FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. Cambridge School District offers healthy meals every school day. Breakfast costs \$1.75; lunch costs \$2.75 for K-5 and \$3.00 for 6-12. 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 FoodShare, The Food Distribution Program on Indian Reservations (FDPIR)], or W-2 cash benefits 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 2016-2017									
Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)						
1	21,978	1,832	423						
2	29,637	2,470	570						
3	37,296	3,108	718						
4	44,955	3,747	865						
5	52,614	4,385	1,012						
6	60,273	5,023	1,160						
7	67,951	5,663	1,307						
8	75,647	6,304	1,455						
Each additional person:	7,696	642	148						

- 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 have not been told your children will get free meals, please call or e-mail Krista Jones, 608-423-7335 x4106, kjones@cambridge.k12.wi.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: **Jennifer Loether, 802 West Water Street, Cambridge, WI 53523, 608-423-9727 x1117**
- 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 Jennifer Loether, 802 West Water Street, Cambridge, WI 53523, 608-423-9727 x1117, iloether@cambridge.k12.wi.us immediately.
- 5. DO I NEED TO FILL OUT AN APPLICATION IF MY CHILD ATTENDS A COMMUNITY ELIGIBILITY PROVISION SCHOOL (CEP)? If your child attends a school that participates in CEP, receipt of free breakfast and lunch meals does not depend on returning this

- application. However, this information is necessary for other programs and may be used to determine if your household is eligible for additional benefits.
- 6. 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.cambridge.k12 to begin or to learn more about the online application process. Contact Jennifer Loether, 802 West Water Street, Cambridge, WI 53523, 608-423-9727 x1117, jloether@cambridge.k12.wi.us if you have any questions about the online application.
- 7. 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 **September 30, 2016.** 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.
- 8. 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.
- 9. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
- 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 becomes 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: Mark Worthing, 403 BlueJay Way, Cambridge, WI 53523, 608-423-9869 x4103, mworthing@cambridge.k12.wi.us
- 12. 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.
- 13. 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.
- 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. 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 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. Do not include any combat pay resulting from deployment as income.
- 16. WHAT IF THERE IS NOT 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 Jennifer Loether, 802 West Water Street, Cambridge, WI 53523, 608-423-9727 x1117, jloether@cambridge.k12.wi.us to receive a second application.
- 17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for FoodShare or other assistance benefits, contact your local assistance office or call 1-800-362-3002.

If you have other questions or need help, call 608-423-9727 x1117

Sincerely,

Jennifer Loether

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, even if your children attend more than one school in the Cambridge School District. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order. If at any time you are not sure what to do next, please contact Jennifer Loether, 608-423-9727 x1117 or jloether@cambridge.k12.wi.us

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, or enrolled in a Head Start program; and
- Students attending Cambridge School District, regardless of age.

A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.

B) Enter the grade and the name of the school the child attends or mark n/a if not in school. Enter the grade level of the student in the 'Grade' column.

C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the children's names. If you are ONLY applying for foster children, after finishing STEP 1, go to STEP 4. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.

D) Are any children homeless, migrant, runaway or enrolled in a Head Start program? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway or Head Start" box next to the child's name and complete all steps of the application.

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN FoodShare, W-2 Cash Benefits 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) or FoodShare.
- Temporary Assistance for Needy Families (TANF) or W-2 Cash Benefits.
- The Food Distribution Program on Indian Reservations (FDPIR).

A) If no one in your household participates in any of the above listed programs:

Leave STEP 2 blank and go to STEP 3.

B) If anyone in your household participates in any of the above listed programs:

- Write a case number for FoodShare, W-2 Cash Benefits, 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 case worker. Please note, a BadgerCare case number is not a qualifier for free meals.
- 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 Children" and "Sources of Income for Adults," 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. 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 personal 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

List adult household members' names.

• Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." 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:

- o People who live with you but are not supported by your household's income AND do not contribute income to your household.
- o Infants, Children and students already listed in STEP 1.

C) Report earnings from work. Report all total gross income (before taxes) 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.

F) Special Situations. For seasonal workers and others whose income fluctuates and usually earn more money in some months than others. In these situations, project the annual rate of income and report that. This includes workers with annual employment contracts but may choose to have salaries paid over a shorter period of time; for example, school employees.

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. Do not report the cash value of any public assistance benefits NOT listed on the chart. 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.

G) 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.

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.

H) Provide the last four digits of your Social Security Number (SSN). An adult household member must enter the last four digits of their SSN in the space provided. You are eligible to apply for benefits even if you do not have a SSN. If no adult household members have a SSN, leave this space blank and mark the box to the right labeled "Check if no SSN."

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

An adult member of the household must sign the application. 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.

A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

B) Print and sign your name. Print the name of the adult signing the application and that person signs in the box "Signature of adult."

C) Write today's date. In the space provided, write today's date in the box.

D) Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.

