

Back to School News

2024-2025

www.maccray.k12.mn.us



Welcome back MACCRAY!

As the summer draws to a close, it is with great excitement that we welcome you to a new academic year at MACCRAY. We hope that you had a restful and enjoyable break and are ready to start a school year filled with learning, growth, and new opportunities.

To Our Students:

Welcome back! We are thrilled to have you return and to greet our new students who are joining MACCRAY for the first time. This year promises to be an exciting journey of exploration and discovery. We encourage you to set high goals, try new things, and always do your best. Remember, your teachers and staff, along with administration are here to support you every step of the way.

To Our Parents and Guardians:

We value your partnership and commitment to your child's education. Together, we can create a supportive and enriching environment that promotes academic success and personal development. Please keep an open line of communication with us throughout the year and engage with our community events and volunteer opportunities. You are always welcome at MACCRAY.

To Our School Staff:

Thank you for your dedication and passion for education. Your hard work and commitment make a significant difference in the lives of our students. Let us continue to collaborate and innovate to provide the best possible learning experiences for all.

To Our Community Members:

Your ongoing support is invaluable to our school's success. Whether through partnerships, volunteer work, or other contributions, you play a crucial role in enriching our students' educational experiences. We look forward to your continued involvement this year.

This is a great time of year! Let us make this school year a memorable and successful one for everyone involved. Together, we can achieve great things and create a vibrant, nurturing learning environment.

Thank you for your trust and support. Here's to a fantastic year ahead!
Mr. Bertram, Mr. Wheatley, and Mr. Austad



BACK TO SCHOOL



District-Wide Open House
Wednesday, August 28th
12pm to 8pm

- Meet teachers
- Find your locker
- Take school photo
- Find your classrooms
- Drop off school supplies
- 6-12th can pick up their devices
- Pay for fees, sports and parking passes

Open House & First Days

Our school year will kick off on September 3 for all students in grades 1-12 and September 5 for our youngest learners in Kindergarten and Preschool. Our school day runs from 8am – 3:30pm. **Open House will be Wednesday, August 28 from 12 – 8:00pm!** While you are here ALL students Preschool through Grade 12 will have their school picture taken. During this time families can meet with teachers, locate your locker and classrooms, and pay for fees if you have not done so already. Middle and High School students can pick up their devices. We hope you all had a wonderful summer, and we cannot wait to see our school filled with the excitement of a new year!

Homecoming 2024!

Save the Date! Homecoming will be September 9 – 13, 2024. We will kick off the week with Powderpuff under the lights on Monday night. Followed by Coronation on Tuesday, September 10 at 1:30 in the Auditorium. Dress up days and student activities will be ongoing throughout the week. It's going to be an amazing week filled with Wolverine Pride!

NEW Vanco Events

We are excited to let you know that attending MACCRAY events just got a whole lot easier! We're now using Vanco Events, an online ticketing solution that allows you to conveniently purchase mobile tickets online whenever, wherever you want. Simply download your tickets in advance, then have your QR code ready to be scanned at the gate so you don't miss a minute of the action! The process is fast and easy – navigate to the event on our website, then check out like you normally would for any online purchase. Adult and Student passes are also available online. And yes, if you would prefer to pay cash at the door that is still an option as well!



<https://www.vancoevents.com/us/eventlist/maccray>

IT'S MORE THAN A MEAL APPLICATION!

Did you know that meal applications assist in so much more than just meals?



Eligible for discounted internet access services



Maintain school funding for student services & programs



Discounted fees for academic testing & college applications



Discounted fees on athletics & activities

**MACCRA Y
WOLVERINES**

Continuance of Free School Meals

Same as last year this entails 1 free breakfast and 1 free lunch for every student per school day! If the student does not take a full reimbursable meal, elects an additional meal, or chooses to purchase from ala carte there will be fees incurred. If you have any questions, please contact the office. That being said we are continuing to asking EVERYONE to please take the time to fill out the Free or Reduced Application! You might be asking yourself why when students are already receiving free meals? The number of families that we have receiving free and reduced meals also affects our school funding and the classes of athletics and activities we participate in. Click [here](#) to fill out online or we will have paper copies in the offices!

