


Walton



COUNTY SCHOOL DISTRICT

145 Park Street
DeFuniak Springs, FL 32435
850-892-1100
www.walton.k12.fl.us

A. Russell Hughes
Superintendent of Schools

SCHOOL MEALS

2019-20 SCHOOL YEAR

Dear Parent / Guardian:

The Walton County School District offers healthy meals every school day. A well-balanced breakfast and a healthy lunch are essential for students to learn in a curriculum-rich environment. Our menus consistently change based on valuable input from students and parents. We are excited to provide great meal options for the 2019-20 School Year!

Your children may qualify for **free or reduced-price meals**. The cost of the meals are as follows:

		Cost	Reduced
Breakfast:	All Schools	\$1.85	\$0.30
Lunch:	Elementary	\$2.60	\$0.40
	Middle/High	\$2.85	\$0.40

You may apply for free or reduced meals by:

1. Applying online per household with ease at www.ezmealapp.com
This method is the quickest and parents that include email information will receive an email response and letter of benefit type the same day processed.
2. Submitting **ONE** paper application per household

Below are some frequently asked questions and answers to help in the process of determining your child's eligibility.

#1. WHO CAN GET FREE MEALS? All children in households receiving benefits from the following programs can get free meals regardless of income:

- Supplemental Nutrition Assistance Program (SNAP),
- Food Distribution Program on Indian Reservations (FDPIR),
- Medicaid or Temporary Assistance to Needy Families (TANF),

Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.

Very IMPORTANT:

If you have received a NOTICE OF DIRECT CERTIFICATION for free meals: DO NOT complete the application.

DO let the school site know if any children in your household are not listed on the Notice of Direct Certification.

#2. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? **No.** Use one Free and Reduced Price School Meal Application for all students in your household. All students on the application will receive the same benefit even if they attend different schools. We cannot approve an application that is not complete, so be sure to FILL OUT ALL REQUIRED INFORMATION. Return the application to the school or complete online at the District website.

#3. 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.

#4. CAN FOSTER CHILDREN GET FREE MEALS? Yes. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Parents are required to contact the designated District **Foster Liaison Dr. Randy Stafford** for assistance.

#5. CAN HOMELESS, RUNAWAY, HEAD START, AND MIGRANT CHILDREN GET FREE MEALS? Yes. Children who meet the definition of homeless, runaway, or migrant are eligible for free meals. Parents are required to contact the designated **District Homeless Liaison** Janet Brack or **District Migrant Liaison** Jaime Mitchell for assistance.

#6. WHO CAN GET REDUCED PRICE MEALS? Children can get reduced-price meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart, shown on the application.

#7. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? No. Please read the letter carefully and follow the instructions. Only those who have children in state-funded Head Start, and those who have been defined by the Elementary and Secondary Education Act of 1965 as homeless, runaway, migrant, or foster should have received a letter. Call your school if you have questions.

#8. I RECEIVE BENEFITS FROM WOMEN, INFANTS, AND CHILDREN (WIC). CAN MY CHILDREN RECEIVE FREE MEALS? Children in households participating in WIC may be eligible for free or reduced-price meals. Please send in an application.

#9. WILL THE INFORMATION I GIVE BE CHECKED? Yes, and we may also ask you to send written proof.

#10. 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 become unemployed may become eligible for free and reduced-price meals if the household income drops below the income limit.

#11. 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 your school.

#12. 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 to qualify for free or reduced-price meals.

#13. 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) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rate share of expenses), do not include them.

#14. 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.

#15. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.

16. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your child's school for more information.

If you have other questions or need help, please call (850) 892-1100 ext. 1361 and we will be happy to assist you.

Sincerely,

Food & Nutrition Services Department

INSTRUCTIONS FOR APPLYING

PARENTS ONLY NEED TO FILL OUT ONE APPLICATION PER HOUSEHOLD, NOT PER CHILD. ALL STUDENTS LISTED ON APPLICATION WILL RECEIVE THE SAME BENEFIT EVEN IF THEY ATTEND DIFFERENT SCHOOLS

A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU.

