

## washington local schools

August 2020 Dear Parent/Guardian

Children need healthy meals to learn. Washington Local Schools offers healthy meals each school day. Breakfast costs \$1.50 at Elementary Schools and \$1.75 at Junior Highs and High School; lunch costs \$2.75 at Elementary Schools and \$3.00 at Junior High and High Schools. **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 receive free or reduced-price meals?

- All child(ren) in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP) or Ohio Works First (OWF);
- Foster child(ren) that are under the legal responsibility of a foster care agency or court;
- Child(ren) participating in their school's Head Start program;
- And child(ren) who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Also, your Child(ren) may receive free or reduced-price meals if your household's income is within the Federal Income Eligibility Guidelines.

Household size	Yearly	Monthly	Weekly		
1	\$23,606	\$1,968	\$454		
2	31,894	2,658	614		
3	40,182	3,349	773		
4	48,470	4,040	933		
5	56,758	4,730	1,092		
6	65,046	5,421	1,251		
7	73,334	6,112	1,411		
8	81,622	6,802	1,570		
Each additional person:	8,288	691	160		

2. How do I know if my children qualify as homeless, migrant or runaway? If members of your household lack a permanent address; are you staying together in a shelter, hotel or other temporary housing arrangement; relocate on a seasonal basis or; children live with you who have chosen to leave their prior family or household then the children may qualify as homeless, migrant or runaway. If you have not been told your children will receive free meals, please call or email Becky Swisher, Social Worker (419)473-8336 or e-mail BSwisher@wls4kids.org.

- 3. Do I need to fill out an application for each child? No use <u>one</u> free and reduced-price school meal application for <u>all</u> students in your household. We cannot approve an application that is not complete. Please submit all required information. Return the completed application to any child's school.
- 4. Should I complete an application if I received a letter this school year saying my children are approved already for free meals? No, but please read the letter carefully and follow the instructions. If any children in your household were missing from the eligibility notification, contact Debra Warren, Nutrition Supervisor (419) 473-8458 or e-mail DWarren@wls4kids.org immediately.
- Can I apply online? Yes, if possible, you are encouraged to complete an online application instead of a paper application. The online application requests are the same and will request the same information as the paper application. Visit www.wls4kids.org to begin or to learn more about the online application process. Contact Debra Warren, Nutrition Supervisor (419) 473-8458 or DWarren@wls4kids.org with any questions about the online application.
- 6. My child's application was approved last year. Do I need to complete another application? Yes, your child's application is valid for that school year and for the start of this school year through September 30. You are required to submit a new application unless the school notified you that your child is eligible for the new school year.
- I receive Women, Infants and Children (WIC) benefits. Can my child(ren) get free meals? Children in households participating in WIC <u>may</u> be eligible for free or reduced-price meals. Please submit a completed application.
- 8. Will the information I give be checked? Yes, we also may ask you to send written proof.
- 9. **If I do not qualify now, may I apply later?** Yes, you may apply at any time during the school year. For example, child(ren) 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.
- 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: Brian Davis, Assistant Superintendent, 3505 W. Lincolnshire Blvd., Toledo, Ohio 43606, telephone (419) 473-8221.
- 11. May I apply if someone else 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.
- 12. 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, submit the report with the routine amount of \$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 that are asked for you to report on the application or may not receive income at all. When this happens please write a 0 in the corresponding field. However, if any income fields are left empty or blank, those also will be counted as zeroes. Please be careful when leaving income fields blank.
- 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 any school office for a second application.
- 16. Why am I being asked about giving my consent for an instructional fee waiver? Ohio public schools are required to waive the school instructional fees for child(ren) who quality for free meal benefits. School Food Service personnel must have parent consent to share student meal application if your child(ren) qualify for a fee waiver. If you agree to allow your child(ren)'s meal application to be shared with school officials to see if he/she/they qualifies for a fee waiver, then select **yes** in part 5. If you do not wish for that information to be shared, then select **no** in part 5. Answering no to this question will mean your child(ren) will not be able to be considered for a fee waiver. Answering this question either way will not change your child(ren) free or reduced-price meals eligibility.
- 17. 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 Debra Warren at (419) 473-8458 or e-mail DWarren@wls4kids.org

Sincerely,

Deb Warren Nutrition Services Supervisor

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require 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 or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint\_filing\_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW

Washington, D.C. 20250-9410

fax: (202) 690-7442; or email: program.intake@usda.gov.

