

Franklin City Schools

Office of the Business Manager

150 East Sixth Street @ Franklin, Ohio 45005

Dear Parent/Guardian:

Children need healthy meals to learn. Franklin City Schools offers healthy meals every school day. Breakfast costs \$1.00 for grades 7-12 and free for grades K-6; lunch costs \$2.50. Your children may qualify for free meals or for reduced price meals. Reduced price is \$.30 for breakfast and \$.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 Supplemental Nutrition Assistance Program SNAP,
 Ohio Works first OWF, 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.

United States Department of Agriculture (USDA)

INCOME ELIGIBILITY GUIDELINES

Effective July 1, 2015 through June 30, 2016

Households with total incomes less than or equal to the values below are eligible for free or reduced -price meals.

HOUSEHOLD	FREE					REDUCED				
Number of	Annual	Monthly	Twice Per	Every Two	Weekly	Annual	Monthly	Twice Per	Every Two	Weekly
1	\$15,301	\$1,276	\$638	\$589	\$295	\$21,775	\$1,815	\$908	#000	4
2	20,709	1,726	863	797	399	29,471			\$838	\$419
3	26,117	2,177					2,456	1,228	1,134	567
			1,089	1,005	503	37,167	3,098	1,549	1,430	715
4	31,525	2,628	1,314	1,213	607	44,863	3,739	1,870	1,726	863
5	36,933	3,078	1,539	1,421	711	52,559	4,380	2,190	2,022	1,011
6	42,341	3,529	1,765	1,629	815	60,255	5,022	2,511	2,318	
7	47,749	3,980	1,000	1.027	0.1.0			2,511	2,310	1,159
		3,700	1,990	1,837	919	67,951	5,663	2,832	2,614	1,307
8	53,157	4,430	2,215	2,045	1,023	75,647	6,304	3,152	2,910	1,455
ach Additional Member Add	+5,408	+451	+226	+208	+104	+7,696	+642	+321	+296	+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 Novalee Hillard at 937-743-8602 or Nhillard@franklincityschools.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: Your Building Secretary.

- 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 Lori Feltner, 937-743-8611 ext. 1218 or Your Building Secretary immediately.
- 5. CAN I APPLY ONLINE? Not at this time.
- 6. 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.
- 7. 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.
- 8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
- 9. 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.
- 10. 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: **Craig Hatfield, Business Manager, Franklin City Schools, 937-743-8600.**
- 11. 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.
- 12. 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.
- 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.
- 15. 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. Contact Lori Feltner, 937-743-8611 ext. 1218 or Your Building Secretary 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 **Ohio SNAP** or other assistance benefits, contact your local assistance office or call **877-852-0010**.

If you have other questions or need help, call 937-743-8611 ext. 1218.

Sincerely,

Craig Hatfield, Business Manager

Franklin City Schools

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 Lori Feltner, 937-743-8611 ext. 1218 or email at lfeltner@franklincityschools.com

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;
- Students attending Franklin City Schools, regardless of age.
- A) List each child's name. For each child, print their first name, middle initial and last 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) Is the child a student at Franklin City Schools? If yes, list the building name of each child in the School Name area.
- 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. Foster children who live with you may count as members of your household and should be listed on your application. If you are only applying for foster children, after completing STEP 1, skip to STEP 4 of the application and these instructions.
- 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) CURRENTLY PARTICIPATE IN ONE OR MORE OF THE FOLLOWING ASSISTANCE PROGRAMS: SNAP, TANF, OR FDPIR?

If anyone in your household participates in the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- The Food Distribution Program on Indian Reservations (FDPIR)

A) IF NO ONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:

- Circle 'NO' and skip to STEP 3 on these instructions and STEP 3 on your application.
- Leave STEP 2 blank.

