

**Greenville Central School District
Free and Reduced Price Meals Program Information**

Children need healthy meals to learn and Greenville Central School District offers healthy meal choices every school day. School breakfast and lunch prices for 2011-2012 remain the same as last year:

Breakfast	\$1.50
Lunch	\$2.50

Children from households that meet Federal income guidelines (outlined below) are eligible for free meals or reduced price meals.

Reduced price meals cost for each eligible student:

Breakfast	\$.25
Lunch	\$.25

To apply for free or reduced price meals:

- Submit a Direct Certification letter from the NYS Office of Temporary and Disability Assistance,
- or*
- complete one application for your household and return it to the school office as soon as possible.

Please refer to the guidelines contained in this letter when completing the application. We cannot approve an application that is not complete, so be sure to fill out all required information.

1. **Do I need to fill out an application for each child?** No. Complete the application to apply for free or reduced price meals. Do not fill out more than one application for your household.
2. **Who is eligible for free meals?** Children in households getting Food Stamps or TANF and most foster children are eligible for free price meals regardless of your income. Also, your children can receive free meals if your household income is within the free limits on the Federal Income Guidelines. Each foster child must be listed on a separate application with part 2 completed and include an adult signature.
3. **Who can receive reduced price meals?** Your children can receive low cost meals if your household income is within the reduced price limits on the Federal Income Chart shown on this application.
4. **I receive WIC; can my children receive free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
5. **Will the information I provide be checked?** The Greenville Central School District may ask you at any time during the school year to verify your eligibility. You will be notified, in writing, if you have been selected for Verification. School officials may ask you to send papers showing that your child should receive free or reduced price meals at the time you applied.
6. **If I do not qualify now, may I apply later?** Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start receiving Food Stamps, TANF or other benefits.
7. **What if I disagree with the school decision about my application?** You should contact Janet Maassmann at 966-5070 EXT 512. You may also ask for a hearing by calling or writing

Tammy Sutherland, Assistant Superintendent for Business, PO Box 129, Greenville Central School District 12083.

8. **May I apply if someone in my household is not a U.S. citizen?** Yes. A properly registered student does not have to be a United States citizen to qualify for free or reduced price meals.
9. **Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) you must include yourself and all children who live with you.
10. **What if my income is not always the same?** List the amount that you normally earn. For example, if you usually receive \$1,000 each month but you missed some work last month and only earned \$900, put down that you earn \$1,000 per month. If you normally earn overtime, include it, but not if you only earn it sometimes.

Income Chart: The following chart lists income levels according to household size and income levels received yearly, monthly or weekly. If your total household income is the same or less than the amounts on the Income Chart below, your children may be eligible to receive free or reduced price meals.

REDUCED PRICE ELIGIBILITY INCOME CHART
Effective from July 1, 2011 to June 30, 2012

Household Size	Annual	Month	Twice-Monthly	Bi-Weekly	Weekly
1	\$20,147	\$1,679	\$840	\$775	\$388
2	27,214	2,268	1,134	1,047	524
3	34,281	2,857	1,429	1,319	660
4	41,348	3,446	1,723	1,591	796
5	48,415	4,035	2,018	1,863	932
6	55,482	4,624	2,312	2,134	1,067
7	62,549	5,213	2,607	2,406	1,203
8	69,616	5,802	2,901	2,678	1,339
For each additional family member add	7,067	589	295	272	136

How to Apply: To receive free or reduced price meals for your children you may submit a Direct Certification letter received from the NYS Office of Temporary and Disability Assistance, OR carefully complete one application for your household and return it to the school. If you now receive food stamps, Temporary Assistance to Needy Families (TANF) for any children, or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household food stamp, TANF or FDPIR case number and the signature of an adult household member. All children with the same case number may be listed on the same application. Separate applications are required for children with different case numbers. If you do not list a food stamp, TANF or FDPIR case number for all the children for whom you are applying, the application must include the names of everyone in the household, the amount of income for each household member, and how often it is received and where it comes from. It must include the signature of an adult household member and that adult's social security number, or the word "none" if the adult does not have a social security number. An application that is not complete cannot be approved. Contact your local Department of Social Services for your food stamp or TANF case number or complete the income portion of the application.