Did your Info Change?

We need your current information in our student information system (accessible to parents through Parent Portal) to ensure that you can be reached in the event of an emergency! Please log on to your Parent Portal account and review your information to see that we have your correct address, phone numbers, and email address. If you do not have access to your Parent Portal or forgot your login please contact your schools office or email: shamlah@maccray.k12.mn.us.



Communication

We will continue to utilize our Instant Alert system within Infinite Campus to not only alert to any school delays/closures but also expect to receive bulletins and all communication to family through emails and via text messages. Information will be posted on our website and our social media sites as well as classroom communication via Dojo. In addition to notifying families alerts will be sent out to news and radio stations.

Permissions for your Student

We love to showcase the great things our students are doing by displaying photos and write ups on our district website and social media pages. We do understand, however, that there are situations in which a parent might not want their child's photo taken. Please know that our **STANDARD PROCESS IS TO ALLOW PHOTOS, VIDEOS AND LIVESTREAMING**. If you are okay with this no action is necessary. If you would rather opt your child out, please fill out a [Denial of Release Form](#) available on our website or pick one up in your school's office.

Need a Ride?

We have a NEW Number: 320-510-7529

If you are new to the district or your bussing needs have changed and would like to be added or removed from a bus route please contact Palmer Bus at 320-510-7529. Bussing information will be available at Open House. Please note that times may be adjusted with the finalization as school begins. Students must ride the bus they have been assigned.

The buses have a very strict capacity. Therefore, students will not be allowed to ride a bus other than what was assigned.



Athletics & Activities

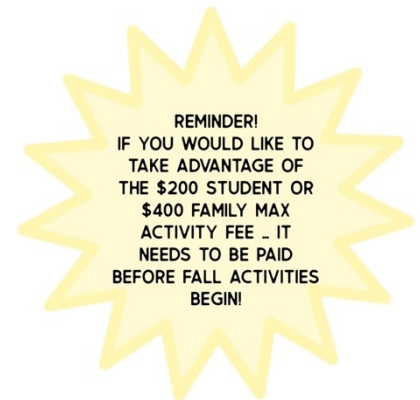
In addition to outstanding classroom learning opportunities, we offer a wide range of Athletics and Activities for students to be involved with. It is strongly encouraged that students participate in activities outside of the normal school day. These activities enrich the school experience and present an opportunity to meet other students with similar interests.

Fall Sports

Fall sports are here! Varsity sports began practice this past week and our Junior High will begin on Monday, August 19. There is still time to sign up if you have not already!

All students who would like to compete in athletics or activities will need to complete the following:

- Students in grades 7-12 who would like to participate in an activity must read the activities handbook and complete the activity packet that can be found on our website: www.maccray.k12.mn.us
- Fees must be paid before you can participate
- A physical must be on file with the activities department and must be updated every 3 years.



Community Ed & Rec

MACCRAY has a very active Community Education program that offers preschool classes, various sporting activities, theatre, and numerous hands-on learning activities for our youngest wolverines. Throughout the year families have many opportunities to participate in these different activities. Be on the lookout for our upcoming Community Ed & Rec Booklet!

MACCRAY Parents Club is a volunteer-base organization that all parents/guardians of MACCRAY Elementary students belong to.



