



LITCHFIELD ELEMENTARY SCHOOL DISTRICT FOOD & NUTRITION

272 E Sagebrush St • Litchfield Park, AZ 85340 • 623.535.6060 • Fax 623.935.3398 • food-nutrition@lesd.k12.az.us • www.lesd79.org

2024 – 2025 FREE AND REDUCED PRICE MEAL APPLICATION

Dear Parent or Guardian:

Welcome to the 2024-2025 School Year. The goal of the Litchfield Elementary School District's award-winning Food Services Department is to provide nutritious and appetizing meals for all students. We offer high-quality meals at school, so your child is prepared to achieve educational excellence. Children need healthy meals to fuel their growing minds allowing them to achieve academic success. Thank you for partnering with us to ensure quality nutrition for your child.

Litchfield Elementary School District #79 offers healthy meals to all students every school day. To be eligible for Free or Reduced-Price Meals this school year **you MUST complete an application for Free and Reduced-Price Meals** to receive benefits under the National School Lunch and School Breakfast Programs. The Arizona Department of Education will continue their program this year to pay for the Breakfast and Lunch co-pay for the students who are approved for Reduced-Price Meals until program funds have been exhausted. Families will be given advance notice as the program comes to an end.

Nutritional Quality

Our lunch and breakfast menus meet the American Dietary Guidelines as specified by the National School Lunch and School Breakfast Programs. Additionally, menus are analyzed to ensure that, when averaged over a week, meals comply with these nutritional standards.

Meal Benefits

All Litchfield families are encouraged to apply for the Free and Reduced-Price Meal Assistance Program. Applications are available on line through Linq Connect at <https://linqconnect.com> and at all district school offices and cafeterias. Only one application is needed for all of your children enrolled in the Litchfield Elementary School District (K–8). Recipients of CA, Food Stamps, or FDPIR benefits must complete an application if they have not been directly certified for this school year. Incomplete applications will be returned to you, delaying the approval process. Electronic applications are processed faster. **You are responsible for payment of meal charges until the application is approved**, which may take up to 10 days.

Application Dates

If your child was approved for free or reduced meals during the 2023-2024 school year and you would like benefits to continue, **you must re-apply by Friday, September 13th, 2024**, to avoid interruption of benefits. Applications are available throughout the school year and you may (re) apply at any point during the year. If your situation has changed please complete another application or contact your student's cafeteria, school office, or the Food Service Department with any questions or to obtain a paper application.

Offer vs. Serve Program

All District cafeterias operate the "Offer vs. Serve" program. All students will be offered a full meal in accordance with USDA requirements, which consist of a Meat/Alternate, Grain, Vegetable, Fruit, and Fluid Milk. Students have the option to refuse some components provided that at least ½ cup of fruit and or vegetable in addition to any two other components are chosen; however, meal prices remain the same. If a student refuses more meal components than allowed, then the student must pay a la carte prices for the selected items. All meals include one trip through the Fresh Garden Bar, which offers a large variety of fresh fruits, vegetables, and mixed salads daily. We strive to provide healthier choices for our students and offer low-fat, reduced sugar, reduced-sodium, whole grain-rich, and nutrient-dense products. Monthly menus are posted online and may be found at www.lesd79meals.org or on Linq Connect at <https://linqconnect.com/>, where you may also view the nutritional information.

Meal Prices for Students

For the 2024/2025 school year **Breakfast costs \$1.90; Lunch costs \$3.15.** Your children may qualify for free meals or for reduced-price meals. **This year, the Reduced-Price co-pay is \$0.00 until funding is exhausted.** After that time families will be notified that the Reduced-Price will be \$0.30 for Breakfast and \$0.40 for Lunch. Additional meals, entrees, sides, and a la carte are available for purchase, please refer to our menu and website for more information.

The school meals include many choices in addition to several entrée choices that the students are able to choose from. We offer a wide variety of fruits, vegetables, and salads from our Fresh Garden Bars that feature multiple fresh fruit and vegetable options.

