



WESTPORT COMMUNITY SCHOOLS

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Superintendent
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508-636-1140 x4020

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508-636-1140 x4050

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508-636-1140 x1873

KIM OUELLETTE

Facilities Coordinator
508-636-1140 x1871

JENNIFER CHAVES

Out of School Time
Director
508-636-1140 x4425

July 9, 2024

Dear Parent/Guardians of 7th through 12th grade students:

Westport community Schools offer bus transportation to all students who are residents of the school district and live more than 1.5 miles from the school. Cost for transporting students in grades K-6 are paid entirely by funds from the annual school budget. Students grades 7th through 12th must purchase bus passes, which entitle them to transportation to and from school for the entire school year.

The cost for students in grades 7th through 12th for a bus pass for the 2024-2025 school year is \$200 per with a family cap of \$400. Westport Community Schools will only offer the FREE transportation waiver if the student(s) qualify for the free or reduced lunch program. Additional information about school bus transportation is enclosed. Please read the information carefully.

Bristol Agricultural High School Students bus pass for 2024-2025 school year is \$100. per student.

The school district must know whether or not your student plans to use bus transportation. **You must return the enclosed Transportation Form by Friday, August 2, 2024.**

If you plan to use bus transportation, you must submit the **full** \$200 fee with your completed form. Families facing financial hardships may apply for the transportation waiver. Incomplete applications will be returned. **Waivers are available for families that qualify for free or reduced lunch eligibility.** Waiver applications are due Friday, August 2, 2024. **No bus change or adjustments will be allowed during the first two weeks of school.**

Westport Community Schools now offer MySchoolBucks School Store to make convenient online payments. If you are already using MySchoolBucks to pay for meals, your account is already set-up and read to go! Just login and click new link to Store. Otherwise, register for your Free account today at <https://MySchoolBucks.com>.

You may drop off your completed form to the Central Administration Office at 17 main Road (at the rear of the high school campus) between the hours of 7:30am and 3:00pm., Monday through Friday. Please remember that we may not be able to provide you with transportation if we do not receive your response by noon Friday, August 2, 2024.

Bus fees received after the due date of Friday, August 2, 2024 will have a \$25.00 late fee.

If you have any questions about our transportation program, please don't hesitate to contact me at (774) 309-3371. You may also email me at mrapoza@westportschools.org. we are committed to providing safe transportation for our children and we appreciate your support.

Sincerely,

Michelle Rapoza
School Business Administrator

17 Main Road • Westport,
MA 02790-4202
wcsdist@westportschools.org



WESTPORT COMMUNITY SCHOOLS

School Business Administrator

17 Main Road • Westport, MA 02790-4202

Telephone (774) 309-3371 • Fax (508) 636-1449 • Email mrapoza@westportschools.org

Grades 7 through 12 students Bus Passes SY2024-2025

How much will the grades 7 through 12 student's bus pass cost?

The cost for Grades 7 through 12 student bus pass for the 2024-2025 school year is \$200 per student with a family cap of \$400. This fee is not prorated for any student who enrolls at our Westport Middle High School or applies for a bus pass any time after the first day of school. The cost for a bus pass will remain at \$200, regardless of the date of entry into the school system.

After the first day of school, however, Grades 7 through 12 student's bus passes are nonrefundable for any reason, even if the student withdraws from school, transfers to another school district or moves from the town. Students who have their transportation privileges suspended or revoked for behavioral or disciplinary reasons are not entitled to any refund.

Transportation is provided free of charge for the first few weeks of school. Bus passes will be distributed to students the second week of October. Beginning on Tuesday, October 15, students must show their bus passes to drivers before boarding. No student will be allowed to board any bus without a bus pass.

Does it matter how frequently I plan on having my student ride the bus? What if my student only plans to ride the bus one way or use the bus for transportation only two or three days each week?

The bus pass cost the same for all students, no matter how often they ride the bus. The school district plans its routes for each new school year based on maximum ridership – how many students need transportation and where they live. Bus costs cannot be prorated according to varied daily usage, so each family must carefully consider whether purchasing bus passes is the best choice for them. Please remember that, after the first day of school, bus passes are nonrefundable for any reason.

Where will students be picked up before school and dropped off after school?

Transportation is scheduled for all students based on the permanent home address they have provided the school district. You may want to contact your child's school to be sure your home address – and your telephone numbers – are up-to-date in our student database. Because the student population changes each year, school bus stops and schedules may change, too. During the summer, the Student Services Coordinator works with the bus company representative to select safe, convenient, common bus stops. State law requires that bus stops are no more than one and half miles from students' homes, but we make an effort to keep that distance much shorter. While the district cannot provide door-to-door or street-to-street service for every student, we try to designate bus stops at safe locations that are fair and safe to everyone.