### **INSTRUCTIONS FOR APPLYING**

#### A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU

## IF YOUR HOUSEHOLD RECEIVES BENEFITS FROM THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) OR OHIO WORKS FIRST (OWF), FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the school name and school grade level for each child.

Part 2: List the 7 case number for any household member (including adults) receiving SNAP or OWF benefits.

Part 3: Skip this part.

Part 4: Skip this part.

- Part 5: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.
- Part 6: Sign the form. The last four digits of a Social Security Number are not necessary.

Part 7: 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 child(dren)'s eligibility For free or reduced-price meals.

## IF NO ONE IN YOUR HOUSEHOLD RECEIVES SNAP OR OWF BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, A MIGRANT OR RUNAWAY, FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the school name and school grade level for each child.

Part 2: Skip this part.

- Part 3: If any child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call Rebecca Swisher at 419-473-8336 or email her at RSwisher@wls4kids.org
- Part 4: Complete only if a child in your household isn't eligible under Part 3. See Instruction for All Other Households.
- Part 5: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.
- Part 6: Sign the form. The last four digits of a Social Security Number are not necessary if you didn't need to fill in part 4.
- Part 7: 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 child(dren)'s eligibility for Free or reduced-price meals.

#### ALL OTHER HOUSEHOLDS, INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

- Part 1: List all household members and the school name and school grade level for each child. For any person, including children, with no income, you must check the "No Income Box".
- Part 2: If the household does not have a 7 SNAP or OWF case number, skip this part.
- Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call Rebecca Swisher at 419-473-8336 or email her at RSwisher@wls4kids.org

If not, skip this part.

- Part 4: Follow these instructions to report total household income from this month or last month.
  - Box 1-Name: List all household members with income.
    - Box 2–Gross Income and How Often It Was Received: For each household member, list each type of income received for the month. Check the box to note how often the person receives the income—weekly, every other week, twice a month, or monthly. For earnings, be sure to list the gross income, not the take-home pay. Gross income is the amount earned *before* taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount and check the box to note how often each person received from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under *All Other Income*, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, report income after expenses under *Earnings from Work*. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or receive combat pay, do not include these allowances as income.
- Part 5: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.
- Part 6: An adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if they do not have one).
- Part 7: We are required to ask for information about your child(ren)'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 child(dren)'s free or Reduce-priced meals.

#### IF YOU APPLY FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS:

#### If all children in the household are foster children:

Part 1: List all foster children and the school name and grade level for each child. Check the box that indicates the child is a foster child.

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Skip this part.

- Part 5: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.
- Part 6: Sign the form. The last four digits of a Social Security Number are not necessary.
- Part 7: We are required to ask for information about your child(ren)'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.

#### If some children in the household are foster children:

- Part 1: List all household members and the school name and school grade level for each child. For any person, including children, with no income, you must check the "No Income" box. Check the box if the child is a foster child.
- Part 2: If the household does not have a 7-digit SNAP or OWF case number, skip this part.
- Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call Rebecca Swisher at 419-473-8336 or email her at <u>RSwisher@wls4kids.org</u>. If not, skip this part.

Part 4: Follow these instructions to report total household income from this month or last month.

- Box 1-Name: List all household members with income.
- Box 2–Gross Income and how often It was received: For each household member, list each type of income received for the month. Check the appropriate box to note how often the person receives the income—weekly, every other week, twice a month, or monthly. For earnings, list the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions and can be found on pay stubs. For other income, list the amount and check the box to note how often each person received from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under All Other Income, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, report income after expenses under Earnings from Work. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or receive combat pay, do not include these allowances as income.
- Part 5: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) Qualifies
- Part 6: An adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if they do not have one).