IF YOUR HOUSEHOLD RECEIVES BENEFITS FROM [State SNAP], [State TANF], OR [THE FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR)], FOLLOW THESE INSTRUCTIONS:

- Part 1:** List only household members and the name of each child's school (if known). **Please be sure to check box for currently enrolled students.**
- Part 2:** List the case number for any household member (including adults) receiving [State SNAP],[State TANF], or [FDPIR] benefits.
- Part 3:** Skip this part.
- Part 4:** Sign the form. The last four digits of a Social Security Number are **not** necessary.
- Part 5:** Answer this question if you choose.

Return the form to the **Cafeteria Manager** at your school.

IF NO ONE IN YOUR HOUSEHOLD GETS [State SNAP], [State TANF], OR [FDPIR] BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, A MIGRANT OR RUNAWAY, OR IN HEAD START FOLLOW THESE INSTRUCTIONS:

- Part 1:** List all household members and the name of each child's school (if known). If any child you are applying for is homeless, migrant, in Head Start or a runaway check the appropriate box and call **the District homeless liaison, runaway, head start or migrant coordinator.**

District Homeless Liaison: Janet Brack

District Migrant Liaison: Jaime Mitchell

- Part 2:** Skip this part.
- Part 3:** Complete only if a child in your household isn't eligible under Part 1. See instructions for All Other Households.
- Part 4:** Sign the form. The last four digits of a Social Security Number are not necessary if you didn't need to fill in Part 3.
- Part 5:** Answer this question if you choose.

Return the form to the **Cafeteria Manager** at your school.

IF YOU ARE APPLYING FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS:

If all children in the household are foster children:

- Part 1:** List all foster children and the school name for each child. Check the box indicating the child is a foster child. All Foster Children must contact the **District Foster Liaison: Dr. Randy Stafford**
- Part 2:** Skip this part.
- Part 3:** Skip this part.
- Part 4:** Sign the form. The last four digits of a Social Security Number are **not** necessary.
- Part 5:** Answer this question if you choose.

Return the form to the **Cafeteria Manager** at your school.

If some of the children in the household are foster children:

- Part 1:** List all household members and the name of each child's school (if known). For any person, including children, with no income, you must check the "No Income" box. Check the box for each foster child. If any child you are applying for is homeless, migrant, in Head Start or a runaway, check the appropriate box, and if you have questions, call **your school.**
- Part 2:** Skip this part.
- Part 3:** Complete only if a child in your household isn't eligible under Part 1. See instructions for All Other Households.
- Part 4:** Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).
- Part 5:** Answer this question if you choose.

Return the form to the **Cafeteria Manager** at your school.

ALL OTHER HOUSEHOLDS, INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the name of each child’s school (if known). For any person, including children, with no income, you must check the “No Income” box. If any child you are applying for is homeless, migrant, Head Start, a foster child or a runaway check the appropriate box and call the designated District Liaisons.

Foster Liaison: Dr. Randy Stafford

Migrant Liaison: Jaime Mitchell

Homeless Liaison: Janet Brack

Part 2: Skip this part.

Part 3: Follow these instructions to report total household income from this month or last month.

- **Section 1–Name:** List all household members with income.
- **Section 2 –**
 - **Gross Income and How Often It Was Received:** For each household member listed in section 1, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month or monthly.
 - **Earnings:** Be sure to list the **gross income**, not the take-home pay. Gross income is the amount earned *before* taxes and other deductions. You should be able to find it on your pay stub, or your boss can tell you.
 - **Income received from welfare, child support, and alimony:** List the amount each person received.
 - **Income received from retirement benefits, Social Security, Supplemental Security Income (SSI), Veteran’s benefits (VA benefits), and disability benefits:** List the amount each person received.
 - **All Other Income:** List Worker’s Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include benefits from WIC, Federal education, and foster payments received by the family from the placing agency. For **ONLY** the self-employed, under *Earnings from Work*, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart:

FEDERAL ELIGIBILITY INCOME CHART For School Year 2019-2020			
Household size	Yearly	Monthly	Weekly
1	23,107	1,926	445
2	31,284	2,607	602
3	39,461	3,289	759
4	47,638	3,970	917
5	55,815	4,652	1,074
6	63,992	5,333	1,231
7	72,169	6,015	1,388
8	80,346	6,696	1,546
Each additional person:	+8,177	+682	+158

Part 4: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn’t have one).

The information contained within this application may be shared with other Federal/Local health programs for which your child(ren) may qualify; however, your permission is required. This will not affect your eligibility for school meals. May school officials share the information within this application with other programs? Check the appropriate box.

