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For the 2024-205 school year, Garfield County School District No. 16 will provide no-cost Breakfast and Lunch.

Research shows students perform better at school when they are not hungry. By providing Breakfast and Lunch to all students at no cost, we better support their learning.

Although all students will receive no-cost meals, it's still important for households to provide their income information when requested. Gathering this information allows Garfield County School District No. 16 to receive the state and federal funding we qualify for. These funds go directly to schools to help cover the cost of meals and support after-school activities and other nutritional programs for students. Plus, qualifying households may be eligible for Summer EBT benefits, receive discounted school fees, class materials, bus passes, utilities support, and more. **Providing household income information ensures you and your school receive all available financial support.**

This packet contains more information and the form to provide your household income information. While the following pages may reference eligibility for free or reduced-price school meals, Breakfast and Lunch will be provided free to all students regardless of household income.

Our school meals follow U.S. Department of Agriculture guidelines for healthy school meals. You can be confident your children are getting quality school meals while saving your family time and money.

For information on how to apply, please read the attached letter.

PLEASE NOTE: There is no longer a separate Information Release form. The release is on the back of the actual application.

Support Your Child's School by Completing the Household Income Form

Step-by-Step Instructions

While all students at your school may now get no-cost school meals, it is still important to fill out the household income form. It can help qualify your school for funding to support students. ***It also can help qualify some students for other benefits, such as not having to pay certain school fees.***

These instructions will help guide you through the steps on the form, which is titled Free/Reduced-Price School Meals & Family Economic Data Survey. Complete only one application per household. Use a black or blue pen, not a pencil.

Step 1 List all children

- List first and last names of all children in your household. Providing their date of birth and grade is optional. If you need room to list additional children, use an extra sheet of paper and attach it to the application.
- Check the appropriate box for any Foster Child, Runaway, Homeless and/or Migrant student, or leave blank.
- If you receive benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF/Colorado Works), and/or Food Distribution Program on Indian Reservations (FDPIR), list your case number from any one of these programs. Do not include your card or account number. ***If you list a case number for any of these benefits, go straight to STEP 3 (skip STEP 2). If you do not receive benefits from any of these programs, leave the case number section blank and go to STEP 2.***

Step 2 Report all household income (for students & adults)

To complete this section, you may want to keep the following information handy:

- Earnings statements or pay stubs from work
- Benefits statements such as those from Social Security or retirement accounts
- Other financial documents for any other sources of income

List all adult household members (including yourself) and their income. If an adult does not have any income, enter '0'. ***Also, list again in this section any students who receive income.*** Report gross income (total income before taxes and deductions). Households with incomes at or below the [income limit](#) may be eligible for Summer EBT. For examples of types of income to include in each of these categories, please see the bottom of these instructions.

Types of income to include:

- 1. Earnings from work:** Report the total gross income for the period selected, not the hourly wage. Gross income is the total income before taxes or other deductions (like health insurance premiums) are subtracted. For example, if you are paid \$500 in gross income every two weeks, write \$500 in the income field and check the "every 2 weeks" box. If you do not normally receive overtime pay, do not report it.
- 2. Public assistance/child support/alimony:** List the total amount each person receives from child support, alimony, or public assistance programs other than SNAP, TANF/Colorado Works or FDPIR. For example, if you receive \$500 per month in child support, write \$500 in the field and check the "monthly" box.
- 3. Pensions/retirement/all other income:** Report net income for a self-owned business, farm, or rental income. Report gross income for pension or retirement income. Next to the amount, check how often the person receives it. Do not include any Military Housing Privatization Initiative allowance.

List total household members. Add all the students you listed in **STEP 1** plus all the adults listed in **STEP 2** and enter that number in the "Total Number of Household Members" space.

Provide the last four digits of your Social Security Number or check the box to note no Social Security Number. This information is not reported to anyone. *You do not need to provide a Social Security Number if you are only applying for Summer EBT benefits or if all your children attend a Community Eligibility Provision (CEP) school.* If you are not sure if your school is a CEP school, just ask.

Step 3 Signature & contact information

Sign the application, print your first and last name and the date.

Provide your contact information if you want to receive eligibility notifications. (This is optional.) The mailing address listed will be used to mail a Summer EBT card to families that qualify. If you plan to move, or have recently moved, apply for Summer EBT benefits in the state your child(ren) will complete the school year prior to summer break.