Meal Charges

All students have a meal account that utilizes their Student ID number. You may review your student's account balance and make payments to your student's account by visiting Linq Connect at <https://linqconnect.com>. Deposits by check, money order, or cash may be made **before school**. Pre-payments of any size are welcome. A \$5.00 fee will be charged for each insufficient fund check that is returned by the bank and may result in checks no longer being accepted. Student's account balances, both negative and positive, rollover from the previous year. Students must have sufficient funds and or cash to purchase extra meals and a la carte items as these are not able to be charged. District policy allows students to charge up to the equivalent of 3 meals. After their 3rd charged meal. They will be offered an alternative meal consisting of a Sandwich, Piece of Fruit, Vegetable, and Milk.

Special Meal Requests

The Litchfield Elementary School District Food Service Department makes every effort to reasonably accommodate students with medically necessary special dietary requirements according to the National School Lunch and School Breakfast Program requirements. We, however, are not able to accommodate personal or religious preferences. We make every effort to serve foods that are widely accepted by most students. Please visit the Food Service page on www.lesd79meals.org for more information on Special Diets and to view our menus.

Thank you,



Dr. Mary Venable, ED.D., RD.
Director, Food & Nutrition Services Department

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;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

This institution is an equal opportunity provider.



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Dear Parent/Guardian:

Children need healthy meals to fuel their growing minds. **Litchfield Elementary School District #79** offers healthy meals every school day. **Breakfast costs \$1.90; Lunch costs \$3.15.** Your children may qualify for free meals or for reduced-price meals. **Reduced-Price meals this year are \$0.00 until funding from Arizona Department of Education is exhausted. After that the cost is \$0.30 for Breakfast and \$0.40 for Lunch.** This packet includes a school meal application for free or reduced-price meal benefits, and application directions. Below are some common questions and answers to help you with the application process.

1. WHO IS ELIGIBLE FOR FREE MEALS?

- a. All children in households receiving benefits from **SNAP, FDPIR (Food Distribution Program on Indian Reservations) or TANF** can get free meals regardless of your income.
- b. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- c. Children participating in their school'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 can get free or reduced-price meals if your household's gross 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 Eligibility Income Chart for School Year 2024-2025			
Household Size	Yearly Income	Monthly Income	Weekly Income
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 these descriptions and haven't been told your children will get free meals, please call the Litchfield Elementary School District's Homeless/Migrant Liaison at **623.535.6051**
- 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: **The School Office or Cafeteria. You may also mail the application to Litchfield Elementary School District #79, Attention Food Service Department, at 272 East Sagebrush Street, Litchfield Park, Arizona 85340.**
- 4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? No, but please read the letter you got carefully. If any children in your household were missing from your eligibility notification, contact **623.535.6060** 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 Linq Connect at <https://linqconnect.com> to begin. OR To learn more about the online application process, contact the Litchfield Elementary School District #79 Food Service Department at **623.535.6060** or food-nutrition@lesd.k12.az.us if you have any questions about the online application.
6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? **YES.** Your child's application is only good for that school year and for the first 30 days of this school year through **September 13, 2024**. 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. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced-price meals. Please fill out an application.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
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: **Erik Stone, Executive Director of Operations, 623.535.6006, stonee@lesd.k12.az.us, 272 East Sagebrush Street, Litchfield Park, Arizona 85340.**
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. Our organization does not release information for immigration-related purposes in the usual course of operating the School Nutrition Programs.
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.
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.
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, 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 the **Food Service Department at 623.535.6060** or food-nutrition@lesd.k12.az.us 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 **SNAP** or other assistance benefits, contact your local assistance office or call 1-800-352-8401.

If you have other questions or need help, please call **623.535.6060** or email food-nutrition@lesd.k12.az.us.

Sincerely,



Dr. Mary Venable, ED.D., RD.
Director, Food & Nutrition Services Department

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INSTRUCTIONS FOR APPLYING

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**, even if your children attend more than one school in the **Litchfield Elementary School District**. The application must be filled out completely to certify your children for free or reduced-price school meals.

Each step of the instructions is the same as the steps on the application. If at any time you are not sure what to do next, please contact the **Food Service Department** at **623.535.6060** or food-nutrition@lesd.k12.az.us.

Please **use a pen (not a pencil)** when filling out the application and do your best to print clearly.

STEP 1- NAMES OF ALL CHILDREN IN THE HOUSEHOLD

List all household members who are infants, children, and students up to and including grade 12. This should include all children who live in your household. They do not have to be related to you to be part of your household.

