



RSU 57 School Nutrition Program



Dear Parent/Guardian,

As the Director of School Nutrition, I would like to welcome you and your child to the 22/23 school year!!

Our meals are prepared fresh daily in each of our 7 kitchens and we strongly encourage your child to take part in our program on a regular basis. Our mission is to help alleviate childhood hunger and increase student success by providing a nutritionally balanced diet each day. We strive to make as many "from scratch" items as possible using the best ingredients such as low-fat proteins, whole grain pastas and fresh fruits and vegetables from local vendors. The following is some information to help you navigate your way through our program and hopefully help to answer any questions you may have.

**BREAKFAST AND LUNCH ARE FREE FOR ALL STUDENTS
FOR THE ENTIRE 22/23 SCHOOL YEAR!!**

*In order to be free of charge, meals must meet federal and state requirements

MEAL PRICE BENEFIT APPLICATIONS (FREE/REDUCED):

Even though meals are free to students, RSU 57 needs each household to continue to submit an application for meal price benefits. Each school district receives federal and state funding based on the percentage of students that are approved for free or reduced meal prices. Miscounting those eligible for this program could harm many educational programs we rely on to serve our students. Regardless of whether your student chooses to receive school meals or not, it is critical that we properly account for all who are eligible. **Remember - your child can still receive free breakfast & lunch each day even if you don't qualify!**

Online applications are available at www.myschoolapps.com

Some of the other benefits of this program are:

- If approved, you may qualify for discounted internet!! Check with your internet provider for more details.
- SAT fees and/or college application fees are waived if you receive meal benefits!!
- Technology devices and sports fees are reduced!!
- Our schools may qualify for additional programming such as the Fresh Fruit & Vegetable Program, Summer Food Service Program, SNAP ED and Food Corp.
- School kitchens receive grants to purchase equipment and supplies!

All application information is kept completely confidential and is not shared without your permission. Online applications are processed and uploaded electronically into our point of sale system.

MEAL ACCOUNTS:

Upon registration, every student enrolled in the RSU 57 School District is automatically set up for a meal account. Students are given a pin number or scan card which will allow them to receive meals and access funds in their account for a la carte purchases such as snacks and additional drinks.

BALANCES:

All account balances are carried over from year to year and school to school. Refunds may be requested by filling out the refund form available on our website. You may also transfer funds to another student within the district or to our general donation fund account to help students in need.



RSU 57 School Nutrition Program



PAYMENTS:

ONLINE - Log on to myschoolbucks.com Here you can see the status of your student(s) account, make payments and view transaction history. There is an autopay option where you can have funds added to your account automatically as needed, as well as an alert system when the account is nearing low funds.

BY MAIL - Payment by paper check can be mailed to RSU 57 School Nutrition 86 West Road Waterboro, Maine 04087. Please make checks payable to: **RSU 57 School Nutrition**. There is a \$5.00 fee for all returned checks.

IN PERSON - Payment by cash or paper check can be sent with your child to school or delivered to the RSU 57 Nutrition Office. Please place your payment in an envelope marked clearly with your child's first and last name.

SPECIAL DIETARY NEEDS:

MILK SUBSTITUTIONS: We will provide an approved lactose-free cow's milk, or a non dairy soy milk for students with lactose intolerance upon submission of a milk substitution request, available on our website.

MEAL ACCOMMODATIONS: We will provide meal modifications for students with a disabling medical condition that affects their diet. Please have your child's licensed medical provider (M.D., D.O., PA, NP) complete and sign the *Medical Statement for Dietary Modification* form available on our website and submit it to your child's school nurse.

MENUS:

Menus are posted on the district website, as well as the dining feature for each school at:

RSU 57 Website > Menu > Documents > Food Service Menus

or

RSU 57 Website > Select Site > Menu > Dining

We strive to create menus based on feedback from both students and parents, as we know that choices and variety are super important! Our menus are carefully analyzed and adjusted to ensure they meet USDA nutrition guidelines for each age group, carefully considering calories, sodium and saturated fat.

In closing, I would like to reiterate the fact that we welcome comments, questions or suggestions and are always happy to speak to you regarding our meals and/or our program. We take great pride in our meals and our staff works diligently to improve and enhance the quality and appearance of our food. We look forward to serving your child(ren) and wish you and your family a healthy, happy start to the school year 22/23!

