

Muhlenberg School District

2006-2007

Letter to Households

Dear Parent/Guardian:

Children need healthy meals to learn. Muhlenberg School District offers healthy meals every school day. Your children may qualify for free meals or for reduced price meals. The cost of meals at school are:

Grade Level	REGULAR			REDUCED-PRICE		
	Breakfast	Lunch	Snack	Breakfast	Lunch	Snack
K-5	N/A	\$ 1.60	N/A	N/A	\$ 0.40	N/A
6-8	N/A	\$ 1.65	N/A	N/A	\$ 0.40	N/A
9-12	N/A	\$ 1.65	N/A	N/A	\$ 0.40	N/A

1. **Do I need to fill out an application for each child?** No. Complete the application to apply for free or reduced price meals. 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: Linda Figard
 Title: Food Service Coordinator Telephone: 610-921-8000 ext. 1224
 Address: 801 Bellevue Avenue, Laureldale, PA 19605
2. **Who can get free meals?** Children in households getting Food Stamps or TANF and most foster children can get free meals regardless of your income. Also, your children can get free price meals if your household income is within the free limits on the Federal Income Guidelines.
3. **Can homeless, runaway and migrant children get free meals?** Please call Linda Figard (*school, homeless liaison or migrant coordinator*) to see if your child(ren) qualify, if you have not been informed that they will get free meals.
4. **Who can get reduced price meals?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Chart, shown on the application.
5. **Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced price meals?** Please read the letter you received carefully and follow the instructions. Call the school at 610-921-8000 ext. 1224 if you have questions.
6. **I get WIC. Can my child(ren) get free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
7. **Will the information I give be checked?** Yes, we may ask you to send written proof.
8. **If I don't 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 getting Food Stamps, TANF or other benefits. If you lose your job, your children may be able to get free or reduced price meals.
9. **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:
 Name: Linda Figard
 Title: Food Service Coordinator Telephone: 610-921-8000 ext. 1224
 Address: 801 Bellevue Ave, Laureldale, PA 19605
10. **May I apply if someone in my household is not a U.S. citizen?** Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced price meals.
11. **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.
12. **What if my income is not always the same?** List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes.
13. **We are in the military, do we include our housing allowance as income?** If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income.

If you have other questions or need help, call 610-921-8000 ext. 1224.

Sincerely, Linda Figard, Food Services Coordinator

Muhlenberg School District

INSTRUCTIONS FOR APPLYING

If your household gets FOOD STAMPS OR TANF, follow these instructions:

- **Part 1:** List child(ren)'s name, school, grade, and a Food Stamp or TANF case number.
- **Part 2:** Check the appropriate box, if any.
- **Part 3:** Skip this part.
- **Part 4:** Skip this part.
- **Part 5:** Sign the form. A Social Security Number is not necessary.
- **Part 6:** Answer this question if you choose to.

**Check the appropriate box and contact Linda Figard (school, homeless liaison or migrant coordinator).
Fill out application by following instructions for ALL OTHER HOUSEHOLDS.**

If you are applying for a FOSTER CHILD, follow these instructions:

- **Part 1:** Use a separate application for each foster child. List the child's name, school, and grade.
- **Part 2:** Skip this part.
- **Part 3:** Check the box and list the child's personal use monthly income, if any.
- **Part 4:** Skip this part.
- **Part 5:** Sign the form. A Social Security Number is not necessary.
- **Part 6:** Answer this question if you choose to.

ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

- **Part 1:** List each child's name, school, and grade.
- **Part 2:** Check the appropriate box, if any.
- **Part 3:** Skip this part.
- **Part 4:** Follow these instructions to report total household income from last month.

Column 1 - Name: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children living with you. Attach another sheet of paper if you need to.

Column 2 - Gross income last month and how often it was received. Next to each person's name list each type of income received last month, and how often it was received. For example, *Earnings from work:* List the **gross income** each person earned from work. This is not the same as take-home pay. **Gross income is the amount earned before taxes and other deductions.**

The amount should be listed on your pay stub, or your boss can tell you. Next to the amount, write how often the person got it (weekly, every other week, twice a month, or monthly). *All other income:* List the amount each person got last month from welfare, child support, alimony (second column), pensions, retirement, Social Security (third column), and ALL OTHER INCOME SOURCES (fourth column). In the All Other column, include Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME. Report net income for self-owned business, farm, or rental income. Next to the amount, write how often the person got it. If you are in the Military Housing Privatization Initiative do not include this housing allowance.

Column 3 - Check if no income: If the person does not have any income, check the box.

- **Part 5:** An adult household member must sign the form and list his or her Social Security Number, or mark the box if he or she doesn't have one.
- **Part 6:** Answer this question if you choose to.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.

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 to *USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer