

## FLOODWOOD SCHOOL

P. O. BOX 287 \* 115 WEST 4TH AVENUE \* FLOODWOOD, MN 55736 - 0287

www.isd698.org \* TELEPHONE 218.476.2285 \* FAX 218.476.2813

Dear Parent/Guardian:

Our school provides healthy meals each day. For 2019-2020, breakfast costs \$1.75; lunch costs \$2.70 for preschool/elementary students and \$2.80 for high school students.

Your children may qualify for free or reduced-price school meals. To apply, complete the enclosed Application for Educational Benefits following the instructions. A new application must be submitted each year. At public schools, your application also helps the school qualify for education funds and discounts. Make sure to fill out prior to first day of school as the application cannot be backdated. Return completed application on or before the Back to School Open House on Thursday, August 29<sup>th</sup>, 4PM-6PM for a chance to win a 2019-20 All Season Family Sports Pass.

State funds help to pay for reduced-price school meals, so all students who are approved for either free or reduced-price school meals will receive school meals at no charge. State funds also help to pay for breakfasts for kindergarten students, so all participating kindergarten students receive breakfasts at no charge.

Return your completed Application for Educational Benefits to:

Floodwood School

Attn: Deb Torvick, FRAM Processor

PO Box 287

Floodwood, MN 55736

**Who can get free school meals?** Children in households participating in the Supplemental Nutrition Assistance Program (SNAP), Minnesota Family Investment Program (MFIP) or Food Distribution Program on Indian Reservations (FDPIR), and foster, homeless, migrant and runaway children can get free school meals without reporting household income. Alternatively, children can get free school meals if their household income is within the maximum income shown for their household size on the instructions.

To apply for free school meals, please complete the Application for Educational Benefits form.

**I get WIC or Medical Assistance. Can my children get free school meals?** Children in households participating in WIC or Medical Assistance do not automatically qualify for free meals. Children may be eligible for free or reduced-price school meals depending on other household financial information. Please fill out an application.

**Who should I include as household members?** Include yourself and all other people living in the household, related or not (such as grandparents, other relatives, or friends).

**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 for your children to qualify for free or reduced-price school meals.

**What if my income is not always the same?** List the amount that you normally get. If you normally get overtime, include it, but not if you get overtime only sometimes. For seasonal work, write in the total annual income.

**Will the income information or case number I give be checked?** It may be. We may also ask you to send written proof.

**How will the information be kept?** Information you provide on the form, and your child's approval for meal benefits, will be protected as private data. For more information, see the back page of the Application for Educational Benefits.

**If I don't qualify now, may I apply later?** Yes. Please complete an application at any time if your income goes down, your household size goes up, or you start getting SNAP, MFIP or FDPIR benefits.

Please provide the information requested about children's racial identity and ethnicity, which helps to make sure we are fully serving our community. This information is not required for approval of school meal benefits. If you have other questions or need help, call or email Deb Torvick at 218-476-2285 ext. 70103 or dtorvick@isd698.org.

## How to Complete the Application for Educational Benefits

Complete the Application for Educational Benefits form for school year 2019-20 if any of the following applies to your household:

- Any household member currently participates in the Minnesota Family Investment Program (MFIP), or the Supplemental Nutrition Assistance Program (SNAP), or the Food Distribution Program on Indian Reservations (FDPIR) or
- The household includes one or more foster children (a welfare agency or court has legal responsibility for the child) or
- The total income of household members is within the guidelines shown below (**gross earnings before deductions**, not take-home pay). Do not include as income: foster care payments, federal education benefits, MFIP payments, or value of assistance received from SNAP, WIC, or FDPIR. Military: Do not include combat pay or assistance from the Military Privatized Housing Initiative. The income guidelines are effective from July 1, 2019 through June 30, 2020.

### Maximum Total Income

Household size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
1	23,107	1,926	963	889	445
2	31,284	2,607	1,304	1,204	602
3	39,461	3,289	1,645	1,518	759
4	47,638	3,970	1,985	1,833	917
5	55,815	4,652	2,326	2,147	1,074
6	63,992	5,333	2,667	2,462	1,231
7	72,169	6,015	3,008	2,776	1,388
8	80,346	6,696	3,348	3,091	1,546
Add for each additional person	8,177	682	341	315	158

### Step 1: Children

List all infants and children in the household, their school and grade if applicable, and birthdate. Attach an additional page if needed to list all children. Check the box if a child is in foster care (a welfare agency or court has legal responsibility for the child).

### Step 2: Case Number

If any household member currently participates in SNAP, MFIP or FDPIR, write in the case number and then go to Step 4. If you do not participate in any of these programs, leave Step 2 blank and continue on to Step 3.

### Step 3: Adult and Child Incomes / Last 4 Digits of Social Security Number

- **Child Income.** If any children in the household have regular income, such as SSI or part-time jobs, list the total amount of regular incomes received by all children, and check the box for the frequency: weekly, bi-weekly, twice a month, or monthly. Do not include occasional earnings like babysitting or lawn mowing.
- **Adult income.** Report the names of adult household members and income earned in this section.
  - List all adults living in the household not listed in Step 1, whether related or not, such as grandparents, relatives, or friends.
  - **Gross Earnings from Work.** For each income, check the box to show how often the income is received: weekly, bi-week, twice per month, or monthly.
  - List gross incomes before deductions, not take-home pay. Do not list an hourly wage rate. For adults with no income to report, enter a '0' or leave the section blank. For seasonal work, write in the total annual income.
  - **Self-employment or Farm Income.** List the net income per month or year after business expenses. A loss from farm or self-employment must be listed as 0 income and does not reduce other income.
  - **All Other Gross Income.** List gross incomes before deductions from any other sources, such as SSI, unemployment, child support, public assistance, social security, rental income or annuities.
- **Social Security Number/Total Household Members.** An adult household member must provide the last four digits of their Social Security number or check the box if they do not have a Social Security number. The total household members is reported.

**Step 4: Signature and Contact Information.** An adult household member must sign the form. If you do not want your information to be shared with Minnesota Health Care Programs, check the "Don't share" box in Step 4.

**Optional:** Please provide the information on ethnicity and race that is requested on the second page of the form. This information is not required and does not affect approval for school meal benefits. The information helps to ensure we are meeting civil rights requirements and fully serving our community.

## School Nutrition Programs Household Income Guidelines Effective July 1, 2019 – June 30, 2020

### Household Size of One (1)

Frequency of Income	Free Meals \$	Reduced Price Meals \$	Paid Meals \$
Weekly	0 – 313	314 – 445	446
Bi-Weekly	0 – 625	626 – 889	890
2x per month	0 – 677	678 – 963	964 or more
Monthly	0 – 1,354	1,355 – 1,926	1,927
Yearly	0 – 16,237	16,238 – 23,107	23,108

### Household Size of Two (2)

Frequency of Income	Free Meals \$	Reduced Price Meals \$	Paid Meals \$
Weekly	0 – 423	424 – 602	603
Bi-Weekly	0 – 846	847 – 1,204	1,205
2x per month	0 – 916	917 – 1,304	1,305 or more
Monthly	0 – 1,832	1,833 – 2,607	2,608
Yearly	0 – 21,983	21,984 – 31,284	31,285

### Household Size of Three (3)

Frequency of Income	Free Meals \$	Reduced Price Meals \$	Paid Meals \$
Weekly	0 – 534	535 – 759	760
Bi-Weekly	0 – 1,067	1,068 – 1,518	1,519
2x per month	0 – 1,156	1,157 – 1,645	1,646 or more
Monthly	0 – 2,311	2,312 – 3,289	3,290
Yearly	0 – 27,729	27,730 – 39,461	39,462