When will my student be picked up in the morning?

A complete list of bus routes will be published our website no later than Friday, August 23, 2024. Students should be at the correct bus stop five to fifteen minutes before the scheduled bus arrival. Our school bus drivers have lists of the students on their routes and, for the safety of all students; drivers are not permitted to pick up anyone not on their passenger lists. Students who miss their scheduled bus **may not** board a bus on another route, nor may they board the later bus route that transports the younger elementary and kindergarten students.

May I have my students picked up or dropped off at another address?

NO, only if there is a family emergency are students able to change their bus assignments.

A 24 hour notice must be received to approve the request unless there is a family emergency.



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What is the deadline for purchasing bus passes?

To reserve a seat on your bus route, the Student Services Coordinator must receive your Transportation Form and your payment in full (or a fee waiver request) no later than Friday, August 2, 2024. Incomplete applications will be returned. Students who enter the school system or want to purchase bus passes after that date will be accepted only if there is an existing stop already scheduled on the bus route and there are seats available on the bus. No new bus stops will be added.

Bus fees received after the due date of Friday, August 2 will have a \$25.00 late fee.

Transportation is provided free of charge for the first few weeks of school. Bus passes will be distributed to students the second week of October. Beginning on Tuesday, October 15, students must show their bus passes to drivers before boarding. No student will be allowed to board any bus without a bus pass.

Will the school district waive the payment for families in financial need?

If you cannot afford to purchase bus passes, please complete the fee waiver request form enclosed and return the completed form with a copy of your 2023 Federal Income Tax Return. We will process your request as quickly as possible but, if you do not provide a copy of your income tax return showing proof of income, we cannot process your fee waiver request. Incomplete applications will be returned. Please remember that, until your fee waiver request is processed, you are responsible for transporting your child to and from school.

State law requires that fees be waived for foster children and any students who receive the School Lunch Program's free or reduced meals.

You must submit your School Lunch Application or fee waiver request form by Friday, August 2. Incomplete applications will be returned. If you purchase a bus pass and then later decide to request a fee waiver, we cannot refund your payment.

Where do I send my completed forms and my fee payment?

Please make checks payable to Town of Westport and submit your completed Transportation Form, your payment and – if necessary – your fee waiver request to: Michelle A. Rapoza, School Business Administrator, Westport Community Schools, 17 Main Road, Westport MA 02790. There is a \$25.00 check return fee for any checks returned for insufficient funds or stop payments.

All Transportation Forms and payment in full must be received by Friday, August 2. Bus fees received after the due date of Friday, August 02, 2024 will have a \$25.00 late fee. If you have any questions, please don't hesitate to contact the School Business Administrator at 508-636-1140. You may also email Ms. Rapoza at mrapoza@westportschools.org or send a FAX to (508) 636-1449.

Can I pay my transportation fees with a credit card?

Yes, Westport Community Schools now offers MySchoolBucks School Store. This convenient online payment service provides a quick and easy way to pay for school-related purchases. You can now pay for items such as transportation fees, athletic fees, pre-school tuition, extended day tuition, and student activity fees (store items) using your credit/debit card or electronic check, fees do apply. If you are already using MySchoolBucks to pay for school meals, your account is already set-up and ready to go! Just login and click on the new link to Store. Otherwise, register for your FREE account today at <https://www.MySchoolBucks.com>.

There is a \$25.00 late fee for any bus fees received after Friday, August 2, 2024!

This institution is an equal opportunity provider.

**Due to COVID restrictions, Students can have ONLY one bus stop for the morning and afternoon!
will be no alternating of addresses for the 2024-2025 school year!**



WESTPORT COMMUNITY SCHOOLS

School Business Administrator

17 Main Road • Westport, MA 02790-4202

Telephone (774) 309-3371 • Fax (508) 636-1449 • Email mrapoza@westportschools.org

Transportation Form

Please complete this form to let us know whether or not your child will need bus transportation in the 2024-2025 school year. **You must return this form by Friday, August 2, 2024.**

Please complete ONE form per household

Student Name(s) _____

Student Home Address _____

Grade(s) _____

Parent/Guardian Name _____

Parent/Guardian Daytime Telephone Number _____

Parent/Guardian Email Address _____

PLEASE CHECK ONE:

- My child **WILL** use bus transportation in the 2024-2025 school year.
- My child **WILL NOT** use bus transportation in the 2024-2025 school year.