SHARING INFORMATION WITH OTHER PROGRAMS

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify. For the following programs, 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.

Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application with [name of program specific to your school]. Yes! I DO want school officials to share information from my Free and Reduced Price School Meals	
Application with [name of program specific to your school].	
Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application with [name of program specific to your school].	
If you checked yes to any or all of the boxes above, fill out the form below to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the programs you checked.	
Child's Name:School:	
Signature of Parent/Guardian:Date:	
Printed Name:	
Address:	
For more information, you may call [name] at [phone] or e-mail at [e-mail address].	
Return this form to: [address] by [date].	

2016-2017 Application for Free and Reduced Price School Meals

Apply online at: (www.cambridge.k12.wi.us).

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

STEP 1	TEP 1 List ALL infants, children, and students up to and including grade 12 who are Household Members If more spaces are required for additional names, attach another sheet of paper.											er.																												
Definition of Household Member : "Anyone who is living with you and shares income and expenses, even if not related."																																								
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ii you ariswe	f you answered NO > Complete STEP 3. If you answered YES > Write a case number here, then go to STEP 4 (Do not complete STEP 3) Write only one case number in this space. Badger Care is not a qualifier to												ior for free meals																											
STEP 3	Ren	ort I	ncor	ne f	or Al		Ноп	sah	old	Mem	her	's (SL	rin thi	ic eta	n if v	OII 3	new	ered	l 'Vac	e' to '	STE	D 2)			, i								e titlad			Income"				
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	G. Total Household Members (Children and Adults) H. Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member X X X X Check if no SSN																																							
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Printed Nam	Printed Name of Adult Completing the Form							Signature of Adult Completing the Form										_	Today's Date <i>Mo./Day/Yr.</i>																					

Sources of Income for Children									
Sources of Child Income	Example(s)								
- Earnings from work	A child has a regular full or part-time job where they earn a salary or wages								
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								
- Income from person outside the household	A friend or extended family member regularly gives a child spending money								
- Income from any other source	A child receives regular income from a private pension fund, annuity, or trust								

Sources of Income for Adults										
Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income								
Salary, wages, cash bonuses Net income from self-employment (farm or business); calculated by subtracting the total operating expenses of your business from its gross receipts or revenue; refer to Schedule C or F If you are in the U.S. 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 Supplemental 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 Regular cash payments from outside household								

		and clothing	
OPTIONAL	Children's Racial and Ethnic Identities		
	for information about your children's race and ethnicity. This informati ldren's eligibility for free or reduced price meals.	on is important and helps to make sure we	e are fully serving our community. Responding to this section is optional and
Ethnicity Check one Race Check one or more	Hispanic or Latino Not Hispanic or Latino American Indian or Alaskan Native Asian	Black or African American	☐ Native Hawaiian or Other Pacific Islander ☐ White
not have to give the inform meals. You must include the signs the application. The I behalf of a foster child or Assistance for Needy Fan	National School Lunch Act requires the information on this application. You do nation, but if you do not, we cannot approve your child for free or reduced price ne last four digits of the social security number of the adult household member who ast four digits of the social security number is not required when you apply on you list a Supplemental Nutrition Assistance Program (SNAP), Temporary nilies (TANF) Program or Food Distribution Program on Indian Reservations	print, audiotape, American Sign Lang benefits. Individuals who are deaf, ha Relay Service at (800) 877-8339. A English.	alternative means of communication for program information (e.g. Braille, large guage, etc.), should contact the Agency (State or local) where they applied for ard of hearing or have speech disabilities may contact USDA through the Federal Additionally, program information may be made available in languages other than
household member signin information to determine it enforcement of the lunch	other FDPIR identifier for your child or when you indicate that the adult g the application does not have a social security number. We will use your f your child is eligible for free or reduced price meals, and for administration and and breakfast programs. We MAY share your eligibility information with	found online at: http://www.ascr.usda.g USDA and provide in the letter all of the (866) 632-9992. Submit your complete	•
	rition programs to help them evaluate, fund, or determine benefits for their gram reviews, and law enforcement officials to help them look into violations of	Mail: U.S. Department of Agricultu Office of the Assistant Secre 1400 Independence Avenue	
regulations and policies, tl	al civil rights law and U.S. Department of Agriculture (USDA) civil rights ne USDA, its Agencies, offices, and employees, and institutions participating in ograms are prohibited from discriminating based on race, color, national origin,	Fax: (202) 690-7442; or Email: program.intake@usda.gov.	
	risal or retaliation for prior civil rights activity conducted or funded by USDA.	This institution is an equal opportunity	provider.
Do not fill out	For School Use Only Annual Income Conversion	on: Weekly x 52, Every 2 Weeks x 26, Twice a M	Month x 24, Monthly x 12
Total Income	How often? Weekly Bi-Weekly 2x Month Monthly Yearly Size	Categorical Eligibility Eligibility Free Reduced Denied	Date Denied Reason for Denial or Withdrawal
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