### 2020-2021 FREE AND REDUCED PRICE SCHOOL MEALS FAMILY APPLICATION

Part 1. ALL HOUSEHOLD MEMBERS																	
Names of <u>all</u> household members (First, Middle Initial, Last)	Name of scho child/or indica Sch	ite "l						ch	we	elfar all	k if a foster child re agency or col children listed b o Part 5 to sign	urt) elov	v ar	e fos		-	Chec k if No Incom e
													1				
									-								
									-								
													_				
Part 2. BENEFITS: If any member of your	household rea		00.0	Supr		pental Nutriti	ion	<u> </u>	l	000	Program (SN/	_	-	hio	Wc	orke Firet (OW	
benefits, provide the name and 7-digit case skip to Part 3. NAME:			ers	on v	vho		nefi	ts a	nd	skip	o to Part 5. If n						
Part 3. If any child you are applying for i Worker (419)473-8336 or email BSwisher	@wls4kids.or	g.															
Part 4. TOTAL HOUSEHOLD GROSS INC box for how often it is received. Record eac	COME (before	de	duc	tior	1s).	List all inco	me	on t	he s	sam	e line as the pe	ersc	on w	ho r	rece	eives it. Check	the
box for now often it is received. Record eac	2. GROSS II			: <b>Δ</b> Ν	וחו		л іт	. w	121	2EC	EIVED						
	2. 61(035 1								1				6	<u> </u>		All Other In	
<b>1. NAME</b> (List all household members with income)	Earnings from work before deductions	Weekly	Every 2 Weeks	<b>Twice Monthly</b>	Monthly	Welfare, child support, alimony	Weekly	Every 2 Weeks	Twice Monthly	Monthly	Pensions, retirement, Social Security, SSI, VA benefits	Weekly	Every 2 Weeks	Twice Monthly	Monthly	(indicate freq such as "we "month! "quarter "annual	juency, eekly" y" ly"
(Example) Jane Smith	\$200					\$150					\$0					\$ <u>50.00/quar</u> _	terly_
	\$					\$					\$					\$/_ 	
	\$					\$					\$					\$/_ 	
	\$					\$					\$					\$/_	
	\$					\$					\$					\$/	
	\$					\$					\$					\$/_	
Part 5. SCHOOL INSTRUCTIONAL FEE	L NAIVER ADU	LT	coi	NSE	INT												
We must have your permission to share yo Answering this question will not change wh Please check a box: \[Yes I agree to have \[No, I do not agree	ether your ch my meal app to have my m	ildre lica eal	en w tion appl	rill g use licat	et fi ed to tion	ree or reduce o determine used to dete	ed p if m erm	orice y cł ine	e me nild( if m	eals ren) y ch	) qualify for a fe ild(ren) qualify	ee v for	vaiv a fe	er. ee w	vaive	er.	
Signature of Parent/Guardian for the Instructional Fee Waiver Question: Date:																	
Part 6. SIGNATURE AND LAST FOUR D	GITS OF SO	CIA	LS	ECL	IRI		R (A	DU		NUS	ST SIGN)						
An adult household member must sign the his or her Social Security Number or ma	application. <b>If</b>	Pa	rt 4	is c	om	pleted, the	adı	ılt s	ign	ing	the form mus	t al	so l				
I certify (promise) that all information on the based on the information I give. I understa of the information may cause my children t Sign here: X	is application i nd that school o lose meal be	is tru offi enei	ue a cial: fits a	nd i s ma and	that ay v I m	all income i verify (check, ay be subjec	s re ) the ct to	port e inf pro	ted. form	l ur atic utio	nderstand that on. I understand n under State	the d th and	sch at d ' Feo	ool elibe dera	will erat al st	get Federal fu e misrepreser	inds ntation
Address:																	
			ZIP						F	hor	neNumber:						
Last four digits of your S.S. Number:		do r	not h	nave	a	S.S. Number	E-I	MAI	L								