Visit our website to sign-up to volunteer, see upcoming events and for access to teachers Amazon wish lists. <https://sites.google.com/maccray.k12.mn.us/maccrayparentsclub>

MACCRAY PUBLIC SCHOOLS 2024-2025

Approved May 13, 2024

August '24						
Su	M	Tu	W	Th	F	S
	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '24						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '24						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '24						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '24						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '25						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '25						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March '25						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '25						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '25						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '25						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

August 12

Fall extracurriculars begin

August 28

Open House - 12:00 pm - 8:00 pm

(Pay fees, pictures, meet teachers, passes, computers, parking)

September 3

First day of School

School Events

Homecoming: 9/10-9/13

Homecoming Coronation: 9/10, @ 1:30 pm

Snow Week: 1/28-1/31

Snow Week Coronation: 1/28 @ 8:30 am
Prom: 5/2

Quarter/Semester End Dates

1st Quarter: 9/3-11/1

2nd Quarter/1st Sem: 11/5-1/16

3rd Quarter: 1/21-3/21

4th Quarter/2nd Sem: 3/25-5/29

P/T Conferences

Fall Date: Oct. 14 4:00pm-8:00 pm

Oct. 24 4:00 pm-8:00 pm

Spr Date: Feb. 27 4:00 pm-8:00 pm **6th-12th**

Mar 6 4:00 pm-8:00 pm

School Holiday Breaks

MEA Break- Oct. 17 & 18

Thanksgiving- Nov. 28-29

Winter Break- Dec. 23-Jan. 1

Spring Break- February 14-17

Easter Break- April 18-21

November 27

Early Out Students - 12:00 pm

Teachers - 12:30 pm

May 29

Early Out Students -12:00 pm

Teachers 12:00-4:30 pm

Commencement

Friday, May 30 at 7:00 pm

Faculty Workshops

Aug 13 - New Teacher Workshop

Aug. 26-27 - Back to School Inservice

August 28 - 10 - 12 pm room prep

September 16- READ Cohort/PLC/PD

October 7 - Workshops

November 11 - READ Cohort/PLC/PD

December 9- Workshops

January 17 - READ Cohort/Workday

March 17 - READ Cohort/PLC/Semester

May 29 - Teachers 12:00-4:30 pm

May 30 - Teachers 7:30-4:30 pm

Weather Days

The first three (3) weather days will be eLearning Days. The second three (3) will be make-up days, followed by two (2) more eLearning Days.

2024-2025 Qtr. Days - Student/Teacher

1st Quarter: 35/41

2nd Quarter: 36.5/38.5

3rd Quarter: 36/39

4th Quarter: 38.5/40

Total: Student Days: 146

Staff Days: 158.4+1Flex

 No School	 Faculty Workshop	 End of Quarter	 Holiday No School
 P/T Conferences	 First/Last day of School	 Early Out	 Weather Make-Up, if needed

MACCRAY ELEMENTARY SUPPLY LIST

ALL STUDENTS ARE REQUIRED TO PROVIDE THEIR OWN LABELED BACKPACK, HEADPHONES (NO EARBUDS, PLEASE BRING IN A LABELED BAGGIE), AND WATER BOTTLE. TENNIS SHOES ARE REQUIRED DAILY FOR PHY ED.

PRESCHOOL

Pencil Box
1 Boxes of Crayons (24)
2 glue sticks
1 glue bottle
1 1.5" Binder with clear view cover
1 Pkg Black Fine Tipped Expo Dry Erase Markers
1 Box of Kleenex
1 Package of Baby Wipes – Girls
1 Box quart baggies – Boys
Blanket in a cinch sack
Extra set of clothes

KINDERGARTEN

Pencil Box
4 Boxes of Crayons (24)
1 Pkg Markers
1 Pkg Colored Pencils
1 Pkg #2 Pencils (Ticonderoga)
2 large pink erasers
1 1-inch Binder with clear view cover
1 Wide Ruled Composition Notebook
1 scissors
10 glue sticks
1 Box of Kleenex
Girls – Gallon Ziploc
Boys – Quart Ziploc
Class Snack (appx 18)
Extra set of clothes
1 Clorox Wipes

1ST GRADE

Pencil Box
2 Wide Ruled Spiral Notebook
1 Folder Plastic
1 Box #2 Ticonderoga Pencils
Pencil Top Erasers | Large eraser
1 Box 24 Crayons
1 Scissors
1 Bottle White Elmer's glue (not gel)
6 Glue sticks
1 Box Tissues
Ziploc Quart Bags (Boys)
Ziploc Gallon Bags (Girls)
Expo Markers

