### FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED-PRICE SCHOOL MEALS

### Dear Parent/Guardian:

Children need healthy meals to learn. (Name of School/School District) offers healthy meals every school day. Breakfast costs (\$); lunch costs (\$). Your children may qualify for free meals or for reduced-price meals. Reduced-price is (\$) for breakfast and (\$) 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 (Supplemental Nutrition Assistance Program [SNAP]), (Food Distribution Program on Indian Reservations [FDPIR], or (Temporary Assistance for Needy Families [TANF]) are eligible for free meals.
- Foster children who 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 (IEGs). Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart.

Household	Annual	B. R 41. 1	Twice Per				
Size	Amidai	Annual Monthly		Every Two Weeks	Weekly		
1	23,828	1,986	993	917	459		
2	32,227	2,686	1,343	1,240	620		
3	40,626	3,386	1,693	1,563	782		
4	49,025	4,086	2,043	1,886	943		
5	57,424	4,786	2,393	2,209	1,105		
6	65,823	5,486	2,743	2,532	1,266		
7	74,222	6,186	3,093	2,855	1,428		
8	82,621	6,886	3,443	3,178	1,589		
or each additional person:	8,399	700	350	324	162		

- 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 proof family or household? If you believe children in your household meet these descriptions and have not been took four children will get free meals, please call or e-mail (school, homeless liaison, or migrant coordinator).

  Sincreyrolds @cdwildcods.com
- 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: (Name, Address, Phone Number).

  C-D School 400 E. Main, Covington, Ok 73730

  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 (Name, Address, Phone Number, E-Mail) immediately.
- 5. 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 (Web site) to begin or to learn more about the online application process. Contact (Name, Address, Phone Number, E-Mail) if you have any questions about the online application.

- 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 (date). 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.
- I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC MAY be 7. eligible for free or reduced-price meals. Please send in an application.
- 8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
- IF I DO NOT OUALIFY 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 reducedprice meals if the household income drops below the income limit.
- WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to 10. school officials. You also may ask for a hearing by calling or writing to: (Name, Address, Phone Number, E-Mail).

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  MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A UNITED STATES (U.S.) CITIZEN? Yes. You,
- 11. 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 12. 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 13. 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  $\theta$  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.
- 14. 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.
- 15. 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 (Name, Address, Phone Number, E-Mail) to receive a second application.
- 16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for (SNAP) or other assistance benefits, contact your local assistance office or call 1-866-411-1877.

If you have other questions or need help, call (Phone Number).

Meynoldo

Sincerely,

(Signature)

mcreynolds@cdwildcats.com 580-864-7481

# 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 (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! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact (School/School District Contact Here—Phone and E-Mail Preferred).

SMCreynolds @ Cawildcots. Com

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION, AND DO YOUR BEST TO

# STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND

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 aged 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.
- Students attending (School/School System Here), regardless of age.
- A. List each child's name. For each child, print his/her first name, middle initial, and last name. Use one line of the application for each child. 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. Is the child a student at (Name of School/School System Here)? Mark Yes or No under the column titled Student to tell us which children attend (Name of School/School District Here).
- C. Do you have any foster children? If any children listed are foster children, mark the Foster Child box next to the child's name. If you are ONLY applying for foster children, after completing STEP 1, skip to STEP 4 of the application and these instructions. If you are applying for both foster and nonfoster children, go to STEP 3. Foster children who live with you may count as members of your household and should be listed on your application.
- D. Are any children homeless, migrant, or runaway? If you believe any child listed in this section may meet this description, please mark the Homeless, Migrant, Runaway box next to the child's name and complete all steps of the application.

STEP 2: DO ANY HOUSEHOLD MEMBERS (INCLUDING YOU) CURRENILY PARTICIPATE IN ONE OR MORE OF THE FOLLOWING ASSISTANCE PROGRAMS: SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP), TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF), OR FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR)? If Yes, record the proper case municer (only one per household) in the box. Skip to STEP 4.

If anyone in your household participates in the assistance programs, your children are ELIGIBLE for free school meals.

## If <u>NO ONE</u> in your household participates in any of the above programs:

Leave STEP 2 blank and go to STEP 3

If <u>ANYONE</u> in your household participates in any of the above programs:

- Write a case number for SNAP, TANF, 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 caseworker..
  - 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 Adults and Sources of Income for Children 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.
- 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 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.

Sources of Income for Children						
Sources of Child Income	Example(s)					
Earnings from work	<ul> <li>A child has a regular full- or part-time job where he/she earns a salary or wages</li> </ul>					
<ul> <li>Social Security</li> <li>Disability payments</li> <li>Survivor's benefits</li> </ul>	<ul> <li>A child is blind or disabled and receives social security benefits</li> <li>A parent is disabled, retired, or deceased, and his/her child receives social security benefits</li> </ul>					
Income from persons <i>OUTSIDE</i> the household	<ul> <li>A friend or extended family member REGULARLY gives a child spending money</li> </ul>					

### FOR EACH ADULT HOUSEHOLD MEMBER:

### Who should I list here?

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 not related and even if they do not receive income of their own.

