

FRANKLIN COUNTY SCHOOLS

Dear Parent or Guardian:

Students need healthy meals to learn. Franklin County Schools offers healthy breakfast and lunch meals every school day. Lunch costs \$2.00 for grades Pre-K – 5 and \$2.25 Grades 6 through 12. Breakfast costs \$1.25 Pre-K through 12. Your children may qualify for free meals or reduced price meals. Reduced price lunch costs \$.40 and reduced price breakfast costs \$.30 in Pre-K through 12.

IF YOU HAVE RECEIVED A LETTER APPROVING YOUR CHILDREN FOR MEALS THIS SUMMER (Food and Nutrition Services (formerly the Food Stamp Program or Tanf) YOU DO NOT SUBMIT ANOTHER APPLICATION. IF YOU HAVE NOT RECEIVED A LETTER, YOU MUST FILL OUT AN APPLICATION FOR YOUR CHILD(REN) TO QUALIFY FOR BENEFITS. THIS INCLUDES IF YOUR CHILD(REN) WAS APPROVED LAST YEAR, ALL KINDERGARTEN AND NEWLY ENROLLED STUDENTS
ONE FAMILY APPLICATION COVERS ALL STUDENTS IN YOUR HOME ATTENDING FRANKLIN COUNTY SCHOOLS

HOW TO FILL OUT THE APPLICATION

- If your household gets Food and Nutrition Services or TANF: List student's names, school, grade and a Food & Nutrition or TANF number BY EACH CHILD'S NAME in Part 1. **NOTE: The EBT Card number is not acceptable. If you are unsure of your Food & Nutrition Services (FNS) or TANF number, contact your local Department of Social Services to get the number. Child Nutrition CANNOT call to get this number for you. Your application is incomplete and will not be processed without this number.** Check the appropriate box in Part 2, if any. Skip Part 3 and Part 4. Sign the form in part 5. The adult signer does not need to provide a social security number if you receive Food & Nutrition Services or TANF. Part 6 optional.
- Migrant, Homeless or Runaway: List student name(s), school and grade in Part 1. Check the appropriate box in Part 2 and list the names of the student(s) you are referring to in Part 1. Contact your child's school office to verify this student's status or call toll-free 1-877-532-0009. Fill out application by following instructions for ALL OTHER HOUSEHOLDS.
- **If you are applying for a FOSTER CHILD, use a separate application for each foster child.** List the child's name, school, and grade in Part 1. Skip part 2. Check the box in Part 3 and list the child's personal use monthly income, if any. Skip Part 4. Sign the form in Part 5. The adult signer is not required to provide a social security number for foster children. Part 6 is optional.
- **ALL OTHER HOUSEHOLDS, INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:**
List each student's name, school and grade in **Part 1**. Skip **Part 2 & 3**. Report household income from last month in **Part 4** as follows:
Name: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children living with you, **including those listed in Part 1**. Attach another sheet of paper if you need to.
Gross Income: Next to each person's name list each **type of income received last month** and **how often** it was received.
Column 1: Gross income last month and how often it was received. **For example, Earnings From Work: List the gross income each person earned before taxes and other deductions. The amount should be listed on your pay stub, or your boss can tell you. Next to the amount, write how often the person got it (weekly, every other week, twice a month, or monthly). Gross income is the amount earned before taxes and other deductions.**
Column 2: List the amount each person got last month from welfare, child support, or alimony and how often it is received.
Column 3: Pensions, Retirement, and Social Security payments and how often it is received.
Column 4: List Worker's Compensation, Unemployment, Supplemental Security Income (SSI), Veteran's Benefits (VA benefits), Disability Benefits, regular contributions from people who do not live in your household, ANY OTHER INCOME and how often it is received. Report net income for self-owned business, farm, or rental income. Next to the amount, write how often the person got it. Report Workers Compensation, unemployment, Supplemental Security Income (SSI), Veteran's (VA) benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME in the fourth column. If you are in the Military Housing Privatization Initiative do not include this housing allowance.
Column 5: If the person, including a child, does not have any income, place a check in this column for that person. **If the box is not checked and you do not list income, the application will not be approved.** **Part 5:** An adult household member must sign the form and list his/her Social Security Number, or mark the box if he/she doesn't have one. **Part 6:** optional

YOU WILL BE NOTIFIED BY MAIL WHEN YOUR APPLICATION IS APPROVED OR DENIED. KEEP THE NOTIFICATION LETTER FOR PROOF OF BENEFITS THAT MAY BE REQUIRED FOR OTHER PROGRAMS.

FREQUENTLY ASKED QUESTIONS:

1. **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 incomplete application, **so fill out all required information and return to your child's school.**
2. **Who can get free meals?** Students in households getting Food and Nutrition Services (FNS formerly Food Stamps) benefits, or getting TANF automatically qualify for free meals. FNS and TANF recipients registered as of June 30, 2011, with Franklin County Social Services, should receive a pre-approval letter for your children before school starts. If you receive this letter you do not need to fill out an application. If the household income is less than 130% of poverty, based on the size of your household, children may receive free meals.
3. **Can homeless, runaway and migrant children get free meals?** Please call your child's school homeless liaison or migrant coordinator to see if your child(ren) qualify, unless you have been informed by letter that they will get free meals.
4. **Who can get reduced price meals?** Your children can get low cost meals if your household income is between 131% and 185% of the Federal Poverty level for your household size.
5. **Should I fill out an application if I got a letter after July 1, 2010 saying my children are approved for free meals?** No, but if you receive the letter and have questions, please call Glenda Parrish at 919-496-5125 for more information. Also, check to make sure ALL of your children's names are listed on the letter, if children are missing from the approved letter please contact us also to report their names.
6. **I get WIC. Can my child(ren) get free meals?** Your children may be eligible for free or reduced price meals. Please fill out an application.
7. **Will the information I give be checked?** Yes, we may ask you to send written proof of the income information you provide.
8. **If I don't qualify now, may I apply later?** Yes, You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food and Nutrition Services (FNS, formerly Food Stamps) or getting TANF or other benefits. If you lose your job, your children may also be eligible for free or reduced meals.
9. **What if I disagree with decision about my application?** You should talk to school officials. You may call Glenda Parrish at 919-496-5125 for questions or to schedule a hearing with Thomas Piper, Assistant Superintendent for Auxiliary Services, Franklin County Schools.
10. **May I apply if someone in my household is not a U.S. citizen?** Yes. You or your child(ren) do not have to be U.S. citizens to qualify.
11. **Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you. Remember, the number of people in your household can determine whether your child(ren) are eligible for free or reduced price meals.
12. **What if my income is not always the same?** List the amount that you normally get. For example, if you normally get \$1000/month, but you missed some work last month and only got \$900, put down \$1000/month. If you normally get overtime, include it, but not if only sometimes.
13. **We are in the military, do we include our housing allowance as income?** If it is part of the Military Housing Privatization initiative, do not include your housing allowance as income. All other allowances must be included in your gross income.

If you have any other questions please contact the Franklin County Schools Child Nutrition Office at 919-496-5125 or 'toll free' 1-877-532-0009.

Sincerely, Jama G. Stallings, SNS, Child Nutrition Director

Privacy Act Statement: This explains how we will use the information you give us. 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 social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Food and Nutrition Services (FNS, formerly Food Stamps), Temporary Assistance for Needy Families (TANF) or Food Distribution on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate 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.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. " In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer. "