List the first name, middle initial, and last name of each child. List one name per line and write one letter in each box. Stop if you run out of space. If you need additional lines, attach a second piece of paper with all required information for additional children.

If the children attend school, please list the name of the school and their school ID number if you know it.

If you believe the children are foster, homeless, migrant, or runaway, be sure to mark the box next to the child's name under foster or homeless, migrant, runaway.

Once all children have been listed, **go to STEP 2**.

STEP 2- SNAP, TANF, OR FDPIR PARTICIPATION

Do any household members (including the adults) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR?

In the gray bar, circle either yes or no.

If Yes- List the case number in the large box labeled Case Number and **go directly to STEP 4**.

If No- Leave this section blank and **go to STEP 3**.

- Please note that the 16-digit QUEST Electronic Benefit Transfer Card number starting in '5077' is not an appropriate Case Number.

STEP 3- HOUSEHOLD INCOME INFORMATION

- A. Child income-** Report all income earned by children in the household. Refer to the chart below titled "Sources of Income for Children" and report the **combined gross income** for all children listed in STEP 1 in the box marked "Total 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. Use the chart below to determine if your household has child income to report. If children do not receive income, enter '0' or leave these boxes empty. If you leave this part blank, it will mean that you have no income to report for any children in the household.

Only count foster children's income if you are applying for them together with the rest of your household. It is optional for the household to list foster children living with them as part of the household.

Sources of Income for Children	
Type of Income	Examples
Earnings from work	A child has a job where they earn a salary or wages.
Social Security <ul style="list-style-type: none"> Disability payments Survivor Benefits 	<p>A child is blind or disabled and receives Social Security benefits.</p> <p>A parent is disabled, retired, or deceased and their child receives social security benefits.</p>
Income from persons <i>outside</i> the household	A friend or extended family member <i>regularly</i> gives a child spending money.
Income from any other source	A child receives income from a private pension fund, annuity or trust.

B. Adult Household Members and Income- Print the name of each household member in the boxes marked “Names of Adult Household Members (First and Last).” **Do not list any household members you listed in STEP 1.** List one name per line and write both first and last name in each box. If you need additional lines, attach a second piece of paper with all required information for additional household members. Report **gross income** (amount before taxes and deductions) for each adult on the same line where the name is listed. Then, fill in the circle to indicate if the earnings are received weekly, bi-weekly (every other week), 2x month (2 payments per month), or monthly. The chart below gives examples of the different types of income for adults. If someone does not receive income, enter ‘0’ or leave these boxes empty.

Sources of Income for Adults		
Earnings from Work	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) <p>For military families:</p> <ul style="list-style-type: none"> Basic pay and cash bonuses (<i>do not include combat pay, FSSA, or privatized housing allowances</i>) Allowances for off-base housing, food and clothing 	<ul style="list-style-type: none"> Unemployment benefits Workers 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 Income from trusts or estates Annuities Investment Income Earned Interest Rental Income Regular cash payments from outside household

The back of the application provides the same Sources of Income charts.

C. Total number of household members and SSN

Report the total number of people in your household (all adults and children) in the one box. This must match the number of household members listed in STEP 1 and STEP 3.

Report the last 4 digits of the Social Security number (SSN) for the primary wage earner or other adult in the household. You are eligible to apply for benefits even if you do not have a Social Security Number. Simply leave the space blank and check the box labeled “Check if no SSN.”

STEP 4- CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult household member. By signing the application, that household member is promising that all information has been truthfully and completely reported.

Please sign, date and print your name.

Provide your contact information including your address if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced-price school meals. Sharing a phone number, email address, or both is optional but providing it helps us reach you quickly if we need to contact you.

OPTIONAL INFORMATION

The back of this application provides a section for you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced-price school meals.

This section also includes important information about privacy and civil rights. Please read these statements before submitting the application.