Do *NOT* include people who:

- Live with you but are not supported by your household's income AND do not contribute income to your household.
- Infants and children and students already listed in STEP 1.

### How do I fill in the income amount and source?

### FOR EACH TYPE OF INCOME:

- · Use the charts in this section 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 or deductions.
  - 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.

### FOR EACH ADULT HOUSEHOLD MEMBER: continued

- Write a  $\theta$  in any fields where there is no income to report. Any income fields left empty or blank will be counted as zeroes. If you write  $\theta$  or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have known or available information that your household income was reported incorrectly, your application will be verified for cause.
- Mark how often each type of income is received using the check boxes to the right of each field.
- B. List adult household members' names. Print the name of each household member in the boxes marked Names of Adult Household Members (First and Last). Do not list any household members you listed in STEP 1. If a child listed in STEP 1 has income, follow the instructions in STEP 3, Part A.
- C. Report earnings from work. Refer to the chart titled Sources of Income for Adults in these instructions, and report all income 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. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenues.
- D. Report income from public assistance/child support/alimony. Refer to the chart titled Sources of Income for Adults in these instructions, and report all income that applies in the Public Assistance/Child Support/Alimony field on the application. Do not report the value of any cash value public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only court-ordered payments should be reported here. Informal regular payments should be reported as Other income in the next part.
- E. Report income from pensions/retirement/all other income. Refer to the chart titled Sources of Income for Adults in these instructions, and report all income that applies in the Pensions/Retirement/All Other Income field on the application.
- F. 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 or reduced-price meals.
- G. Provide the last four digits of your social security number. The household's primary wage earner or another adult household member must enter the last four digits of his/her social security number in the space provided. You are eligible to apply for benefits even if you do not have a social security number. If no adult household member has a social security number, leave this space blank and mark the box to the right labeled Check if no SSN.

### Sources of Income for Adults

Earnings From Work	Public Assistance/Alimony/ Child Support	Pensions/Retirement/ All Other Income
<ul> <li>Salary, wages, cash bonuses</li> <li>NET income from self-employment (farm or business)</li> <li>If you are in the U.S. Military:</li> <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> </ul>	<ul> <li>Unemployment benefits</li> <li>Worker's compensation</li> <li>Supplemental Security Income (SSI)</li> <li>Cash assistance from state or local government</li> <li>Alimony payments</li> <li>Child support payments</li> <li>Veteran's benefits</li> <li>Strike benefits</li> </ul>	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

### STEP 4: CONTACTINEORNATION AND ADULT STOWNSBUR.

All applications must be signed by an adult member of the household. 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 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, e-mail address, or both is optional, but helps us reach you quickly if we need to contact you.
- B. Print and sign your name. Print your name in the box Printed Name of Adult Completing the Form. Sign your name in the box Signature of Adult Completing the Form.
- C. Today's date. In the space provided, write today's date.
- 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.

2021-2022 Application for Free and Reduced-Price School Meals Complete one application per household. Please use a pen (not a pencil).

Apply online at

e required fo	Grade Birth Date		+	_	1				Child Income	old meml		Pensions/Retire- ment/All Other Income					Check if No SSN		check) the inform		
ling Grade 12 (if more spaces are	oction in the					ofly participate in one or more of the following assistance programs: SNAP, TANF, or FDP1R?	case Number:	TEP 2)	9	even if they do not receive income. For each househonly. If they do not receive income from any source,	luminos de la composição	Public Assistance/ Child Support/ Alimony Weekdy Bi- 2x Monthy weekdy Month					SN) Note that the state of the	Omputed Form to: Insert Your School District Mailing Address Here	vice interest of the section of the section of the section (section).		Daytime Thone and E-Mail (Optional)
minute, children, and students, up to and including Grade 12 (if more spaces are required for additional names, attach another sheet of papers.)						vou) currently participate in one or more of the here, then not be STED A CO.		oers (SKI) tills step il you answered <i>VES</i> to STEP 2)	Sometimes children in the household earn or receive income. Please include the TOTAL income received by all children in the household listed in STEP 1 here,	All Adult Household Members (Including Yourself)  List all household members not listed in STEP 1 (including yourself), even if they do not receive income. For each household member listed, if he/she does receive income certifying (promising) that there is no income to receive income, report certifying (promising) that there is no income to receive income, report	n How Offen	Weekly Bi- 2x Monthly weekly Month				\$	Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member	me is reported. Understand that this information is given in connection cash estimated the connection of the connection	THAY.	Apt # City State Zin Code	
Definition of Household  Member—Anyone who	is living with you and shares income and expenses, even if not related.	Children in foster care and children who meet	less, migrant, or runaway are eligible for free meals.	Read How to Apply for Free and Reduced-Price School Marie 62.	information.	STEP 2 Do any household members (including you) curren IFNo, go to STEP 3. If Yes, write a case number here, th	STEP 3 Report income for ALL household mount (11)	Are you unsure what income to include A. Child Income	Sometimes children in the ho Sometimes children in the ho Somets of Income for more information.	will help you with the Child hacome section.  B. All Adult House List all household gross of Income for Adults chart will help you with the All Adult House certifying (promit Members section.	71	Names of Adult Household Work Members (First and Last)	8	69	69 6	Total Household Members (Children and Adulte)	STEP 4: Contact information and adult signature	Lertify (promise) that all information on this application is true and that all income is reported. Lunderstang mation, my children may lose meal benefits and I may be prosecuted under applicable state and federal Landers		Street Address (if available)	Trinted Name of Adult Signing the Form