PLEASE COMPLETE FOR STUDENTS IN GRADES 7-12:

The cost for Grades 7 through 12 student bus pass for the 2024-2025 school year is \$200 per student with family cap of \$400. This fee is not prorated for any student who enrolls at our schools or applies for a bus pass any time after the first day of school. The cost for a bus pass will remain at \$200, regardless of the date of entry into the school system. To reserve a seat on your bus route, **the School Business Administrator must receive your Transportation Form and your payment in full (or a request for waiver) no later than Friday, August 2,** incomplete applications will be returned. Please remember that **we may not be able to provide your child with bus transportation** if we do not receive your response **by Friday, August 2.** Students who enter the school system or want to purchase bus passes after that date will be accepted only if there is an existing stop already scheduled on the bus route and there are seats available on the bus. No new bus stops will be added.

PLEASE CHECK ONE:

- My child **WILL** use bus transportation and I have enclosed full payment for the school year.
- The student listed above is a foster child, automatically qualifying for a fee waiver
- My child **WILL** use bus transportation, but I cannot afford to pay for transportation; I have enclosed the completed Transportation Fee Waiver Request Form and a copy of page 1 & 2 of form 1040 of my 2023 Federal Income Tax Return

Bus fees received after the due date of Friday, August 2, 2024 will have a \$25.00 late fee.

Transportation is provided free of charge for the first five days of school (Thursday, August 29 through Friday, September 6). Bus passes will be distributed to students at the middle of October. **Beginning on Tuesday, October 15, students must show their bus passes to drivers before boarding. No student will be allowed to board any bus without a bus pass.**

Please make checks payable to **Town of Westport** and submit your completed Transportation Form, your payment in full to: Michelle A. Rapoza, Student Services Coordinator, Westport Community Schools, 17 Main Road, Westport MA 02790

All Transportation Forms and payment in full (or a request for waiver) must be received by Friday, August 2, 2024. Incomplete applications will be returned. If you have any questions, please do not hesitate to contact the Student Services Coordinator.

Contact information is listed at the top of this form.

Payments are now accepted through MySchoolBucks School Store. Register for your FREE account today at <https://www.MySchoolBucks.com>.

This institution is an equal opportunity provider.

Students can have ONLY one bus stop for the morning and afternoon! There will be no alternating of addresses for the 2024-2025 school year!



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Transportation Request for Fee Waiver

The cost for Grades 7 through 12 student bus pass for the 2024-2025 school year is \$200 per student with a family cap of \$400. This fee is not prorated for any student who enrolls at our school district or applies for a bus pass any time after the first day of school.

Bus fees received after the due date of Friday, August 02, 2024 will have a \$25.00 late fee.

If you cannot afford to purchase bus passes, please complete the fee waiver request form enclosed and return the completed form with a copy of your 2023 Federal Income Tax Return. We will process your request as quickly as possible but, **if you do not provide a copy of your income tax return** showing proof of income, **we cannot process your fee waiver request.** Incomplete applications will be returned. Please remember that, until your waiver request is processed, you are responsible for transporting your child to and from school.

You can apply for the free or reduced lunch program, which may qualify your child(ren) for free transportation. We have enclosed an application for your convenience.

You must submit your waiver request by Friday, August 02, 2024. If you purchase a bus pass and then later decide to request a waiver, we cannot refund your payment. If your request for a waiver is not approved, you may appeal your decision by contacting our School Business Administrator, Ms. Michelle A. Rapoza. Contact information is listed at the top of this form.

Westport Community Schools now offers MySchoolBucks School Store to make convenient online payments. If you are already using MySchoolBucks to pay for school meals, your account is already set-up and ready to go! Just login and click on the new link to Store. Otherwise, register for your FREE account today at <https://www.MySchoolBucks.com>.

-See Q & A sheet for additional information

(Please see other side for waiver request form)

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School Business Administrator

17 Main Road • Westport, MA 02790-4202

Telephone (774) 309-3371 • Fax (508) 636-1449 • Email mrapoza@westportschools.org

Transportation Fee Waiver Request Form

If you cannot afford to purchase bus passes, please complete this waiver request form and return the completed form with a copy of **your 2023 Federal Income Tax Return**. We will process your request as quickly as possible but, if you do not provide a copy of your income tax return, showing proof of income, we cannot process your waiver request. Incomplete applications will be returned. Please remember that, until your waiver request is processed, you are responsible for transporting your child to and from school. **You must submit your waiver fee request by Friday, August 2, 2024.** If you purchase a bus pass and then later decide to request a waiver, we cannot refund your payment.