B) IF ANYONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:

- Circle 'YES' and provide a case number for SNAP, TANF, or FDPIR. You only need to write
 one case number. If you participate in one of these programs and do not know your case number,
 contact: [State/local agency contacts here]. You <u>must</u> provide a case number on your
 application if you circled "YES".
- Skip to STEP 4.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

A) Report all income earned by children. Refer to the chart titled "Sources of Income for Children" in these instructions and report the combined gross income for ALL children listed in Step 1 in your household in the box marked "Total Child Income." Only count foster children's income if you are applying for them together with the rest of your household. It is optional for the household to list foster children living with them as part of the 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. Use the chart below to determine if your household has child income to report.

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

FOR EACH ADULT HOUSEHOLD MEMBER:

Who should I list here?

When filling out this section, please include all 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.
- Children and students already listed in Step 1

How do I fill in the income amount and source?

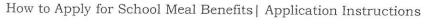
FOR EACH TYPE OF INCOME:

- 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.
 - o 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.
- Write a "0" 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 '0' 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 member's name. 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.

What if I am self-employed?

If you are 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.

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 but 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 determines your income cutoff for free and 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 their 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 members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SS#."

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) Strike benefits 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 	 Social Security (including railroad retirement and black lung benefits) Private Pensions or disability Income from trusts or estates Annuities Investment income Earned interest Rental income Regular cash payments from outside household 					

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

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 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) Sign and print your name. Print your name in the box "Printed name of adult completing the form." And sign your name in the box "Signature of adult completing the form."
- 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.

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

Printed name of adu. let	(ii available)	Street Address (if available)	"Learlify (promise) that all information, my children may	STED	STEP3 Report 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 Child Income question. The Sources of Income for Adults section will help you with the All Adult Household Members section.	Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.	Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related."
leting the form	Apt#		recritiy (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 received information, my children may lose meat benefits, and I may be prosecuted under applicable State and Federal laws.*	Total Household Members (Children and Adults)	Bo any Household Members (fincluding you) currently participate intone or more of the folio If you answered NO > Complete STEP 3. If you answered YES > Write a case number here then sometimes children in the household earn income. Please include the TOTAL income earned by all Household find income. Sometimes children in the household Members (including yourself) B. All Adult Household Members (including yourself) B. All Adult Household Members and listed in STEP 1 (including yourself) even if they do not receive income. For whole dollars only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields by the standard Members (First and Last) S. Earnings from Work Weekly Beweakly 2x Month Monthly Standard Members (First and Last) S. Earnings from Work Weekly Beweakly 2x Month Monthly Standard Members (First and Last) S. Earnings from Work Weekly Beweakly 3x Month Monthly Standard Members (First and Last) S. Earnings from Work Weekly Beweakly 3x Month Monthly Standard Members (First and Last) S. Earnings from Work Weekly Beweakly 3x Month Monthly Standard Members (First and Last) S. Earnings from Work Weekly Beweakly 3x Month Monthly Standard Members (First and Last) S. Earnings from Work Weekly Beweakly 3x Month Monthly Standard Members (First and Last) S. Earnings from Work Weekly Beweakly 3x Month Monthly Standard Members (First and Last) S. Earnings from Work Weekly Beweakly 3x Month Monthly Standard Members (First and Last) S. Earnings from Work Weekly Beweakly 3x Month Monthly Standard Members (First and Last) S. Earnings from Work Weekly Beweakly 3x Month Monthly Standard Members (First and Last) S. Earnings from Work Weekly Beweakly 3x Monthly 3x Monthl		Child's First Name Child's First Name MI Child's Last Name and shares enses,
Signature of adult completing the for	City		ed. I understand that this information is given to ble State and Federal laws.*	Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member	Currently participate in one or more of the foll if you answered YES > Write a case number here then its (Skip this step if you answered Yes to STEP 2) The following yourself and the TOTAL income earned by all Householding yourself erom any source, write '0'. If you enter '0' or leave any fields in the form any source, write '0'. If you enter '0' or leave any fields in the form any source, write '0'. If you enter '0' or leave any fields in the following strom Work weekly a Month Monthly Strome Strome Work weekly a Month Monthly Strome Strome Work weekly a Month Monthly Strome		MI Chi
	State Zip		in connection with the receipt of Federal funds, an	t Household Member XXXX	ase number here then go to STEP 4 (Do n STEP 2) West to STEP 2) Pearned by all Household Members and ro' or leave any fields blank, you are certify en? Child Support/Alimony west child Support/Alimony was stanced to the support of the support		Child's Last Name
	Daytime Phone and Email (optional)		pt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give	X X Check if no SSN	If 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). **Commercial Notation in the household Members (Skip this step If you answered YES > Write a case number here then go to STEP 4 (Do not complete STEP 3). **A. Child Income **Complete STEP 3.** **A. Child Income **B. All Adult Household Members (Including yourself) **Use an income. Please include the TOTAL income earned by all Household Members (Skip this step If you enter 0' or leave any fields blank, you are certifying (pornishing) that there is no income. Per each source in the whole clothes only. If they do not receive income from any source, write 0'. If you enter 0' or leave any fields blank, you are certifying (pornishing) that there is no income in proport. **Bearings from Work Swamp Swamp	Click all that apply	ide 12 (If more spaces are required for additional mannes, attach another sheet of paper) School Name Foster Majord, Child Runeway

