FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

3. 4.

Children need healthy meals to learn. Hanover-Horton School District offers healthy meals every school day. Breakfast costs **\$1.85**; lunch costs **\$2.70 - \$2.95**. **Your children may qualify for free meals or for reduced price meals.** Reduced price is **\$0.30** for breakfast and **\$0.40** for lunch. 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 Food Assistance Program (FAP), Food Distribution Program on Indian Reservations (FDPIR)] or Family Independence Program (FIP), 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 participating in their school's Head Start program 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 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.

Household size	Yearly	Monthly	Weekly		
1	22,459	1,872	432		
2	30,451	2,538	586		
3	38,443	3,204	740 893		
4	46,435	3,870			
5	54,427	4,536	1,047		
6	62,419	5,202	1,201		
7	70,411	5,868	1,355		
8	78,403	6,534	1,508		
Each additional person:	7,992	666	154		

2. FEDERAL INCOME ELIGIBILITY CHART for School Year 2018-2019

- 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 Melissa Duffrin at (517) 563-0103 or e-mail Melissa.Duffrin@hanoverhorton.org.
- 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: Hanover-Horton School District, Attn: Alan Breneman, 10,000 Moscow Rd. Horton, MI 49246 or call (517) 990-3603.
- SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED 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 Hanover-Horton School District, Attn: Alan Breneman, 10,000 Moscow Rd. Horton, MI 49246 or call (517) 990-3603 immediately.

- 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 www.LunchApp.com to begin or to learn more about the online application process. Contact Hanover-Horton District, Attn: Alan Breneman, 10,000 Moscow Rd. Horton, MI 49246 or call (517) 990-3603 if you have any questions about the online application.
- 9. 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, through October 5, 2017. 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.
- 10. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC <u>may</u> be eligible for free or reduced price meals. Please send in an application.
- 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.
- 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: Hanover-Horton School District, Attn: John Denney, 10,000 Moscow Rd. Horton, MI 49246 or call (517) 990-3603.
- 14. MAY I APPLY IF SOMEONE IN MY HOUSEHOULD 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.
- 15. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you <u>normally</u> 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.
- 16. 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 <u>also</u> be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you <u>meant</u> to do so.
- 17. 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.
- 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 Hanover-Horton School District, Attn: Alan Breneman, 10,000 Moscow Rd. Horton, MI 49246 or call (517) 990-3603 to receive a second application.
- 19. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **Food Assistance Program (FAP)** or other assistance benefits, contact your local assistance office or call **1-855-275-6424**.

If you have other questions or need help, call (517) 990-3603.

Sincerely,

Alan Breneman, Director of Food Services

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, <u>even if your children attend more than one school in Hanover-Horton School District.</u> The application must be filled out completely to certify your children for free or reduced-price school meals. 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 Alan Breneman; (517) 990-3603 or hanover.foodservice@hanoverhorton.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;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending Hanover-Horton School District, regardless of age

A	В	C	D
List each child's name. Print each	Is the child a student at [name of	Do you have any foster children? If any children	Are any children homeless,
child's name. Use one line of the	school/school system here]?	listed are foster children, mark the "Foster	migrant, or runaway? If you
application for each child. When	Mark 'Yes' or 'No' under the	Child" box next to the child's name. If you are	believe any child listed in this
printing names, write one letter in	column titled "Student" to tell us	ONLY applying for foster children, after finishing	section meets this
each box. Stop if you run out of	which children attend [name of	STEP 1 , go to STEP 4 .	description, mark the
space. If there are more children	school/school district here]. If you	Foster children who live with you may count as	"Homeless, Migrant,
present than lines on the application,	marked 'Yes,' write the grade level	members of your household and should be	Runaway" box next to the
attach a second piece of paper with	of the student in the 'Grade'	listed on your application. If you are applying for	child's name and <u>complete all</u>
all required information for the	column to the right.	both foster and non-foster children, go to step 3.	steps of the application.
additional children.			

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?

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).

Α	В
If no one in your household participates in any of the above listed programs:	If anyone in your household participates in any of the above listed programs:
• Leave STEP 2 blank and go to STEP 3.	• Write a case number for SNAP, TANF, or FDPIR. You only need to
	provide one case number. If you participate in one of these programs and do
	not know your case number, contact your local office.
	• Go to STEP 4.

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.
- $\circ \quad$ Gross income is the total income received before taxes.
- 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

3.A. REPORT INCOME EARNED BY CHILDREN

A) 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.

3.B 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.

B) 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 A.

C) 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.

D) Report income from public assistance/child support/alimony. Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. <u>Do not report the cash value of any public assistance benefits NOT listed on the chart.</u> 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.

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

F) 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.

G) 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

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.

А	В	С	D
Provide your contact information.	Print and sign your name and	Mail Completed Form to:	Share children's racial and ethnic
Write your current address in the fields	write today's date. Print the name	Hanover-Horton School District	identities (optional). On the back of
provided if this information is available.	of the adult signing the application	Attn: Food Service	the application, we ask you to share
If you have no permanent address, this	and that person signs in the box	10,000 Moscow Road	information about your children's
does not make your children ineligible	"Signature of adult."	Horton, MI 49246	race and ethnicity. This field is
for free or reduced-price school meals.			optional and does not affect your
Sharing a phone number, email address,			children's eligibility for free or
or both is optional, but helps us reach			reduced-price school meals.
you quickly if we need to contact you.			