Student Name _____

Student Home Address _____

Grade _____

Parent/Guardian Name _____

Parent/Guardian Daytime Telephone Number _____

- My child **WILL** use bus transportation, but I cannot afford to pay for transportation; I have enclosed the completed Transportation Fee Waiver Request Form and a copy of my 2023 Federal Income Tax Return
OR I have attached my 2024-2025 School Lunch Application.

Please list below the names and gross monthly incomes of all household members.

Name	Gross Monthly Income
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

I certify that this information is correct and that all income is reported. I have attached a copy of my 2023 Federal Income Tax Return. I understand that the school district cannot process this request if I do not provide a copy of my income tax return and that I am responsible for transporting my child to and from school until this request is processed. **I understand that this fee waiver request must be submitted by Friday, August 4, 2023** and, if I purchase a bus pass and then later decide to request a waiver, the school district cannot refund my payment.

Parent/Guardian Signature _____

Date _____

(Please see other side additional information)

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Sharing Information with Other Programs

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be used to provide financial assistance for additional school programs for which your children may qualify. For the following programs, we must have your permission to use your information. Sending in this form will not change whether your children get free or reduced-price meals.

Yes! I DO want school officials to use information from my Free and Reduced Price School Meals Application for **Middle School and High School Athletic programs.**

Yes! I DO want school officials to use information from my Free and Reduced Price School Meals Application for **the High School Counseling Department for transcripts and other costs.**

If you checked yes to any or all of the boxes above, fill out the form below to ensure that your information is shared for the child(ren) listed below. Your information will be used only with the programs you checked.

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For more information, you may call Michelle Rapoza at 508-636-1140 ext. 4020 or e-mail her at mrapoza@westportschools.org. Return this form as soon as possible to Westport Community Schools, ATTN: Michelle Rapoza, 17 Main Rd, Westport, MA 02790.

*MA Free and Reduced Price School Meal Application School Year 2024-2025



WESTPORT COMMUNITY SCHOOLS TRANSPORTATION CHANGE FORM

Changes MUST be submitted to Michelle Rapoza @
mrapoza@westportschools.org by Friday, August 02, 2024.

Please check one: Add Student
 Change of Home Address
 Change of Alternate Address

School: _____ Grade: _____

Student Name: _____

New Address: _____

Pick-up ADDRESS _____ Bus# _____

Mon. Tues. Wed. Thurs. Fri.

Drop-off ADDRESS _____ Bus # _____

Mon. Tues. Wed. Thurs. Fri.

Effective Date of Change: _____

Reason for request:

**Parents Signature _____ DATE: _____

**Date: _____

ONLY ONE ADDRESS CAN BE USED FOR TRANSPORTATION (NO EXCEPTIONS)

Please return to your child's school no later than, Friday, August 02, 2024.

This institution is an equal opportunity provider.

**“NO BUS CHANGES OR ADJUSTMENTS WILL BE ALLOWED DURING
THE FIRST TWO WEEKS OF SCHOOL”**

**This is to assure a safe transition to and from school for our students
and staff.**



Westport Community Schools



Pay Online For:

**Transportation Fees, Athletic Fees, Pre-School Tuition,
Extended Day Tuition, & Student Activity Fees**

Dear Parents,

Westport Community Schools now offers MySchoolBucks School Store. This convenient online payment service provides a quick and easy way to pay for school-related purchases. You can now pay for items such as transportation fees, athletic fees, pre-school tuition, extended day tuition, and student activity fees (store items) using your credit/debit card or electronic check.

If you are already using MySchoolBucks to pay for school meals, your account is already set-up and ready to go! Just login and click on the new link to Store. Otherwise, register for your FREE account today at <https://www.MySchoolBucks.com>.

MySchoolBucks provides:

- **Convenience** - Available **24/7 on the web** or with the **Mobile App** for your iPhone, Android or Windows phone!
- **Efficiency** - Make payments for all your students, even if they attend different schools within the district. Eliminate the need for your students to take money to school.
- **Control** - Set low balance alerts, view account activity, recurring/automatic payments & more!
- **Flexibility** - Make payments using credit/debit cards and electronic checks.
- **Security** – MySchoolBucks adheres to the highest security standards, including PCI and CISP.

Enrollment is easy!

1. Go to www.MySchoolBucks.com and register for a free account.
2. You will receive a confirmation email with a link to activate your account.
3. Add your students using their school name and student ID.
4. Make a payment to your students' accounts with your credit/debit card or electronic check.
A program fee may apply. You will have the opportunity to review any fees and cancel if you choose, before you are charged.