Today's date

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

thnicity (check one):	Race (check one or more):
☐ Hispanic or Latino	☐ American Indian or Alaskan Native
☐ Not Hispanic or Latino	☐ Asian
	☐ Black or African American
	☐ Native Hawaiian or Other Pacific Islander
	☐ White
The Richard B. Russell National School Lunch Act requires the information on this	individual's income is derived from any public assistance program, or protected
application. You do not have to give the information, but if you do not, we cannot	genetic information in employment or in any program or activity conducted or funded
approve your child for free or reduced price meals. You must include the last four digits	by the Department. (Not all prohibited bases will apply to all programs and/or
of the social security number of the adult household member who signs the	employment activities.)
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	If you wish to file a Civil Rights program complaint of discrimination, complete
Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food	the USDA Program Discrimination Complaint Form, found online at
Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR	http://www.ascr.usda.gov/complaint filing cust.html, or at any USDA office, or call
identifier for your child or when you indicate that the adult household member signing	(866) 632-9992 to request the form. You may also write a letter containing all of the
the application does not have a social security number. We will use your information to	information requested in the form. Send your completed complaint form or letter to
determine if your child is eligible for free or reduced price meals, and for administration	us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400
and enforcement of the lunch and breakfast programs. We MAY share your eligibility	Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442
information with education, health, and nutrition programs to help them evaluate, fund,	or email at program.intake@usda.gov.
or determine benefits for their programs, auditors for program reviews, and law	
enforcement officials to help them look into violations of program rules.	Individuals who are deaf, hard of hearing or have speech disabilities may contact

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

USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136

USDA is an equal opportunity provider and employer.

(Spanish).

Do not fill this out. This is for school use only.

Date:

Approval Signature:

Free

Reduced

Denied

Comments:

Income:



Franklin City Schools

Office of the Business Manager

150 East Sixth Street Franklin, Ohio 45005

SHARING INFORMATION WITH OTHER PROGRAMS

	TOTAL WITH OTHER TROOMAINS
Dear Parent/Guardian:	
Meals Application may be shared with oth For the following programs, we must ha	on you gave on your Free and Reduced Price School er programs for which your children may qualify. Eve your permission to share your information. Ether your children get free or reduced price
No! I DO NOT want information for Application shared with any of these	from my Free and Reduced Price School Meals se programs.
Yes! I DO want school officials to School Meals Application for <u>SCH</u> If you checked yes to any or all of the box Your information will be shared only with	xes above, fill out the form below.
Child's Name:	
Child's Name:	
Child's Name:	
Child's Name:	School:
Signature of Parent/Guardian:	Date:
Printed Name:	
Address:	

For more information, you may call Franklin City Schools Food Service Department at 937-743-8611 EXT. 1218.

Return this form to: With your Free and Reduced Application

USDA is an equal opportunity provider and employer.