

School Year 2023-2024

Pricing Parent Packet NATIONAL SCHOOL LUNCH PROGRAM and SCHOOL BREAKFAST PROGRAM INCOME GUIDELINES, FREQUENTLY ASKED QUESTIONS, AND INSTRUCTIONS

Use only the reduced-price income scale in the letter for free and reduced-price meal applications.

The prior school years student eligibility status for National School Lunch and School Breakfast Program are to be used for 30 operating days in the next school year or until direct certification or a new application is in and approved, whichever comes first. New applications for the School Year 23-24 must be gathered unless this is an approved special provision or approved community eligibility provision school. New applications can be sent to households after July 1, 2023.

Child & Adult Care Food Program applications are good for one year from the date the parent signed the application. Contact the CANS office as questions about this process arise.

Required information that *must* be provided to households:

- Letter to Households (Frequently Asked Questions)
- Free and Reduced-Price School Meals Application including the section where families can indicate their racial/ethnic background
- Instructions (***How to apply for free and reduced-price school meals***)

Letters and applications are available from US Department of Agriculture in several languages at <https://www.fns.usda.gov/school-meals/translated-applications>. Contact Child & Adult Nutrition Services for information.

Some changes to the application packet that the school/center may make without advance approval are:

- Filling in local agency name and other information in the “How to Apply” document
- Indicate adult meal price if you so choose
- Deletion of references to breakfast or snack if these meals are not offered
- Adding letterhead to the documents
- Adding information to these forms explaining the school’s/center’s meal times, prices, charging policies, information about a la carte (seconds), and other information about the program; the maximum reduced prices by law are 40 cents for lunch, 30 cents for breakfast, and 15 cents for snack
- Adding a separate cover letter explaining the school’s/center’s, meal times, prices, charging policies, information about a la carte (seconds), and other information about the program; the maximum reduced prices by law are 40 cents for lunch, 30 cents for breakfast, and 15 cents for snack

Child and Adult Nutrition Services staff must **preapprove any other changes** prior to applications being distributed. In order to speed up the process, you can email the application and letter to DOE.SchoolLunch@state.sd.us with a subject line “F&RP Application for review and approval”.

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED-PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **Britton- Hecla School District provides** healthy meals every school day. Breakfast costs **K-12 \$1.70**; lunch costs **K-5 \$2.15 6-12 \$2.45**; **your children may qualify for free meals or for reduced-price meals.** Reduced-price is **\$.30** for breakfast, **\$.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 SNAP, the Food Distribution Program on Indian Reservations (FDPIR), or **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 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

FEDERAL ELIGIBILITY INCOME CHART For School Year 2023-2024			
Household size	Yearly	Monthly	Weekly
1	\$26,973	\$2,248	\$519
2	\$36,482	\$3,041	\$702
3	\$45,991	\$3,833	\$885
4	\$55,500	\$4,625	\$1068
5	\$65,009	\$5,418	\$1,251
6	\$74,518	\$6,210	\$1,434
7	\$84,027	\$7,003	\$1,616
8	\$93,536	\$7,795	\$1,799
Each additional person:	\$9,509	\$793	\$183

- 2. 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 **Sheila Anderson 605-448-2234 ext 1107**
sheila.a.anderson@k12.sd.us
- 3. 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: **Danelle Elsen PO Box 190 Britton SD 57430 605-448-2234 ext1100**
- 4. 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 **Danelle Elsen PO Box 190 Britton SD 57430 605-448-2234 ext1100** right away so those children get benefits, too.

5. 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.
6. I GET WIC OR MEDICAID. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC or Medicaid **may** be eligible for free or reduced-price meals. WIC and Medicaid are **not** automatic qualifications. Please send in an application.
7. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
8. 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.
9. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials by calling **Kayla Hastings PO Box 190 Britton SD 57430 605-448-2234 ext1102**
10. . You also may ask for a hearing by calling or writing to: **Mandy Carlson 605-448-8328**
11. 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.
12. 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.
13. WHAT IF MY INCOME CHANGES DURING THE YEAR OR MY SNAP, TANF, OR FDIPIR BENEFITS CHANGE? If your application for free or reduced-price benefits was properly approved, you will remain eligible for those benefits for a certain period of time. You may visit with a school/center official to get the exact date the meal benefits will expire.
14. 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. When 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.
15. 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. Family Subsistence Supplemental Allowance (FSSA) payments and any additional combat pay resulting from deployment are also excluded from income.

IS COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to the basic pay because of deployment and it was not received before deployment, combat pay is not counted as income. Contact your school for more information.

16. WILL YOU TELL ANYONE ELSE ABOUT THE INFORMATION ON MY FORM? We will use the information on your form to decide if your children should get free or reduced-price meals. We may inform officials associated 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.
17. 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.
18. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? Contact your local Department of Social Services office to find out how to apply for SNAP or other assistance benefits.
19. WHAT IF MY CHILD NEEDS SPECIAL FOODS? The school/center will make substitutions to the regular school meal for children whose disability restricts their diet when a physician certifies that disability. If the parent requests changes, the staff may choose to make substitutions for individual children who do not have a disability, but who cannot drink regular milk due to medical or other special dietary needs that are supported by a certified medical authority. These requests will be handled on a case-by-case basis. Please call the school/center food service department for further information to request special meals or milk.

If you have other questions or need help, call **605-448-2234**

Sincerely,

Danelle Elsen
Assistant Business Manager
PO Box 190
Britton SD 57430
(P)605-448-2234-1100
(F)605-448-5994