

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. San Angelo ISD offers healthy meals every school day. Breakfast costs: No charge in Elementary schools and \$1.50 in Secondary schools. Lunch costs \$2.50 in Elementary schools and \$2.75 in Secondary schools. **Your children may qualify for free meals or for reduced price meals.** Reduced price is \$0.30 for Secondary breakfast and \$0.40 for lunch for all schools. Parents can prepay for students meals at the school cafeteria or online at www.myschoolbucks.com. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from Supplemental Nutrition Assistance Program (**SNAP**), **Food Distribution Program on Indian Reservations (FDPIR)** or Temporary Assistance for Needy Families (**TANF**), are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive 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.

Family Size	Reduced-Price Meal Income Eligibility Guidelines				
	Annually	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$22,459	\$1,872	\$936	\$864	\$432
2	\$30,451	\$2,538	\$1,269	\$1,172	\$586
3	\$38,443	\$3,204	\$1,602	\$1,479	\$740
4	\$46,435	\$3,870	\$1,935	\$1,786	\$893
5	\$54,427	\$4,536	\$2,268	\$2,094	\$1,047
6	\$62,419	\$5,202	\$2,601	\$2,401	\$1,201
7	\$70,411	\$5,868	\$2,934	\$2,709	\$1,355
8	\$78,403	\$6,534	\$3,267	\$3,016	\$1,508
<i>For each additional member add:</i>					
	+\$7,992	+\$666	+\$333	+\$308	+\$154

- 2. 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 your child's school or mail to 305 Baker St, San Angelo, TX, 76903. If immediate assistance is needed, we recommend returning your application directly to the Child Nutrition Office.
- 3. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE DIRECTLY CERTIFIED FOR FREE MEALS?** No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact the **Child Nutrition Office at 325-659-3615 or email Tana.Riney@saisd.org** immediately.
- 4. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?** Yes. Your child's application is only good for that school year and for the first few days of this school year. 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 Child Nutrition Department or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

5. 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 or e-mail **the schools homeless liaison or Ricki Martinez, migrant specialist at 325-947-3838 ext. 534.**
6. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
7. 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 **Child Nutrition Office at 325-659-3615 or e-mail Tana.Riney@saisd.org** to receive a second application.
8. 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.
9. 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.
10. 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 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.
11. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
12. 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.
13. 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: **Michelle Helms, Child Nutrition Director at 305 Baker Street, San Angelo, TX. 76903, 325-659-3615, Michelle.Helms@saisd.org.**
14. HOW WILL I KNOW IF MY CHILDREN QUALIFIED FOR MEAL BENEFITS? Complete applications will be processed within 3 to 10 days from the date received by the Child Nutrition Office. Notification letters will be directly mailed to the parent or guardian. The letter sent will explain the level of meal benefits your children have qualified for and the date the benefits will become effective.
15. WILL I HAVE TO PAY FOR MEALS CONSUMED AND/OR CHARGED THAT OCCURRED PRIOR TO THE APPLICATION BEING APPROVED? Yes. Parents are responsible for any charges incurred by their children in the cafeteria. This includes the timeframe when applications are being processed for meal benefits. The District charge policy for school meals is posted in the school cafeterias and is available at www.saisdschoolnutrition.com on the prepayment tab.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply other assistance benefits, contact your local assistance office or call 2-1-1.

If you have other questions or need help, call **the SAISD Child Nutrition office at 325-659-3615 or e-mail Tana.Riney@saisd.org. Si necesita ayuda, por favor llame al teléfono: the SAISD Child Nutrition office at 325-659-3615.**

Sincerely,
Tana Riney
SAISD Child Nutrition Office

HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

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 San Angelo ISD.** The application must be filled out completely to certify your children for free or reduced price school meals. **An incomplete application cannot be approved.** Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact the SAISD Child Nutrition Department at (325) 659-3615 or send an email to Tana.Riney@saisd.org.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household’s income including children who are not enrolled in the District.
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending San Angelo ISD regardless of age.