Part 5: Answer this question if you choose.

Return the form to the **Cafeteria Manager** at your school.

2019-2020

FREE AND REDUCED-PRICE SCHOOL MEALS FAMILY APPLICATION

PART 1. ALL HOUSEHOLD MEMBERS		** RETURN THIS APPLICATION TO YOUR CHILD'S SCHOOL**					
Names of <u>all</u> household members (First, Middle Initial, Last)	Please check this box for students enrolled in school	Place a check in the box below if child is a foster, homeless, migrant, runaway, or Head Start child. If each child attending school is a foster, homeless, runaway, migrant or in Head Start, skip to part 4 to sign this form.					Place a check in the box if NO income
		Foster	Homeless	Migrant	Runaway	Head Start	

PART 2. BENEFITS
 IF ANY MEMBER OF YOUR HOUSEHOLD RECEIVES [State SNAP], [FDPIR] OR [State TANF Assistance], PROVIDE THE NAME AND CASE NUMBER FOR THE PERSON WHO RECEIVES BENEFITS AND **SKIP TO PART 4. IF NO ONE RECEIVES THESE BENEFITS, SKIP TO PART 3.**

NAME: _____ PROGRAM NAME _____ CASE NUMBER: (NOT EBT CARD NUMBER) _____

PART 3. TOTAL HOUSEHOLD GROSS INCOME (BEFORE DEDUCTIONS). List all income on the same line as the person who receives it. Check the box for how often it is received. RECORD EACH INCOME ONLY ONCE.

1. NAME (LIST ONLY HOUSEHOLD MEMBERS WITH INCOME)	2. GROSS INCOME AND HOW OFTEN IT WAS RECEIVED																			
	Earnings from work before deductions.	Weekly	Every 2 Weeks	Twice Monthly	Monthly	Welfare, child support, alimony	Weekly	Every 2 Weeks	Twice Monthly	Monthly	Social Security, SSI, VA, retirement benefits	Weekly	Every 2 Weeks	Twice Monthly	Monthly	All other income (such as Unemployment) benefits	Weekly	Every 2 Weeks	Twice Monthly	Monthly
<i>(Example) Jane Smith</i>	\$200	<input checked="" type="checkbox"/>				\$150		<input checked="" type="checkbox"/>			\$0					\$0				
	\$					\$					\$					\$				
	\$					\$					\$					\$				
	\$					\$					\$					\$				
	\$					\$					\$					\$				

PART 4. SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (ADULT MUST SIGN)

An adult household member must sign the application. **If Part 3 is completed, the adult signing the form also must list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box.** (See Statement on the back of this page.)

I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted. I understand my child's eligibility status may be shared as allowed by law.

Signature: _____ Printed name: _____ Date: _____

Address: _____ Phone Number: _____

Email: _____ City: _____ State: _____ Zip Code: _____

Last four digits of Social Security Number: *** - * * - _____ I do not have a Social Security Number

The information contained within this application may be shared with other Federal/Local health programs for which your child(ren) may qualify, however your permission is required. This will not affect your eligibility for school meals. May school officials share the information within this application with other programs No Yes Child(ren) may also qualify for free or low-cost health and dental insurance with Florida KidCare. Apply at floridakidcare.org or call 1-888-540-5437.

PART 5. CHILDREN'S ETHNIC AND RACIAL IDENTITIES (OPTIONAL)

Choose one ethnicity:

Hispanic/Latino Not Hispanic/Latino

Choose one or more (regardless of ethnicity):

Asian American Indian or Alaska Native Black or African American

White Native Hawaiian or other Pacific Islander

*******DO NOT FILL OUT THIS PART. THIS IS 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: _____ Per: Week, Every 2 Weeks, Twice A Month, Month, Year Household size: _____

Categorical Eligibility: _____ Eligibility: Free _____ Reduced _____ Denied _____ Date Withdrawn: _____

Reason for denial or withdrawal: _____ **Check if Error Prone Application**

Determining Official's Signature: _____ Date: _____

Confirming Official's Signature: _____ Date: _____

Verifying Official's Signature: _____ Date: _____

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.

Date of Contact	Staff Initials	Name of Household Member Contacted	Detailed Information Received