Step 4 Release of information

The information you provide on this application may be shared with Medicaid or State Children's Health Insurance Program (SCHIP) offices. If you do NOT want your information shared with Medicaid/SCHIP, check that box. Check the "yes" box if you DO want your information shared with other programs for which you might qualify. You may have fees waived for certain exams or books if you qualify.

Optional: Provide any listed student's ethnic and racial information. For racial information, you may check more than one box.

Return the completed form to your school or submit it online, if your school district has that option!

What types of income must be reported in Step 2?

See examples below.

Examples of student income

- Earnings from work
- Social Security, disability, or survivor's payments
- Any other type of income regularly received

Earnings from work

- Wages, salaries, and tips
- Strike benefits
- Unemployment compensation
- Worker's Compensation
- Net income from a self-owned business or farm

Public assistance/child support/alimony

- Public assistance payments
- Welfare payments
- Alimony payments
- Child support payments
- Social Security benefits

Pensions/retirement/all other income

- Pensions
- Supplemental Security Income
- Retirement income
- Veteran benefits
- Social Security
- Disability benefits
- Cash regularly withdrawn from savings
- Interest and dividends
- Income from estates, trusts, and investments
- Regular contributions from people not living in the household
- Net royalties, annuities, and rental income
- Any other regularly received income, whether federally recognized or not must be reported

Information about Applying for Free or Reduced-Price School Meals

Dear Parent/Guardian:

Children need healthy meals to learn. Garfield County School District No. 16 offers healthy meals every school day. Breakfast and lunch will be offered to all students at no cost. **Your children may qualify for free or reduced-price school meals.** Students in all grades that qualify for free or reduced-price meals will receive breakfast and lunch at no charge.

This packet includes an application for free or reduced-price meal benefits, and a set of detailed instructions. You can also find applications at every school in the district and the district administration office or apply online at www.garfield16.org.

Below are common questions and answers to help you with the application process.

1. WHO CAN RECEIVE FREE OR REDUCED-PRICE MEALS?

- a. All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR), Medicaid or Temporary Assistance for Needy Family (TANF/Colorado Works – Basic Cash Assistance or State Diversion), are eligible for free meals.
- b. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Foster children may be added as a household member of the foster family if the foster family chooses to apply. Including foster children as household members may help other children qualify for benefits. If the foster family is not eligible, it does not prevent a foster child from receiving benefits.
- c. Children who qualify for their district’s Head Start program are eligible for free meals.
- d. Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- e. Children may receive free or reduced-price meals if your household’s income is within the limits of 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 ELIGIBILITY INCOME CHART For School Year 2024 – 2025			
Household size	Yearly	Monthly	Weekly
1	\$27,861	\$2,322	\$536
2	\$37,814	\$3,152	\$728
3	\$47,767	\$3,981	\$919
4	\$57,720	\$4,810	\$1,110
5	\$67,673	\$5,640	\$1,302
6	\$77,626	\$6,469	\$1,493
7	\$87,579	\$7,299	\$1,685
8	\$97,532	\$8,128	\$1,876
Each additional person:	\$9,953	\$830	\$192

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 any of these descriptions and have not already been notified that your children will receive free meals, please call **Kim Finn at (970) 285-5701** or e-mail kfinn@garfield16.org.
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 any school or the district administration office.
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 received carefully and follow the instructions. If any children in your household are missing from your eligibility notification, contact **Kim Finn at (970) 285-5701** or kfinn@garfield16.org immediately.
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.

Visit garfield16.org to begin or to learn more about the online application process. Contact Kim Finn at (970) 285-5701 or kfinn@garfield16.org if you have any questions about the online application.

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 valid for that school year and for the first 30 days of this school year. You must send in a new application unless the school notified you that your child is eligible for the new school year.
7. I RECEIVE WIC. CAN MY CHILDREN RECEIVE FREE MEALS? Children in households participating in WIC may be eligible for free or reduced-price meals. Please send in a completed free and reduced-price school meal application to determine free or reduced-price eligibility.
8. WILL THE INFORMATION I GIVE BE CHECKED? You may be selected to provide written proof of the household income you report on the application.
9. 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.
10. 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: **Kim Finn, (970) 285-5701 or kfinn@garfield16.org**
11. 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. Immigration, migrant, citizenship or refugee status is not required to be provided during the application process, and families should continue to apply for free or reduced-price school meals. The application does require the last four numbers of a Social Security number or an indication that there is no Social Security number. Social Security number information is not reported to any organization outside of **Garfield County School District No. 16**.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally 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. The last four digits of the Social Security Number of an adult household member (or an indication of "none") is required to process a complete income application.
13. 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. The last four digits of the Social Security Number of an adult household member (or an indication of "none") is required to process a complete income application.
14. 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, or receive Family Subsistence Supplemental Allowance payments, 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.
15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper and attach it to your application. Contact **Kim Finn at (970) 285-5701 or kfinn@garfield16.org** to receive a second application.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for other assistance benefits, contact your local assistance office. Colorado PEAK is an online service to screen and apply for medical, food and cash assistance programs. It can be accessed at <http://coloradopeak.force.com/>.