2ND GRADE

Pencil Box
1 Wide Ruled Spiral Notebook
1 Two-Pocket Folders
24 Pencils (Ticonderoga)
1 Box 24 Crayons
Highlighter
1 Pack Thick Markers
1 Box Colored Pencils
1 Pack Expo Markers and Eraser
1 Ruler
2 Box Tissues
1 Scissors
6 Glue Sticks
Girls – Gallon Ziploc
Boys – Quart Ziploc
Class Snack (appx 20)

3RD GRADE

Pencil Box
Silverware Tray (Desk Organizer)
24 Pencils
Pencil Top Erasers
1 box Crayons
1 box Colored Pencils
1 box Markers
2 Colored Pens
5 Wide Ruled Notebooks
1 Composition Wide Ruled Notebook
6 Pocket Folders
Scissors
10 Glue Sticks
2 Highlighters
1 Boxes of Kleenex
1 pack Dry Erase Markers
Ziploc Sandwich Bags (Boys)
Ziploc Gallon Bags (Girls)

4TH GRADE

Zipper Pouch for Pencils
3 Spiral Notebooks or 3 Subject
1 Composition Notebook
5 2-Pocket Folders
(Blue, Red, Green, Yellow, Choice)
24 Pencils & Erasers
1 Box of Colored Pencils
5 Expo Markers
2 Yellow Highlighters
1 Red Pen
1 Sharpie Marker
5 Glue Sticks
1 Scotch Tape
1 Adult Scissors
1 Box of Kleenex
Girls – Sandwich Ziploc
Boys – Gallon Ziploc

5TH GRADE

Fabric Pouch
1 Box Pencils/Mechanical Pencils
2 Highlighters
1 Adult Scissors
4 Expo Markers (Dark Colors)
1 Expo Eraser
5 subject Notebook (blue or green)
5 2 pocket folders
(blue, red, green, yellow, choice)
1 Box Colored Pencils
2 Red Pens
1 Box of Kleenex
1 Composition Notebook
1 Hand Soap or Hand Sanitizer
1 Quart Ziploc Bags

MACCRAY MIDDLE & HIGH SCHOOL

SUPPLY LIST

Middle School (6-8)

1 2" Binder or Trapper Keeper
6-7 plastic folders (3 hole punched)
Loose Leaf Paper
Fabric pencil pouch (3 hole punched)
Pencils
Highlighters
Colored Pencils
Scissor
Notecards
Erasers
Post It Notes
Kleenex
Calculator – TI30Xiis
Ear Buds/Headphones

Geometry

1.5 or larger Binder
4 pack Expo Markers
Optional: TI-84 CE Calculator

FST

1.5 or larger Binder
4 pack Expo Markers
Optional: TI-84 CE Calculator

High School (9-12)

6-7 Folders
6-7 Notebooks
Pencils
Colored Pencils
Highlighters
Pens
Earbuds/Headphones
Notecards
Post It Notes

Art 6-12

6th, 7th, 9th Grade Art

Introduction & Intermediate Art

Sketchbook
#2 Wooden Pencils
Pink Eraser
Fine Tip Black Sharpie
Regular Black Sharpie
Intermediate Optional: Drawing Pencils

Independent Art

Sketchbook
#2 Wooden Pencils
Pink Eraser

Graphic Design

Sketchbook
#2 Wooden Pencils
Pink Eraser
Optional: Mouse

Hey MACCRAY family –

We're excited to let you know that attending sports, theater, musical and other events in our district just got a whole lot easier!



