

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. *The Lake Preston School District* offers healthy meals every school day.

Breakfast costs **\$.75 for PreK-12th grade;**

Lunch costs: **K-6th grades: \$3.00; 7th – 12th grades: \$3.25 (second entrees \$.75 for 7-12th grade).**

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 2015-2016			
Household size	Yearly	Monthly	Weekly
1	21,775	1,815	419
2	29,471	2,456	567
3	37,167	3,098	715
4	44,863	3,739	863
5	52,559	4,380	1,011
6	60,255	5,022	1,159
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 haven't been told your children will get free meals, *please call or e-mail Cathy Nelson at (605) 847-4455 or Cathy.Nelson@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: *Kristi Curd, Business Manager, Lake Preston School, 300 1st St NE, Lake Preston, SD 57249. Kristi.Curd@k12.sd.us.*

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: *Kristi Curd, Business Manager, Lake Preston School, 300 1st St NE, Lake Preston, SD 57249 (605) 847-4455* Kristi.Curd@k12.sd.us 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 milk. 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: *Kristi Curd, Business Manager at (605) 847-4455 or Kristi.Curd@k12.sd.us* . You also may ask for a hearing by calling or writing to: *Tim Casper, Superintendent, 300 1st St. NE, Lake Preston, SD 57249. Phone: (605) 847-4455. Email: Tim.Casper@k12.sd.us* .
10. 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.
11. 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.
12. WHAT IF MY INCOME CHANGES DURING THE YEAR OR MY SNAP, TANF, OR FDPIR BENEFITS CHANGE? If your application for free or reduced price benefits was properly approved, you will remain eligible for those benefits for an allotted time period. You may visit with a school/center official to get the exact date the meal benefits will expire.
13. 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 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, or receive Family Subsistence Supplemental Allowance payments, 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.

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.

15. 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
16. 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.
17. 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.
18. 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, 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 the special meals or milk.

If you have other questions or need help, please call **(605) 847-4455**.

Sincerely,



Kristi Curd, Business Manager
Lake Preston School District 38-3
300 1st Street NE
Lake Preston, SD 57249
(605) 847-4455
Kristi.Curd@k12.sd.us

2015-2016 Application for Free and Reduced Price School Meals or Free Milk
 Complete one application per household. Please use a pen (not a pencil).

New Applicant Previous Applicant

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)

Child's Name	Age	Write in name of child's school, or "not in school"	If a student, write in the grade	Homeless, Migrant, Runaway	Foster Child
				<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"/>

Check all that apply

STEP 2

Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDIPIR?

Circle one: Yes / No

If you answered NO > Complete STEPS 3 and 4.

If you answered YES > Write your 9-digit SNAP or TANF, or the FDIPIR case number here then go to STEP 4. If you get Medicaid, or WIC skip STEP 2 and complete STEPS 3 and 4.

Case Number:

Write only one case number in this space.

STEP 3

Report Income for ALL Household Members

(Skip this step if you answered 'Yes' to STEP 2)

Please read How to Apply for Free and Reduced Price School Meals for more information. The Sources of Income for Children section will help you with the Child Income question. The Sources of Income for Adults section will help you with the All Adult Household Members section.

A. Child Income
 Sometimes children in the household earn income. Please include the TOTAL income earned by all children listed in STEP 1 here. Report income in whole dollars.

Child income	How often?		Child income	How often?	
	Weekly	Bi-Weekly 2x-Month		Monthly	Weekly
\$	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>

B. 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 they do receive income, report total income for each source in whole dollars only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work		Public Assistance/Child Support/Alimony		Farming/Pensions/Retirement/Other Income	
	Weekly	Bi-Weekly 2x-Month	Monthly	Weekly	Bi-Weekly 2x-Month	Monthly
\$	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
\$	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
\$	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
\$	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Total Household Members (Children and Adults)

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member

Check if no SSN

STEP 4

Contact information and adult signature. SIGNATURE IS REQUIRED

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.

Street Address (if available) _____ City _____ State _____ Zip _____ Daytime Phone and Email (optional) _____

Apt # _____ Signature of adult completing the form _____ Today's date _____

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
- White
- Black or African American
- Native Hawaiian or Other Pacific Islander

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.

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of

an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish)

USDA is an equal opportunity provider and employer.

FOR SCHOOL/CENTER USE ONLY	
Total income & how often: _____ / _____	SNAP / FDPIR/ TANF or other eligible program household categorically eligible free <input type="checkbox"/> Yes <input type="checkbox"/> No
Household size: _____	Number of foster children eligible free: _____
Other notes:	Eligibility Classification: <input type="checkbox"/> Free Rate <input type="checkbox"/> Reduced Price Rate <input type="checkbox"/> Paid Rate
	Date notification sent: _____ Date withdrawn or transferred: _____
	Signature of Determining Official _____ Date: _____
	Signature of Confirmation Official _____ Date: _____



LAKE PRESTON PUBLIC SCHOOL

300 1st St. NE
Lake Preston, SD 57249

High School: 605-847-4455
Elementary: 605-847-4464
Fax: 605-847-4311

A Proud History of Education Since 1902

www.lakepreston.k12.sd.us

Tim Casper
Supt. / Secondary Principal
Tim.Casper@k12.sd.us

Roxanne Lamphere
Elementary Principal
Roxanne.Lamphere@k12.sd.us

Kristi Curd
Business Manager
Kristi.Curd@k12.sd.us

Dear Parents:

Again this year the school lunch and breakfast programs will be operating on a prepaid basis. Students are required to deposit money into their lunch account prior to using these programs. Any balance you may have had at the end of last year will be carried forward to this year. Meals will be deducted from the prepaid balance as consumed, and once the account balance reaches \$10.00 you will be notified to deposit more money into your child's lunch account within the week.

Grades PreK-6 student breakfast prices are \$.75 and lunch prices are \$3.00, and grades 7-12 breakfast prices are \$.75 and lunch prices are \$3.25 per meal, (with 2nd entrees for 7-12th grades at \$.75). You may deposit whatever you wish into your child's account, but it is recommended that you deposit at least a month's balance to avoid numerous low balance notifications. For an elementary student this would be approximately \$60.00 for lunch and \$15.00 for breakfast, and a secondary student would be \$65.00 for lunch and \$15.00 for breakfast.

Once the account reaches a deficit balance of -\$10.00, you will be notified of your status. If the account reaches a negative level of -\$50.00, your child(ren) will not be able to participate in the lunch program until a deposit is made to their account. Please have a deposit made to your child's account by Friday, August 21st.

You are encouraged to apply for the free and reduced meal program. Children and families whose income falls within the level shown on the enclosed scale are eligible for either free meals or reduced price meals at \$.40 each for lunch and \$.30 each for breakfast. You can apply for free and reduced meals at any time, but to receive credit for your September bill, please fill out the attached application, sign it, and return it by Monday, August 31st. All applications are strictly confidential.

Please be aware that your participation in this program greatly enhances the educational opportunities for all of our students. The number of students participating in the free and reduced meal program determines the amount of income the school receives for all Title programs. Your help is greatly appreciated.

The enclosed information explains eligibility and how to apply for meal benefits. If you apply for the free and reduced meals, you will be notified when the application is approved or denied. If you have any questions or need help in filling out an application form, or the prepaid lunch policy, please contact me.

Sincerely,

A handwritten signature in blue ink that reads 'Kristi Curd'.

Kristi Curd
Business Manager
Lake Preston Schools