<p>A) List each child’s name. Print each child’s name. Use one line of the application for each child. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.</p>	<p>B) DOB and Grade Print each child date of birth in mm/dd/yy format. Record grade.</p>	<p>C) Is the child a student at San Angelo ISD? Provide the child’s SAISD assigned student identification number in this section. Mark ‘Yes’ or ‘No’ under the column titled “SAISD Student” to tell us which children attend SAISD.</p>	<p>D) Do you have any foster children? If any children listed are foster children, mark the “Foster Child” box next to the child’s name. If you are ONLY applying for foster children, after finishing STEP 1, go to STEP 4. <u>Foster children who live with you may count as members of your household and should be listed on your application.</u> If you are applying for both foster and non-foster children, go to step 3.</p>	<p>E) Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the “Homeless, Migrant, Runaway” box next to the child’s name and <u>complete all steps of the application.</u> You may also provide the child’s SAISD assigned student identification number in this section.</p>
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STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR? (Check the appropriate Box)

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP).
- Temporary Assistance for Needy Families (TANF).
- The Food Distribution Program on Indian Reservations (FDPIR).

<p>A) If no one in your household participates in any of the above listed programs:</p> <ul style="list-style-type: none"> • Leave STEP 2 blank and go to STEP 3. 	<p>B) If anyone in your household participates in any of the above listed programs:</p> <ul style="list-style-type: none"> • Write the Eligibility Determination Group Number (EDG) for SNAP/TANF. This number is found on your acceptance letter and is not the same as your SNAP/TANF case number. You only need to provide one EDG number. If you participate in one of these programs and do not know your EDG number, contact: Texas Department of Health Services at (325) 655-0576, or contact your case worker. FDPIR if yes, check box provided, Skip Step 3 and complete STEP 4.
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STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?

- Use the charts titled “**Sources of Income for Adults**” and “**Sources of Income for Children**,” printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in **GROSS INCOME ONLY**. Report all income in whole dollars. Do not include cents.
 - Gross income is the total income received before taxes and deductions.

- Many people think of income as the amount they “take home” and not the total, “gross” amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a “0” in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write ‘0’ or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

3A. REPORT INCOME EARNED BY CHILDREN

Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked “Child Income.” Only count foster children’s income if you are applying for them together with the rest of your household.
What is 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.

3B. REPORT INCOME EARNED BY ADULTS

Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- **Do NOT include:**
 - People who live with you but are not supported by your household’s income AND do not contribute income to your household.
 - Infants, Children and students already listed in **STEP 1.**

1) List adult household members’ names. 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. If a child listed in **STEP 1** has income, follow the instructions in **STEP 3, part B.**

2) Report earnings from work. Report all income from work in the “Earnings from Work” field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.
What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

3) Report income from public assistance/child support/alimony. Report all income that applies in the “Public Assistance/Child Support/Alimony” field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as “other” income in the next part.

4) Report income from pensions/retirement/all other income. Report all income that applies in the “Pensions/Retirement/ All Other Income” field on the application.

3C. TOTAL HOUSEHOLD MEMBERS (Children and Adults)

Report total household size. Enter the total number of household members in the field “Total Household Members (Children and Adults).” This number MUST be equal to the number of household members listed in **STEP 1** and **STEP 3.** If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.

3D. LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER OF AN ADULT HOUSEHOLD MEMBER

Provide the last four digits of your Social Security Number. An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled “Check if no SSN.”

**STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE. Return completed form to child’s school or mail to:
 305 Baker St, San Angelo, Texas, 76903; or fax to (325) 658-4353**

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

<p>A) Print and sign your name. Print the name of the adult signing the application and that person signs in the box “Signature of adult.”</p>	<p>B) Write today’s date. In the space provided, write today’s date in the box.</p>	<p>C) Provide your contact information. Write your current address in the fields provided 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 helps us reach you quickly if we need to contact you.</p>	<p>D) Share children’s racial and ethnic identities (optional). On the back of the application, we ask 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.</p>
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SAN ANGELO INDEPENDENT SCHOOL DISTRICT 2018-2019 Application for Free and Reduced Price School Meals
COMPLETE ONE APPLICATION PER HOUSEHOLD. PLEASE USE A BLACK PEN (not a pencil).