We're now using Vanco Events, an online ticketing solution that allows you to conveniently purchase tickets whenever, wherever you want – even at 3 a. m. in your PJs! Vanco Events also makes it easier to get into the venue at any event, reducing the amount of time you spend in line so you can spend more time seeing your students compete or perform. Visit our new event listing page here:

<https://www.vancoevents.com/us/eventlist/maccray>

There are plenty of reasons to be excited about this new ticketing solution, including:

- **Convenience:** Purchase tickets at a time and place most convenient for you, all from your mobile device or computer.
- **Better event experience:** Get into events quicker with a mobile-friendly online ticket solution - simply download or print tickets in advance, then have your QR code scanned at the gate so you don't miss a minute of the action!
- **Easy to use:** You don't need a to sign up for an account – just check out as a guest.

The process is fast and easy - navigate to the event on our website, then check out like you normally would for any online purchase. Be sure to bookmark the page for convenient access any time you need to purchase tickets. If you have questions about using Vanco Events, contact Edith Tensen at 320-847-2154 and we'll see you at our next school event!

Visit the link below to purchase tickets.

[INSERT TICKET PAGE URL]





Dear Parent/Guardian:

Our school offers healthy meals each day. All students can get one breakfast and one lunch free of charge each day at school. Although no application is required to receive this free meal benefit, filling out the Application for Educational Benefits is still important! Your child(ren) may qualify for other benefits like reduced fees at school. Your application may also help the school qualify for education funds, discounts, and other meal programs.

To apply, complete the enclosed Application for Educational Benefits and return it to:

MACCRAY Public Schools

PO Box 690

Clara City, MN 56222

Who should complete this application? Children in households participating in the Supplemental Nutrition Assistance Program (SNAP), Minnesota Family Investment Program (MFIP) or Food Distribution Program on Indian Reservations (FDPIR), and foster, homeless, migrant and runaway children qualify without reporting household income. Alternatively, children can qualify if their household income is within the maximum income shown for their household size on the instructions.

COMMON QUESTIONS:

I get WIC or Medical Assistance. Can my children qualify? Children in households participating in WIC or Medical Assistance do not automatically qualify. Children may be eligible depending on other household financial information. Please fill out an application.

Who should I include as household members? Include yourself and all other people living in the household, related or not (such as grandparents, other relatives, or friends).

May I apply if someone in my household is not a U.S. citizen? Yes. You or your children do not have to be U.S. citizens for you to complete an application.

What if my income is not always the same? List the amount that you normally get. If you normally get overtime, include it, but not if you get overtime only sometimes. For seasonal work, write in the total annual income.

Will the income information or case number I give be checked? It may be. We may also ask you to send written proof.

How will the information be kept? Information you provide on the form, and your child's approval, will be protected as private data. For more information, see the back page of the Application for Educational Benefits.

If I don't qualify now, may I apply later? Yes. Please complete an application at any time if your income goes down, your household size goes up, or you start getting SNAP, MFIP or FDPIR benefits.

If you have other questions or need help, call 320-847-2154.

Sincerely,

Kathi Beseman

How to Complete the Application for Educational Benefits

Complete the Application for Educational Benefits form for school year 2024–25 if any of the following applies to your household:

- Any household member currently participates in the Minnesota Family Investment Program (MFIP), or the Supplemental Nutrition Assistance Program (SNAP), or the Food Distribution Program on Indian Reservations (FDPIR) or
- The household includes one or more foster children (a welfare agency or court has legal responsibility for the child) or
- The total income of household members is within the guidelines shown below (**gross earnings before deductions**, not take-home pay). Do not include as income: foster care payments, federal education benefits, MFIP payments, or value of assistance received from SNAP, WIC, or FDPIR. Military: Do not include combat pay or assistance from the Military Privatized Housing Initiative. The income guidelines are effective from July 1, 2024 through June 30, 2025.