If you have any questions, contact MySchoolBucks directly:

- parentsupport@myschoolbucks.com
- 1-855-832-5226
- Visit myschoolbucks.com and click on Help/FAQ's

Thank you,

Michelle A. Rapoza

Director of Food Services & Transportation

(774) 309-3371 or 508-636-1140

"This institution is an equal opportunity provider".



2024-2025 Massachusetts Application for Free and Reduced Price School Meals

If you have received a Notice of Direct Certification – FREE from the school district for free meals, do not complete this application. If you have received a Notice of Direct Certification – REDUCED PRICE from the school district for reduced price meals, this application may be submitted. DO let the school know if any children in the household are not listed on the Notice of Direct Certification. FREE letter you received. Complete one application per household. Please use a pen (not a pencil).

STEP 1

List ALL Household Members who are infants, children, and students up to and including grade 12. Attach another sheet of paper if you need space for more names. Read How to Apply for Free and Reduced Price School Meals for more information.

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related." Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.

Child's First Name	MI	Child's Last Name	School Name	Check all that apply				
				Student? Circle Yes or No	Foster	Homeless	Migrant	Runaway
				Y N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Y N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Y N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Y N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Y N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Y N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 2

Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDIPIR? Write the Agency ID Number, then go to STEP 4 (Do not complete STEP 3)

Agency ID Number: _____

STEP 3

List ALL adult household members and income for each member (before taxes and deductions) (Skip this step if you answered "Yes" to STEP 2)

Review the charts titled "Sources of Income" for more information. The "Sources and Examples of Income for Children" chart will help you with the Child Income section. The "Sources of Income for Adults" chart will help you with the All Adult Household Members section

A. Child Income

Sometimes children in the household earn or receive income. Please include the TOTAL income (before taxes and deductions) received by all Household Members listed in STEP 1 here:

B. All Adult Household Members (including yourself)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes and after deductions) for each source in whole dollars (no cents) only, if they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)

Name of Adult Household Members (First and Last)	Earnings from Work			Public Assistance/ Child Support/Alimony			Pensions / Retirement / All Other Income					
	Weekly	Bi-Weekly	2x Month	Monthly	Weekly	Bi-Weekly	2x Month	Monthly	Weekly	Bi-Weekly	2x Month	Monthly

Total Household Members (Children and Adults)

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member

XXX-XX-XXXX Check if no SSN

STEP 4

Contact Information and Adult Signature

Mail Completed Form To: District Office, 189 Park Street, North Reading, MA 01864

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Street Address (if available) _____ Apt # _____

City _____ State _____ Zip _____

Daytime Phone and Email (optional) _____

Printed name of adult signing the form

Signature of adult

Today's date

Sources and Examples of Income

For additional information on income, please refer to the instructions that accompany this application.

Sources and Examples of Income for Children
- A child has a regular full or part-time job where they earn a salary or wages
- A child is blind or disabled and receives Social Security benefits
- A Parent is disabled, retired, or deceased, and their child receives Social Security benefits
- A friend or extended family member regularly gives a child spending money
- A child receives regular income from a private pension fund, annuity, or trust
- A child receives regular income from a private pension fund, annuity, or trust

Earnings from Work	Sources of Income for Adults	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
<ul style="list-style-type: none"> - Salary, wages, cash bonuses - Net income from self-employment (farm or business) - Basic pay and cash bonuses (do NOT include combat pay, PSA or privatized housing allowances) - Allowances for off-base housing, food and clothing 	<ul style="list-style-type: none"> - Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government - Alimony payments - Child support payments - Veteran's benefits - Strike benefits 	<ul style="list-style-type: none"> - Social Security (including railroad retirement and black lung benefits) - Private pensions or disability benefits - Regular income from trusts or estates - Annuities - Investments - Earned interest - Rental income - Regular cash payments from outside household 	

OPTIONAL

Children's Racial and Ethnic Identities. This information is kept confidential and may be protected by the Privacy Act of 1974.

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino
- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Use of Information Statement

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met.

Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, Check if no Social Security Number. Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

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.

The contact information below is solely to file a complaint of discrimination

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-OASCE%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:

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

FAX: (833) 256-1665 or (202) 690-7442; or
EMAIL: Program.Intake@usda.gov

This institution is an equal opportunity provider.

* Do not mail applications to this address, only complaints of discrimination.

Return completed form to your child's school.

For School Use Only

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12. Do not annualize income to determine eligibility unless more than one income frequency is listed.

Total Income

How often?

Weekly	Every 2 Weeks	2x Month	Monthly	Annual
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Household size

Categorical Eligibility

Free	Reduced	Denied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Determining Official's Signature

Date

Confirming Official's Signature

Date

Verifying Official's Signature

Date

Error prone