### Household Size of Four (4)

Frequency of Income	Free Meals \$	Reduced Price Meals \$	Paid Meals \$
Weekly	0 – 644	645 – 917	918
Bi-Weekly	0 – 1,288	1,289 – 1,833	1,834
2x per month	0 – 1,395	1,396 – 1,985	1,986 or more
Monthly	0 – 2,790	2,791 – 3,970	3,971
Yearly	0 – 33,475	33,476 – 47,638	47,639

### Household Size of Five (5)

Frequency of Income	Free Meals \$	Reduced Price Meals \$	Paid Meals \$
Weekly	0 – 755	756 – 1,074	1,075
Bi-Weekly	0 – 1,509	1,510 – 2,147	2,148
2x per month	0 – 1,635	1,636 – 2,326	2,327 or more
Monthly	0 – 3,269	3,270 – 4,652	4,653
Yearly	0 – 39,221	39,222 – 55,815	55,816

**Household Size of Six (6)**

Frequency of Income	Free Meals \$	Reduced Price Meals \$	Paid Meals \$
Weekly	0 – 865	866 – 1,231	1,232
Bi-Weekly	0 – 1,730	1,731 – 2,462	2,463
2x per month	0 – 1,874	1,875 – 2,667	2,668 or more
Monthly	0 – 3,748	3,749 – 5,333	5,334
Yearly	0 – 44,967	44,968 – 63,992	63,993

**Household Size of Seven (7)**

Frequency of Income	Free Meals \$	Reduced Price Meals \$	Paid Meals \$
Weekly	0 – 976	977 – 1,388	1,389
Bi-Weekly	0 – 1,951	1,952 – 2,776	2,777
2x per month	0 – 2,114	2,115 – 3,008	3,009 or more
Monthly	0 – 4,227	4,228 – 6,015	6,016
Yearly	0 – 50,713	50,714 – 72,169	72,170

**Household Size of Eight (8)**

Frequency of Income	Free Meals \$	Reduced Price Meals \$	Paid Meals \$
Weekly	0 – 1,086	1,087 – 1,546	1,547
Bi-Weekly	0 – 2,172	2,173 – 3,091	3,092
2x per month	0 – 2,353	2,354 – 3,348	3,349 or more
Monthly	0 – 4,705	4,706 – 6,696	6,697
Yearly	0 – 56,459	56,460 – 80,346	80,347

**Free Meals for a Household of 9 or Larger**

Household income must be within the amount shown above (household of 8), plus the amount shown below for each additional household member.

Frequency	Amount
Weekly	111
Bi-Weekly	221
2x per month	240
Monthly	479
Yearly	5,746

**Reduced-Price Meals for a Household of 9 or Larger**

Household income must be within the amount shown above (household of 8), plus the amount shown below for each additional household member.

Frequency	Amount
Weekly	158
Bi-Weekly	315
2x per month	341
Monthly	682
Yearly	8,177

## 2019-20 Application for Educational Benefits

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

**STEP 1:** List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper).

**Definition:** A Household Member is "Anyone living with you and shares income and expenses, even if not related." Children in Foster care are eligible for free meals. Read *How to Complete the Application for Educational Benefits* for more information.

Child's First Name	MI	Child's Last name	School	Grade	Birthdate	Foster Child (v)
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

**STEP 2:** Do Any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, MFIP or FDPIR? Medical assistance does not qualify.

If YES >Enter SNAP, MFIP or FDPIR Case Number

then go to STEP 4 (Do not complete STEP 3)

If NO > Go to STEP 3.

**STEP 3:** Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

**A. Child Income**

Sometimes children in the household earn or receive income. Please include the TOTAL income received by all children listed in STEP 1.

Child Income	Weekly	Bi-weekly	2x Month	Monthly
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**B. All Adult Household Members (including yourself).** For each Household Member listed, if they do receive income, report total gross income only. If they do not receive income from any source, write '0' or leave any fields blank. You are certifying (promising) that there is no income to report.

Not sure what income to include here? Flip the page and review "Sources of Income" for information. "Sources of Income" will help you with the Child Income section and All Adult Household Members section.

