Community of Learners
Orland
School District 135

Administration Center
15100 South 94th Avenue
Orland Park, IL 60462

Business Office
708/364-3313

Controller
708/364-3361

Fax
708/349-5707

To: Parent or Guardian

From: Scott Beranek, Director of Finance

Re: Free/Reduced Lunch Application with fee waiver instructions

If you are receiving SNAP or TANF provide the following:

- Completed Application – email all documents to **freereduced@orland135.org**
- Provide a copy of your current Department of Human Services (DHS) award letter. (make sure to write your SNAP case number on application)

If you do not get SNAP or TANF provide the following:

- Completed Application– email all documents to **freereduced@orland135.org**
- Most recent Federal Income Tax Return(s) (Form 1040 pages 1&2) with all W-2s and 1099s for all household members.
- Documentation of 1 current month's income from each person in the household receiving income. Sources of income include, but are not limited to: Paycheck Stubs, Social Security, Pensions, Unemployment, Disability, Workers' Compensation, Welfare, Child Support, Alimony and Rental Income, etc.) If self-employed provide a quarterly or monthly income and expense statement.

If you claim no income/low income provide the following:

- Completed Application– email all documents to **freereduced@orland135.org**
- A signed note explaining how you provide food, clothing, and housing for your household and when you expect an income.
- Most recent complete Federal Income Tax Return(s) (Form 1040 pages 1&2) with all W-2s and 1099s for all household members.

If the child is a Foster Child provide the following:

- Completed Application– email all documents to **freereduced@orland135.org**
- Official documentation from the agency sponsoring the child.

The timeframe of Acceptable Income Documentation: Submit documentation that shows your income at the time that you applied for benefits. If you do not have this information, you may submit documentation from the time of application up to time of verification.

- If your child is approved for free lunch, he/she can have the daily special that is listed on the menu calendar located on the school website.

- If your child is approved for reduced lunch, he/she can purchase the daily lunch special listed on the menu calendar located on the school website for: Grades K-5 $1.60, Grades 6-8 $1.70 Reduced prices pending board approval.

- All lunches include one ½ pint carton of milk.

- At the junior high schools, additional entrée items are available. Please refer to the Lunch Option Chart located on the school website. A la carte items are not eligible for the free or reduced lunch program and must be paid for with money that is provided by the parent on the student's lunch account.

Please be assured that if your child is eligible for this program, it will be handled in a discreet manner. If they are approved, their account will be updated with their specified eligibility.