Sincerely,

Vanessa Richardson

Vanessa Richardson
Director, School Nutrition
207 247-3221 x2287
vanessarichardson@rsu57.org

SY 2023 HOUSEHOLD APPLICATION FOR FREE AND REDUCED PRICE SCHOOL MEALS

Complete one application per household for all children. A household is a person(s) living together that shares income and expenses, even if not related. You may also apply online at: www.myschoolapps.com

STEP 1: STUDENT INFORMATION: List all students that live in the household

Student Last Name _____	Student First Name _____	School _____	Foster Child <input type="checkbox"/>	Homeless/Migrant <input type="checkbox"/>
Student Last Name _____	Student First Name _____	School _____	Foster Child <input type="checkbox"/>	Homeless/Migrant <input type="checkbox"/>
Student Last Name _____	Student First Name _____	School _____	Foster Child <input type="checkbox"/>	Homeless/Migrant <input type="checkbox"/>
Student Last Name _____	Student First Name _____	School _____	Foster Child <input type="checkbox"/>	Homeless/Migrant <input type="checkbox"/>

STEP 2: ASSISTANCE PROGRAMS: Do any members of the household (including you) currently participate in SNAP, TANF or FDPIR assistance? If NO, go to STEP3. If YES, write the case number and name of the person receiving these benefits. Do not complete STEP 3. Name: _____ SNAP or TANF Number _____ Letter _____

STEP 3: HOUSEHOLD INCOME: List all Household Members including yourself & students listed above and gross income for each person listed.

Names Household Member (include students listed above)	Earnings from Work before deductions	Gross Income (before deductions)													
		Weekly	Every 2 weeks	2 times/month	Monthly	Welfare, Child Support, Alimony received	Weekly	Every 2 weeks	2 times/month	Monthly	Pensions, Retirement, Social Security & All Other Income	Weekly	Every 2 weeks	2 times/month	Monthly
\$		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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TOTAL HOUSEHOLD SIZE:															

STEP 4: ADULT SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (required)

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.

Signature of Adult: _____ Last 4 Digits of Social Security Number: _____ I do not have a Social Security Number

Printed Name: _____ Phone: _____ Email: _____

Address: _____ Date: _____

*** 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 _____ Household Size _____ Free _____ Reduced _____ Denied _____ Categorically eligible free _____

Determining Official's Signature: _____ Date: _____

Verification - Confirming Official's Signature: _____ Date: _____



Available Everywhere

Easy to Use

Private & Secure

APPLY TODAY ▶

STEP 5: Optional CHILDREN'S ETHNIC and RACIAL IDENTITIES You are not required to answer this question.

Mark one ethnic identity:

- Hispanic or Latino
- Not Hispanic or Latino

Mark one or more racial identities:

- Asian
- White
- Black or African American
- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander
- Other

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, *USDA Program Discrimination Complaint Form* which can be obtained online at <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by

- (1) mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410, or
- (2) fax:
(833) 256-1665 or (202) 690-7442, or
- (3) email:
program_intake@usda.gov

This institution is an equal opportunity provider.

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.

Complaints of discrimination must be filed at the office of the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051. If you wish to file a discrimination complaint electronically, visit the Human Rights Commission website at <https://www.maine.gov/mhrc/file/instructions> and complete an intake questionnaire. Maine is an equal opportunity provider and employer.

(Federal Statement Revised 5/2022)

Dear Parent/Guardian:

School meals will be available to students at no charge this year, regardless of household income. However, we ask that families still complete a Meal Benefit Application as this provides data for key funding for academic resources and may also connect your family to additional benefits. To apply, complete the enclosed *SY 2023 Household Application for Free and Reduced Price School Meals* and return to: RSU 57 School Nutrition 86 West Road 86 West Road, Waterboro, Maine 04087

If you prefer, you may complete the application online at www.myschoolapps.com **A new application must be submitted each school year.**

Our school offers healthy meals every school day. Meals meet nutrition standards established by the U.S. Department of Agriculture. If a child has a disability, as determined by a licensed medical authority, and the disability prevents the child from eating the regular school meal, substitutions may be made as prescribed by a licensed medical authority. If a substitution is needed, there will be no extra charge for the meal. Please note, however, that the school is not required to make a substitution, unless it meets the definition of disability and supported by a complete medical statement form signed by the local medical authority.

Who can get free or reduced-price school meals? Any student enrolled in a Maine public school can get school meals at no charge!

Will information on my application be kept confidential? We will use the information on your form to decide if your child is eligible for free or reduced-price meals. We may inform officials connected with other child nutrition, health and education programs of the information on your form to determine benefits for those programs or for funding and/or evaluation purposes.

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 email:

PreK-5th Grade (207) 247-3221 x2309 meganwakefield@rsu57.org

6th-12th Grade (207) 247-3221 x2308 lauriebruce@rsu57.org

Do I need to fill out an application for each child? No. Use one 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.

My child's application was approved last year. Do I need to fill out a new one? Yes. A new application must be submitted each school year 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.

Will the form be verified? Your eligibility may be checked at any time during the school year. School officials may ask you to send written evidence.

Can I complete the Meal Benefit Application later? Yes, but we request that the application is completed by 9/30/2022, so that our offices can submit family income data and apply to receive grants and academic funding.