# Sources of Income NSTRUCTIONS

Sources of Income for Adults	Public Assistance/Alimony/Child Support Pensions/Retirement/All Other Income	Unemployment benefits  Worker's compensation  Worker's compensation  Supplemental Security Income (SSI)  Cash assistance from state or local  government  Alimony payments  Child support payments  Veteran's benefits  Strike benefits  Strike benefits  Regular income from trusts or estates  Annutics  Investment income  Earned interest  Regular income  Rental income  Rental income  Regular income  Rental income  Regular income  Regular income  Regular income  Regular income  Regular income  Regular income  Rental income  Regular income  Regular income  Regular income  Regular income  Regular income  Regular income
Sour	Earnings From Work Public A	Salary, wages, cash bonuses  NET income from self- employment (farm or business) If you are in the U.S. Military: Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances) Allowances food, and clothing  Strike  Strike  Strike  Strike
Sources of Child Income	Example(s)	A child has a regular full- or part-time job where he/she earns a salary or wages A child is blind or disabled and receives social security benefits A parent is disabled, retired, or deceased, and his/her child receives social security benefits A literal or extended limity months a child receives social security benefits A literal or extended limity months a child special in the security benefits A literal or extended limity months a child special in the security provides a child special in part of the security provides a child special in part of the security provides a child special in the security provides a child special in the security of the
Sources of C	Sources of Child Income	Social Security     Disability payments     —Survivor's benefits     —Income from persons OUTSIDE     the household     Income from any other source

# Children's Racial and Ethnic Identities OPTIONAL

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. Respond ing to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

Native Hawaiian or Other Pacific Islander□

Black or African American

Not Hispanic or Latino 

Asian

American Indian or Alaskan Native

Race (Check One or More): Ethnicity (Check One):

Hispanic or Latino

FDPIR identifier for your child or when you indicate that the adult household member information to determine if your child is eligible for free or reduced price meals, and 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 you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance cannot approve your child for free or reduced price meals. You must include the last for administration and enforcement of the lunch and breakfast programs. We MAY four digits of the social security number of the adult household member who signs the Food Distribution Program on Indian Reservations (FDPIR) case number or other on this application. You do not have to give the information, but if you do not, we Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or application. The last four digits of the social security number is not required when signing the application does not have a social security number. We will use your share your eligibility information with education, health, and nutrition programs The Richard B. Russell National School Lunch Act requires the information

information may be made available in languages other than English. To file a program complaint of discrimination, complete filing cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs 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 requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require to USDA by; mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence the USDA Program Discrimination Complaint Form. (AD-3027) found online at: http://www.ascr.usda.gov/complaint\_ are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and Avenue, SW Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov.

This institution is an equal opportunity provider.

# For School Use Only Do not fill out

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12

Eligibility:

	Date
Free Reduced Denied	Verifying Official's Signature
Household Size Categorical Eligibility	Confirming Official's Signature Date
Total Income Annually Bi-Weekly 2 x Month Monthly	Determining Official's Signature Date

# SHARING INFORMATION WITH MEDICAID/SOONERCARE

### Dear Parent/Guardian:

If your children get free or reduced-price school meals, they MAY also be able to get free or low-cost health insurance through Medicaid or Sooner Care. Children with health insurance are more likely to get regular health care and are less likely to miss school because of sickness.

Because health insurance is so important to children's well-being, the law allows us to tell Medicaid and Sooner Care that your children are eligible for free or reduced-price school meals unless you tell us not to. Medicaid and Sooner Care only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children. Filling out the Application for Free and Reduced-Price School Meals does not automatically enroll your children in health insurance:

If you do not want us to share your information with Medicaid or Sooner Care, fill out the form below and send in. (Sending in this form will not change whether your children get free or reduced-price school meals.)-

No! I DO NOT want information Meals shared with Medicaid or So	n from my Application for Free and Reduced-Price School
If you checked No, fill out the form below to enlisted below:	nsure that your information is NOT shared for the child(ren)
Child's Name:	School:
Signature of Parent/Guardian:	Date:
Printed Name:	
Address:	
For more information, you may call your child's	school.

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