities you selected.

Student's Name(s):	School(s):
Student's Name(s):	School(s):
Student's Name(s):	School(s):
Signature of Parent/Guardian:	Date:
Printed Name:	

**Return this form with your application for Free and Reduced-Price Meals to your student's school.** For more information, please call the Nutrition Services Office at (503)431-4103.

This institution is an equal opportunity provider.