Should I complete the application 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.

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.

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 also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

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.

My family needs more help. Are there other programs we might apply for? One main reason we are emphasizing the importance of the Meal Benefit Application is because it may connect you to other benefits—such as Pandemic EBT funds. For information about Food Supplement, Health Care, Cash Assistance and/or apply for Maine's Child Care Subsidy, go to My Maine Connection found online at <https://www1.maine.gov/benefits/account/login.html>.

For low cost health insurance information, contact Consumers for Affordable Health Care (CAHC) at 1-800-965-7476. If you have other questions or need help, call (207) 247-3221 x2257.

Sincerely,

Vanessa Richardson

RSU 57 School Nutrition Director

REDUCED INCOME GUIDELINES	
Household Size	Monthly
1	2,096
2	2,823
3	3,551
4	4,279
5	5,006
6	5,734
7	6,462
8	7,189
For each additional family member add	728

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- (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or
- (2) fax: (833) 256-1665 or (202) 690-7412; or
- (3) email: program.intake@usda.gov

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(Federal Statement Revised 5/2022)

STEP 1: STUDENT INFORMATION: List all students living in the household

- (a) List all students living in the household
- (b) Include the name of the school they attend (if known)
- (c) If the student is a Foster, Homeless or Migrant child, check the applicable box.
- (d) Foster, migrant, homeless, and runaway children, and children enrolled in a Head Start program are categorically eligible for free meals. If you are completing an application for these children, contact the school for more information.
- (e) If the student is a Foster child, their foster parent or other official representing the child must sign the form in step 4. You do not have to list a social security number.
- (f) Foster children should be included as a household member. This may help other household members qualify for benefits.

STEP 2: ASSISTANCE PROGRAMS:

- (a) If any member of the household currently participates in SNAP, TANF or FDPIR, provide the case number and name of the person receiving these benefits. Skip step 3. An adult household member must sign the form in Step 4 but does not have to list a social security number.
- (b) If no one in the household participated in SNAP, TANF or FDPIR, proceed to step 3.

STEP 3: HOUSEHOLD INCOME: List all Household Members including yourself & students listed in step 1.

List gross income for each person.

- (a) Write the names of each person living in your household. A household is a person(s) living together that shares income and expenses, even if not related.
- (b) Write the amount of gross income each person receives before taxes and other deductions. Each income amount should be entered in the appropriate column.
- (c) Check the box for how often each income is received.
- (d) If self-employed, write the amount of income the person earns from self-employment; for example, income from being a family day care home provider, or operating a farm. Please call the school if you need help.
- (e) Any income field left blank is a positive indication there is no income to report.
- (f) Report total household size. This number must equal the number of household members listed in section 3.

STEP 4: Required - ADULT SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER

The form must have the **signature** of an adult household member.

- (a) The adult household member who signs must include the **last four digits of his/her social security number**. *If he/she does not have a social security number, check the appropriate box. A social security number is not needed if you listed a SNAP or TANF case number or if you are applying for a foster child.*

STEP 5: Optional - CHILDREN'S ETHNIC and RACIAL IDENTITIES: You are not required to answer this question, but completion of this information will help ensure everyone is treated fairly.

INCOME TO REPORT

Earnings from Work	Public Assistance/Child Support/Alimony Received	Pensions/Retirement/Social Security & Other Income
-Salary, wages, cash bonuses -Net income from self-employment (farm or business) If you are in the military: -Basic pay and cash bonuses (do not include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing	-Unemployment benefits -Worker's compensation -Social Security Income (SSI) -Cash assistance from State or local government -Alimony payments -Child support payments -Veteran's benefits -Strike benefits	-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

RSU 57 School Nutrition Program

OPTIONAL SHARING INFORMATION WITH OTHER DISTRICT PROGRAMS

Dear Parent/Guardian:

Your student(s) may qualify for a reduction in fees for programs within the district. In order for us to share the approved status of your Free and Reduced Price School Meals Application you must return this completed form to the RSU 57 School Nutrition Department.

For the programs you've specified below, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.

No! I **DO NOT** want information from my Free and Reduced Price School Meals Application shared with any of these programs.

If you checked no, stop here. You do not have to complete or send in this form.

Your information will not be shared.

By checking yes below, you are giving us permission to share meal status information (free, reduced or paid) specific income information will not be shared.

Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with the RSU 57 Technology Department (device fees).

Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with the RSU 57 Guidance Department (SAT fees and college applications).

Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with the RSU 57 Athletic Department (pay to play).

If you checked yes to any or all of the boxes above, fill out the form below.

Your information will only be shared with the programs you checked.

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For more information, you may call the School Nutrition Office at 247-3221, ext. 2257.
Return this form to: RSU #57 School Nutrition Program, 86 West Road Waterboro, ME 04087