Maximum Total Income

Household size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
1	27,861	2,322	1,161	1,072	536
2	37,814	3,152	1,576	1,455	728
3	47,767	3,981	1,991	1,838	919
4	57,720	4,810	2,405	2,220	1,110
5	67,673	5,640	2,820	2,603	1,302
6	77,626	6,469	3,235	2,986	1,493
7	87,579	7,299	3,650	3,369	1,685
8	97,532	8,128	4,064	3,752	1,876
Add for each additional person	9,953	830	415	383	192

Step 1: Children

List all infants and children in the household, their school and grade if applicable, and birthdate. Attach an additional page if needed to list all children. Check the box if a child is in foster care (a welfare agency or court has legal responsibility for the child).

Step 2: Case Number

If any household member currently participates in SNAP, MFIP or FDPIR, write in the case number and then go to Step 4. If you do not participate in any of these programs, leave Step 2 blank and continue on to Step 3.

Step 3: Adult and Child Incomes / Last 4 Digits of Social Security Number

- **Social Security Number/Total Household Members.** An adult household member must provide the last four digits of their Social Security number or check the box if they do not have a Social Security number. Report the total number of household members and ensure all household members are listed individually on the application in the child or adult section as applicable.
- **Child Income.** If any children in the household have regular income, such as SSI or part-time jobs, list the total amount of regular incomes received by all children, and check the box for the frequency: weekly, bi-weekly, twice a month, or monthly. Do not include occasional earnings like babysitting or lawn mowing.
- **Adult income.** Report the names of adult household members and income earned in this section.
 - o List all adults living in the household not listed in Step 1, whether related or not, such as grandparents, relatives, or friends.
 - o **Gross Earnings from Work.** This is usually the money received from working at jobs where a paycheck is received. For each income, check the box to show how often the income is received: weekly, bi-weekly, twice per month, or monthly.
 - o List gross incomes before deductions, not take-home pay. Do not list an hourly wage rate. For adults with no income to report, enter a '0' or leave the section blank. For seasonal work, write in the total annual income.
 - o **Are you Self-Employed or a Farmer?** List the net income per month or year after business expenses. Do not list the same income twice on the application. A loss from farm or self-employment must be listed as 0 income and does not reduce other income.
 - o **Any Other Gross Income.** List gross incomes before deductions from all other sources, such as SSI, unemployment, child support, public assistance, social security, rental income or annuities.

Step 4: Signature and Contact Information An adult household member must sign the form. If you do not want your information to be shared with Minnesota Health Care Programs, check the "Don't share" box in Step 4. **Optional:** Please provide the information on ethnicity and race that is requested on the second page of the form. This information is not required and does not affect approval for school meal benefits. The information helps to ensure we are meeting civil rights requirements and fully serving our community.

2024–25 Application for Educational Benefits

Complete one application per household for all children. Please use pen (not a pencil). **Mail or return completed form to: MACCRAY Public Schools PO Box 690 Clara City, MN 56222**

STEP 1: List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper).

Definition: A Household Member is “Anyone living with you and shares income and expenses, even if not related.” Read *How to Complete the Application for Educational Benefits* for more information. Adults over grade 12 living in the same household should be reported in Step 3. If your children attend different districts or charter/nonpublic schools, return an application at each one.

Child’s First Name (list all children in household)	MI	Child’s Last Name	School	Grade	Birthdate	Foster Child (✓)
						<input type="checkbox"/>
						<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, MFIP or FDIPIR? Medical assistance **does not** qualify. **If NO** > Go to STEP 3.

If YES >Enter SNAP, MFIP or FDIPIR Case Number (between 4-9 digits, do not report EBT card number) _____ then go to STEP 4 (Do not complete STEP 3)

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

A. **Last Four Digits of Social Security Number (SSN) of Adult Household Member:** XXX-XX- Or Check if Adult has **No SSN:** **Total Number of All Household Members** (Children + Adults)

B. Child Income.

Sometimes children in the household earn or receive income, such as from a part time job or SSI. Please include the TOTAL income received by all children listed in STEP 1. Do not include income received by adults in the box to the right.