OFFICE USE ONLY
 Application # _____
 Status _____

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 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. Read **How to Apply for Free and Reduced Price School Meals** for more information

Legal First Name	MI	Legal Last Name	M	M	Birthdate		Grade	Student ID #	SAISD Student?		Foster Child	Homeless, Migrant, Runaway
					D	D			Y	Y		

2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, FDIPIR? Check the appropriate box below.

SNAP TANF FDIPIR If you DID NOT check one of the boxes to the left, complete SECTION 3. If you checked one of the boxes to the left, write an EDG number here then go to section 4. (DO NOT complete SECTION 3) EDG Number: _____

3 Report Income for ALL Household Members (Skip this step if you checked one of the boxes in SECTION 2)

A. Child Income
 Sometimes children in the household earn income. Please include the TOTAL income earned by all children Section 1 here.
B. All Adult Household Members (including yourself)
 List all Household Members not listed in Section 1 (including yourself) even if they did not receive income. For each Household Member listed, if they receive income, report total gross income (before taxes) for each source in whole dollars ONLY. If they DO NOT receive income from any source, enter '0' in the appropriate field. If you are certifying (promising) that there is no income to report.

Please read **How to Apply for Free and Reduced Price School Meals** for more information. The **Sources of Income for Children** section will help you with the **Child Income** question. The **Sources of Income for Adults** section will help you with the **All Adult Household Members** section.

Name of Adult Household Members (First and Last)	Earnings from Work	Fill in Circle		Public Assistance /Child Support/Alimony	Fill in Circle		Pay from Pensions/ Retirement/All Other Income	Fill in Circle	
		How Often ?	How Often ?		How Often ?	How Often ?			
	\$ _____	<input type="radio"/> Monthly Every Other Wk <input type="radio"/> Weekly Twice A Month	<input type="radio"/> Monthly Every Other Wk <input type="radio"/> Weekly Twice A Month	\$ _____	<input type="radio"/> Monthly Every Other Wk <input type="radio"/> Weekly Twice A Month	<input type="radio"/> Monthly Every Other Wk <input type="radio"/> Weekly Twice A Month	\$ _____	<input type="radio"/> Monthly Every Other Wk <input type="radio"/> Weekly Twice A Month	<input type="radio"/> Monthly Every Other Wk <input type="radio"/> Weekly Twice A Month
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WRITE TOTAL NUMBER OF HOUSEHOLD MEMBERS HERE → _____ Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member * * * - * * - _____ Check if no SSN

4 Contact Information and Adult Signature Return completed form to child's school, Mail to: 305 Baker St, San Angelo, Texas, 76903 or Fax (325) 658-4353

"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."

Address _____ City _____ Zip _____ Daytime Phone _____

PRINT HERE Printed Name of adult completing the form **SIGN HERE** Signature of adult completing the form _____ Today's Date _____ Email Address _____

Children's ethnic/race identities (optional): Choose one Ethnicity: HISPANIC/LATINO NOT HISPANIC/LATINO Choose one or more (regardless of Ethnicity): WHITE ASIAN BLACK or AFRICAN AMERICAN AMERICAN INDIAN or ALASKAN NATIVE NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER

INSTRUCTIONS

Sources of Income

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>If you are in the U.S. Military:</p> <ul style="list-style-type: none"> - Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing 	<ul style="list-style-type: none"> - Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government - Alimony payments - Child support payments - Veteran's benefits - Strike benefits 	<ul style="list-style-type: none"> - Social Security (including railroad retirement and black lung benefits) - Private pensions or disability benefits - Regular income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household

Sources of Income for Children	
Sources of Child Income	Example(s)
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages
<ul style="list-style-type: none"> - Social Security <ul style="list-style-type: none"> - Disability Payments - Survivor's Benefits 	<ul style="list-style-type: none"> - 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 person outside the household	- A friend or extended family member regularly gives a child spending money
-Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust

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 Isander 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, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

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

This institution is an equal opportunity provider.

DO NOT FILL OUT For School Use Only

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24 Monthly x 12

Total Income: Weekly Bi-Weekly 2x Month Monthly Annual Household Size: Categorical Eligibility: Eligibility: Free Reduced Denied

Determining Official's Signature Date Confirming Officials Signature Date Verifying Officials Signature Date