2018-2019 Household Application for Free and Reduced Price School Meals

Complete one application per household. Please use a pen (not a pencil).

Apply online: <u>www.LunchApp.com</u>

Definition of Household	Child's First Name		МІ	Child's	Last Nam	ne								Gr	ade	Stuo Yes	dent? No		oster N	lomeless ⁄ligrant, Runaway
Member: "Anyone who is living with you and shares																				
income and expenses, even if not related."			1															apply		
Children in Foster care and children who meet the																		all that		
definition of Homeless , Migrant or Runaway are eligible for free meals. Read /																		Check		
How to Apply for Free and Reduced Price School																				
Meals for more information.																		LL		
STEP 2 Do any H	lousehold Members (including you) curr	ently partic	ipate in	one or m	ore of the	followin	g assist	ance p	orogram	s: SN/	AP, TA	NF, or	FDPIR	?						
	If NO > Go to STEP 3.	(ES > Write	e a case	number h	ere then ar	to STEP	4 (Do no	comp	ete STF	P 3)	Ca	se Nur	nber:							
		207 1111	5 a 6466		sie then ge	0.00121	1 <u>100 110</u>			<u></u>)					٧	Vrite only	one case	e numb [,]	ər in this	space.
STEP 3 Report In	come for ALL Household Members (Skip t	his step if yo	u answe	ered 'Yes	to STEP 2)														
	A. Child Income													How o						
	Sometimes children in the household earn of Household Members listed in STEP 1 here.	receive incon	ne. Pleas	e include t	he TOTAL i	income rec	eived by a	all		s	nild incon	1e	Weekly	Bi-Weekly	2x Month	fonthly				
	B. All Adult Household Members (inc	luding you	urself)							φ				0	0	\bigcirc				
Are you unsure what income to include here?	List all Household Members not listed in STE for each source in whole dollars (no cents) o	P 1 (including	g yourself)													0				,
Flip the page and review					How often?	?	Put	olic Assist	ance/		How o	often?		Pe	nsions/Retir	ement/		How c	often?	1
the charts titled "Sources of Income" for more	Name of Adult Household Members (First and Last)	Earnings f	Irom Work	Weekly	Bi-Weekly 2x Mo	onth Monthly		d Suppor	t/Alimony	Weekly	Bi-Weekly	2x Month	Monthly		Other Incor	ne	Weekly	Bi-Weekly	2x Month	Monthly
Information.		\$					\$			0	0	0	0	\$						
for Children" chart will help you with the Child		\$		0	<u> </u>		\$			0	0	0	0	\$				0	0	0
Income section.		\$		0	0 0) $($	\$			0	0	0	\bigcirc	\$			0	0	0	0
The "Sources of Income for Adults" chart will help you with the All Adult		\$		0	0 0) $($	\$			0	0	0	0	\$			0	0	0	0
Household Members section.		í 🗖			\bigcirc		\$			\bigcirc	0	0	0	\$			0	0	0	0
		\$			\mathbf{O}		•			\sim	-		-				-			
	Total Household Members		Digits of S	Social Secu	Irity Number	(SSN) of														
	Total Household Members (Children and Adults)	Last Four			rity Number Adult House			x x	X X	x x				Check if	no SSN					
STEP 4 Contact i		Last Four Primary W	Vage Earne	er or Other	Adult House	ehold Memt	ber				10.000	Mosc	ow Roa			246				
"I certify (promise) that all informat	(Children and Adults)	Last Four Primary W Completed F	Vage Earne Form To:	er or Other	Adult House	School	District	Attn: F	Food Se	ervice				d Horto	on MI 49		ware that	if I purp	osely giv	e
"I certify (promise) that all informat	(Children and Adults)	Last Four Primary W Completed F	Vage Earne Form To:	er or Other	Adult House	School	District	Attn: F	Food Se	ervice				d Horto	on MI 49		ware that	if I purp	osely giv	'e
"I certify (promise) that all informat	(Children and Adults)	Last Four Primary W Completed F	Vage Earne Form To:	er or Other	Adult House	School	ber	Attn: F	Food Se	ervice	school c	fficials m	nay verify (d Horto	on MI 49		ware that	if I purp	osely giv	'e

Signature of adult

Today's date

Sources of Inc	come for Children	Sources of Income for Adults						
Sources of Child Income	Example(s)	Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income				
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages	- Salary, wages, cash bonuses	 Unemployment benefits Worker's compensation 	- Social Security (including railroad				
 Social Security Disability Payments Survivor's 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 	 Net income from self- employment (farm or business) If you are in the U.S. Military: 	Supplemental Security Income (SSI) Cash assistance from State or local government	retirement and black lung benefits) - Private pensions or disability benefits - Regular income from				
-Income from person outside the household	- A friend or extended family member regularly gives a child spending money	- Basic pay and cash bonuses (do NOT include combat pay,	 Alimony payments Child support payments Veteran's benefits 	trusts or estates - Annuities - Investment income - Earned interest				
-Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust	FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing	- Strike benefits	 Earned interest 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				
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 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		Weeks x 2	6, Twice a Month x 24 Monthly x 12	2		Eligibility:		
Total Income		2x Month Monthl	Household Size		Free	Reduced Denied		
	0 0	0 0	Categoric	al Eligibility	0	0 0		
Determining Official's Signature	Date		Confirming Official's Signature	Date	Ve	erifying Official'	s Signature	Date