Total Income Received by All Children	W	Bi-w	2x	M
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. **All Adult Household Members (including yourself).** For each Household Member listed, if they do receive income, report total gross income only. If they do not receive income from any source, write ‘0’ or leave any fields blank. You are certifying (promising) that there is no income to report. Not sure what income to include here? Flip the page and review “Sources of Income” for information. “Sources of Income” will help you with the Child Income section and All Adult Household Members section.

Names of All Adult Household Members (First and Last)
List all Household members not listed in STEP 1 (including yourself) even if they do not receive income. Include children who are temporarily away at school or in college.

Gross Earnings from Working at Jobs				
W	B	2	M	Report income before deductions or taxes in whole dollars (no cents).
e	i	x	o	
e	-	M	n	
k	w	o	h	
l	e	n	l	
l	e	t	l	
y	k	h	y	
<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$

Are you Self-Employed or a Farmer?		
M	Y	Net income from Farm or Self-Employment. Do not duplicate elsewhere.
o	e	
n	a	
t	r	
h	l	
l	l	
y	y	
<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	\$

Any Other Gross Income				
W	B	2	M	SSI, Unemployment, Public Assistance, Child Support, and others on Page 2
e	i	x	o	
e	-	M	n	
k	w	o	h	
l	e	n	l	
l	e	t	l	
y	k	h	y	
<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$

<p>Do Not Fill Out: For School Office Use</p> <p>Conversions to Annualize All Income:</p>	X	X	X	X	X	<input type="checkbox"/> Verified? Attach Tracker	N o c h a n g e	F r e e A f t e r V e r i f i e d	R e d u c e d A f t e r V e r i f i e d	D e n i e d A f t e r V e r i f i e d
	2	6	4	2	1					
<p>All Total Income</p> <p>(Include child and adult income)</p>		B i - w e e k l y	2 M o n t h l y	M o n t h l y	A n n u a l i z e	<p>Household Size:</p>			R e d u c e d	D e n i e d
\$	<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"/>
Determining Official Signature:							Date:			
Confirming Official Signature:							Date:			

STEP 4: Contact information and adult signature. "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."

I have checked this box if I *do not* want my information shared with Minnesota Health Care Program as allowed by state law.

Printed name of adult signing form _____ Daytime Phone _____

Address (if available) _____ Apt# _____ City _____ Zip _____

SIGN HERE: Signature of Household Adult _____ **Date** _____

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. Respond to both Step One, *Ethnicity* and Step Two, *Race*.

Step One: Ethnicity (check one): Hispanic or Latino Not Hispanic or Latino

Step Two: Race (check one or more): American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

INSTRUCTIONS: Sources of Income

Sources of Income for Children

Sources of Child Income	Examples
<ul style="list-style-type: none"> ● Earnings from work ● Social Security <ul style="list-style-type: none"> a. Disability Payments b. Survivor's Benefits ● Income from person outside the household ● Income from any other source 	<ul style="list-style-type: none"> ● 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 ● 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

Sources of Income for Adults

Earnings from Work	Public Assistance / Alimony / Child Support	All Other Income
<ul style="list-style-type: none"> ● Salary, wages, cash bonuses (before deductions or taxes) ● Net income from self-employment (farm or business) ● If you are in the U.S. Military: <ul style="list-style-type: none"> a. Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) b. Allowances for off-base housing, food and clothing 	<ul style="list-style-type: none"> ● Cash Assistance from State or local government ● Supplemental Security Income ● Unemployment benefits ● Worker's compensation ● Alimony payments ● Child support payments ● Veteran's benefits ● Strike benefits 	<ul style="list-style-type: none"> ● Social Security ● Disability benefits ● Regular income from trusts or estates ● Annuities ● Investment income ● Rental income ● Regular cash payments from outside household

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.

At public school districts, each student's school meal status also is recorded on a statewide computer system used to report student data to MDE as required by state law. MDE uses this information to: (1) Administer state and federal programs, (2) Calculate compensatory revenue for public schools, and (3) Judge the quality of the state's educational program.

Nondiscrimination 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/ad-3027.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

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