Name of Adult Household Members (First and Last)
List all Household members not listed in STEP 1 (including yourself) even if they do not receive income. Include children who are temporarily away at school or in college.

Weekly	Bi-Weekly	2x Month	Monthly	Gross earnings from Work Report income before deductions or taxes, for each source in whole dollars (no cents).
<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"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$

Monthly	Yearly	Net income from Self-Employment
<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	\$

Weekly	Bi-Weekly	2x Month	Monthly	All Other Gross Income such as SSI, Unemployment, Public Assistance, Child Support, and others on Page 2
<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"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$

**C. Last Four Digits of Social Security Number (SSN)** of Primary Wage Earner or Other Adult Household Member XXX-XX-         Check if no SSN:  Total Household Members (Children and Adults)         

**STEP 4:** Contact information and adult signature. Mail or return completed form to: (School/District Information), Attn: Deb Torvick, FRAM Processor, PO Box 287, Floodwood, MN 55736.

"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."

I have checked this box if I do not want my information shared with

Minnesota Health Care Programs as allowed by state law.

Printed name of adult signing form Daytime Phone

Street Address (if available) Apt# City Zip

Signature of Household Adult Date

Do not fill out: For School Use Only

Annual Income Conversion:

Weekly x 52

Bi-Weekly x 26

Twice a Month x 24

Monthly x 12

All Total Income (Include child and adult income)	Weekly	Bi-weekly	2X Month	Monthly	Annualize	Household Size	Categorical Eligibility	Free	Reduced	Denied
\$	<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"/>

Selected for Verification – attach Verification Tracker

Determining Official's Signature Date Confirming Official's Signature Date

## INSTRUCTIONS: Sources of Income

### Sources of Income for Children

Sources of Child Income	Examples
<ul style="list-style-type: none"> <li>Earnings from work</li> <li>Social Security                             <ol style="list-style-type: none"> <li>Disability Payments</li> <li>Survivor's Benefits</li> </ol> </li> <li>Income from person outside the household</li> <li>Income from any other source</li> </ul>	<ul style="list-style-type: none"> <li>A child has a regular full or part-time job where they earn a salary or wages</li> <li>A child is blind or disabled and receives Social Security</li> <li>A Parent is disabled, retired, or deceased, and their child receives Social Security benefits</li> <li>A friend or extended family member regularly gives a child spending money</li> <li>A child receives regular income from a private pension fund, annuity, or trust</li> </ul>

### Sources of Income for Adults

Earnings from Work	Public Assistance / Alimony / Child Support	All Other Income
<ul style="list-style-type: none"> <li>Salary, wages, cash bonuses (before deductions or taxes)</li> <li>Net income from self-employment (farm or business)</li> <li>If you are in the U.S. Military:                             <ol style="list-style-type: none"> <li>Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</li> <li>Allowances for off-base housing, food and clothing</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Cash Assistance from State or local government</li> <li>Supplemental Security Income</li> <li>Unemployment benefits</li> <li>Worker's compensation</li> <li>Alimony payments</li> <li>Child support payments</li> <li>Veteran's benefits</li> <li>Strike benefits</li> </ul>	<ul style="list-style-type: none"> <li>Social Security</li> <li>Disability benefits</li> <li>Regular income from trusts or estates</li> <li>Annuities</li> <li>Investment income</li> <li>Rental income</li> <li>Regular cash payments from outside household</li> </ul>

### 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  Not 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 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.

At public school districts, each student's school meal status also is recorded on a statewide computer system used to report student data to MDE as required by state law. MDE uses this information to: (1) Administer state and federal programs, (2) Calculate compensatory revenue for public schools, and (3) Judge the quality of the state's educational program.

**Nondiscrimination statement:** 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, audiotope, 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, you have two options: 1. Complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at [Filing a Program Discrimination Complaint as a USDA Customer](#), and at any USDA office; or, 2. Write a letter addressed to USDA; 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 one of the following methods:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: 202-690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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