Once the form is completed, it should be mailed, or delivered to **The School Office/Cafeteria** or by **Mail** to: **Litchfield Elementary School District #79, Attention Food Service Department, 272 East Sagebrush Street, Litchfield Park, Arizona 85340**

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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:

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1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*
- 2. fax: (202) 690-7442; or*
- 3. email: program.intake@usda.gov.*

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

Litchfield Elementary School District #79

Complete **one** application per household. Please use a black or blue **PEN** (not a pencil). ☎623-535-6060 • 📞623-935-3398 • food-nutrition@lesd.k12.az.us • 272 E Sagebrush St Litchfield Park, AZ 85340

STEP 1 List ALL infants, children, and students up to and including grade 12 in your household (if more spaces are required for additional names, attach another sheet of paper)

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.

Child's First Name	MI	Child's Last Name	School Name	Student ID #	Foster Child	Homeless, Migrant, Runaway
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

Check all that apply

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR? Circle one: Yes / No

If you answered **NO** > Complete STEP 3. If you answered **YES** > Write a case number here then go to STEP 4 (Do not complete STEP 3)

Case Number: _____
Write only one case number in this space.

STEP 3 Report Income for ALL Household Members (Skip this step if you answered Yes to STEP 2)

Are you unsure what income to include here?

Flip to the back of this application and review the charts titled "Sources of Income" for more information.

The "Sources 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 Adult Household Members Income Section.

A. Child Income

Sometimes children in the household earn income. Please include the TOTAL GROSS income earned by all Children Household Members listed in STEP 1 here.

Child GROSS income: \$ _____

How often?	Weekly	Bi-Weekly	2x Month	Monthly
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

B. All Adult Household Members (including yourself)

List only the Adult Household Members (including yourself) **even if they do not receive income**. For each Household Member listed, if they do receive income, report total GROSS income (amount before taxes and deductions) for each source in whole dollars 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)	GROSS Earnings from Work	How often?				Public Assistance/ Child Support/Alimony	How often?				Pensions/Retirement/ All Other Income	How often?			
		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly
	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

C. Total Household Members

(Children and Adults) _____

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

Check if no SSN

STEP 4 CONTACT INFORMATION AND ADULT SIGNATURE RETURN COMPLETED FORM TO: The School Office/Cafeteria or by Mail (address at top of page)

"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 of adult completing the form: _____ Today's date: _____ Daytime Phone: _____

Printed name of adult completing the form: _____ Email (optional): _____

Street Address (if available): _____ Apt #: _____ City: _____ State: _____ Zip: _____

OFFICE USE ONLY

Received: _____ Error Prone

Eligibility: Free _____ Reduced _____ Denied _____

Determining Official's Signature: _____ Date: _____

Case # Application Foster Application Directly Certified: Date of Disregard: _____

Income Application Homeless/Migrant/Runaway

Household Size: _____

Total Income: _____ Per: Week Bi-Weekly (Every 2 Weeks) 2x Month Monthly Annual

Selected For Verification: Confirming Official's Signature: _____ Date: _____

Follow-Up Official's Signature: _____ Date: _____

INSTRUCTIONS Sources of Income

Sources of Income for Children	
Type of Income	Examples
Earnings from work	A child has a job where they earn a salary or wages.
Social Security -Disability payments -Survivor Benefits	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.
Income from persons <u>outside</u> the household	A friend or extended family member <u>regularly</u> gives a child spending money.
Income from any other source	A child receives income from a private pension fund, annuity or trust.

Sources of Income for Adults		
Earnings from Work	Public Assistance/ Alimony/Child Support	Pensions/Retirement/All Other Income
- Salary, wages, cash bonuses - Net income from self-employment (farm or business) If you are in the U.S. Military: - Basic pay and cash bonuses (do not include combat pay, FSSA, or privatized housing allowances) - Allowances for off-base housing, food and clothing	- Unemployment benefits - Workers Compensation - Supplemental Security Income (SSI) - Cash Assistance from State or local government - Alimony payments - Child support payments - Veteran's benefits - Strike benefits	- Social Security (including railroad retirement and black lung benefits) - Private Pensions or disability - Regular income from trusts or estates - Annuities - Investment Income - Rental Income - Regular cash payments from outside household

OPTIONAL Children's Racial and Ethnic Identities

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 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, 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 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, 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, S Washington, D.C. 20250-9410; 3. fax: (202) 690-7442; or 4. email: program.intake@usda.gov.

This institution is an equal opportunity provider.