If you have other questions or need help, contact **Kim Finn at (970) 285-5701 or kfinn@garfield16.org**

Sincerely,
Kim S. Finn

Non-discrimination Statement:

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-0508-0002-508-11-28-17Fax2Mail.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.

Garfield County School District No. 16

Complete one application per household. Use a black or blue pen (NOT a pencil). See the Step-By-Step Instructions for more information. Some schools in our district participate in the Community Eligibility Provision (CEP) and some do not. The purpose of this form is to determine eligibility for meal benefits for students in non-CEP schools. For students in CEP schools, the information will be used to determine eligibility for other types of benefits.

STEP 1: List all infants, children and students through grade 12 (If you need more space, attach an additional sheet)

Table with columns: Child First Name, MI, Child Last Name, Birth Date (MM/DD/YY), Grade, Foster Child, Runaway, Homeless, Migrant. Includes a 'Case #' box and a note: 'Check all that apply. Refer to instructions for info on categories.'

Do any household members receive SNAP, TANF/CO Works, or FDIPIR benefits? If YES, list case number and go to STEP 3. If NO, go to STEP 2.

STEP 2: Report income for all household members, including students

List all adults in your household. Report their total gross income. If an adult does not have income, write zero (0). Add students in your home that receive income. See instructions for more information.

Table for reporting income with columns: First and last name of household members, Earnings from work, Public Assistance/Child Support/Alimony, Pensions/Retirement/All other income, and frequency (Weekly, Every 2 Weeks, Twice a Month, Monthly, Annually).

Total Number of Household Members (All children and adults that live in your home)

Two empty boxes for the total number of household members.

Last four digits of Social Security Number. Not required for CEP schools or Summer EBT.

Four empty boxes for the last four digits of the Social Security Number.

Check box if no Social Security Number

One empty box for the 'no Social Security Number' check.

STEP 3: Signature and Contact Information.

"I certify my children are not receiving Summer EBT benefits in another state or Indian Tribal Organization. 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."

Signature and contact information section including fields for Mailing Address or PO Box, City, State, Zip Code, Email Address, Home or Cell Phone Number, and SIGNATURE of Adult Household Member (Required). Includes a 'Today's Date' field.

STEP 4: Release of Information

The details you give on this form will be used with state educational programs and may be shared with Medicaid or State Children's Health Insurance Program (SCHIP) offices. **DO NOT** share information with Medicaid/SCHIP

Share my Information with the following programs I've checked:

- Advanced Placement (AP) Exam and/or AP Book Fees Cardinal Club Fees
- Athletic Fee Waivers GVHS Scholarship Opportunities

Return completed application to: Any school district building

OPTIONAL: Children's Ethnic and Racial Identities

We are required to ask for information about your children's race and ethnicity. Responding is optional and does not affect your children's eligibility for free or reduced-price meals.

Ethnicity: (check one):

- Hispanic or Latino
- Not Hispanic or Latino

Race (check one or more):

- American Indian or Alaskan Native
- 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 submit all needed information, we cannot approve your child for free or reduced price meals or Summer EBT. You must include the last four digits of the social security number of the primary wage earner or other adult household member who signs the application. The social security number is not required when you apply for Summer EBT or 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 for Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your 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, 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-0508-0002-508-11-28-17Fox2Mail.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.

DISTRICT USE ONLY. DO NOT WRITE BELOW THIS LINE.

Annual Income Conversion: Weekly x 52; Bi-Weekly x 26; 2 Times per month x 24; Monthly x 12

Application Type

- Total Household Income: \$ _____ Household Size _____
- Household Income Frequency Weekly Every Two Weeks Twice a Month Monthly Annually

Categorical Eligibility

- SNAP FDPIR TANF Foster Homeless/Migrant/Runaway/Head Start

Application Status

- Approved Free Reduced
- Denied Over Income Guidelines Incomplete/Missing

Notes:

Determining Official Signature: _____

Approval / Denial Date: _____

Notification Sent: _____

Note: All types of income must be combined in total household income, not just earnings from work.