Reporting Changes: The benefits that you are approved for at the time of application are effective for the entire school year. **You no longer need to report changes for an increase in income or decrease in household size, or if you no longer receive food stamps.**

Income Exclusions: The value of any child care provided or arranged, or any amount received as

payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

Nondiscrimination Statement: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Meal Service to Children With Disabilities: Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of Federal regulations, as one who has a physical or mental impairment which substantially limits one or more major life activities. Major life activities are defined to include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. You must request the special meals from the school and provide the school with medical certification from a medical doctor. If you believe your child needs substitutions because of a disability, please get in touch with us for further information, as there is specific information that the medical certification must contain.

Confidentiality: The United States Department of Agriculture has approved the release of students names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and Federal, State or local nutrition programs similar to the National School Lunch Program. Additionally, all information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA); including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.

The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian.

Fact Sheet

When filling out the application form, please pay careful attention to these helpful hints.

Food Stamp/TANF/FDPIR case number: This must be the complete case number supplied to you by the agency including all numbers and letters, for example, E 123456, or whatever combination is used in your county. Refer to a letter you received from your local Department of Social Services for your case number or contact them for your number. All children with the same case number may be listed on the same application. Separate applications are required for children with different case numbers.

Direct Certification: If you receive food stamps or TANF, send in the Direct Certification Letter from the NYS Office of Temporary and Disability Assistance instead of completing the application.

Foster Child: A child who is living with a family but who is under the legal care of the welfare agency or court. List the child's "personal use" income. This includes only those funds provided by the agency which are identified for the personal use of the child, such as personal spending allowances, money received by his/her family, or from a job. Funds provided for housing, food and care, medical, and therapeutic needs are not considered income to the foster child. Write "0" if the child has no personal use income.

Household: A group of related or non-related people who are living in one house and share income and expenses.

Adult Family Members: All related and non-related people who are 21 years of age and older living in your house.

Financially Independent: A person is financially independent and a separate economic unit/household when his or her earnings and expenses are not shared by the family/household.

Gross Income: Money earned or received by each member of your household before deductions.

Examples of deductions are federal tax, State tax, and Social Security deductions.

Examples of gross income are:

- Wages, salaries, tips, commissions, or income from self-employment
- Net farm income
- Pensions, annuities, or other retirement income including Social Security retirement benefits
- Unemployment compensation
- Welfare payments (does not include value of food stamps)
- Public Assistance payments
- Adoption assistance
- Strike benefits
- Supplemental Security Income (SSI) or Social Security Survivor's Benefits
- Alimony or child support payments
- Disability benefits, including workman's compensation
- Veteran's subsistence benefits
- Interest or dividend income
- Cash withdrawn from savings, investments, trusts, and other resources which would be available to pay for a child's meals
- Other cash income

If you have more than one job, you must list the income from all jobs. If you receive income from more than one source (wage, alimony, child support, etc.), you must list the income from all sources.

Current Income: Your income at the present time before deductions. Farmers, self-employed workers, migrant workers, and other seasonal employees may use their income for the past 12 months.

Income Exclusions: The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

If you have any questions or need help in completing the application, please contact:
Janet Maassmann, District Treasurer
966-5070 EXT 512

Send completed Application to: Janet Maassmann
District Treasurer
PO Box 129
Greenville Central School District
Greenville, NY 12083

You will be notified in writing by the Assistant Superintendent for Business, Tammy Sutherland, when your application is approved or denied.

The free/reduced list from the 2010/2011 school year will remain valid until September 30, 2011. If a new application is not completed and approved by that date, your children will lose their eligibility until an application is completed, received and approved.