		red to ask for information about your children's race and ethnicity. This information ommunity. Responding to this section is optional and does not affect your children's					
Choose one ethnicity:	Choose one or more (regardless of ethnicity):						
<ul> <li>☐ Hispanic/Latino</li> <li>☐ Not Hispanic/Latino</li> </ul>	☐ Asian ☐ White	American Indian or Alaska Native Black or African American					
	Don't fill out th	his part. This is for school use only.					
Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24 Monthly x 12							
Total Income: Per: 🗌 Week, 🗌							
		Free Reduced Denied Reason:					
Determining/Approval Official's Signature:		Date:					
Confirming Official's Signature:		Date:					
Follow-up Official's Signature:		Date:					
If selected for Verification, Date Verification Noti							
Verification Result: No Change Free to R	educed Price	_ Free to Paid Reduced Price to Free Reduced Price to Paid					

Your children may qualify for free or reduced-price meals if your household income falls at or below	INCOME ELIGIBILITY GUIDELINES 2020-2021									
the limits on this chart.	Household size	Yearly	Monthly	Weekly						
-	1	\$23,606	\$1,968	\$454						
-	2	31,894	2,658	614						
-	3	40,182	3,349	773						
-	4	48,470	4,040	933						
-	5	56,758	4,730	1,092						
-	6	65,046	5,421	1,251						
-	7	73,334	6,112	1,411						
	8	81,622	6,802	1,570						
	Each additional person:	8,288	691	160						

#### Privacy Act Statement: This explains how we will use the information you give us.

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), Ohio Works First (OWF) case number or other 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 of officials to help them look into violations of program rules.

This institution is an equal opportunity provider.

#### NOTICE TO HOUSEHOLDS OF APPROVAL/DENIAL OF BENEFITS WILL BE EMAILED Please provide current email address on application. If no email, then please call Debra Warren at 419-473-8458

Dear Parent/Guardian:

If your children get free or reduced-price school meals, they <u>may</u> also be able to get free or low-cost health insurance through Medicaid or the State of Ohio Healthy Start, Healthy Families Program. 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** *Healthy Start, Healthy Families* **that your children are eligible for free or reduced-price meals**, *unless you tell us not to*. Medicaid and *Healthy Start, Healthy Families* 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 Free and Reduced-Price School Meals Application does not automatically enroll your children in health insurance.

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

**No! I DO NOT** want information from my Free and Reduced-Price School Meals Application shared with Medicaid or the *Healthy Start, Healthy Families*.

#### If you checked no, fill out the form below.

Child's Name:	School:	
Child's Name:	School:	
Child's Name:	School:	
Child's Name:	School:	
Signature of Parent/Guardian:		Date:
Printed Name:	_Address:	
For more information, you may call <b>Deb W</b> Return this form to: 2774 Lyceum Place, T		ptember 30, 2020

This institution is an equal opportunity provider.



Food Service: 419-473-8458 Purchasing: 419-473-8480

## washington local schools SHARING INFORMATION WITH OTHER PROGRAMS

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced-Price School Meals
Application may be shared with other programs for which your children may qualify. For the
following programs, we must have your permission to share your information. Sending in this
form will not change whether your children get free or reduced-price meals.

No! I DO NOT want information shared with any of these preserved.	tion from my Free and Reduced-price School Meals Application ograms.
	als to share information from my Free and Reduced-Price Schoole als to share information from my Free and Reduced-Price Schoole
	als to share information from my Free and Reduced-Price Schoole <b>ne of program specific to your school]</b> .
	als to share information from my Free and Reduced-Price Schoole of program specific to your school]
If you checked yes to any or all will be shared only with the pro	of the boxes above, fill out the form below. Your information rams you checked.
Child's Name:	School:
Signature of Parent/Guardian:	Date:
Printed Name:	
Address:	

For more information, you may call **Deb Warren 419-473-8458** 2774 Lyceum Place, Toledo, Ohio 43613

individual attention. infinite opportunities.



# washington local schools

Healthy Start & Healthy Families

Does your child qualify for the School Meals Program? If so, your family may qualify for free health coverage!



# Healthy Start & Healthy Families

Healthy Start offers free health care coverage for kids (birth to age 19) and pregnant women.

Healthy Families offers free health care coverage for the entire family - parents AND kids.

Healthy Start & Healthy Families Covers:

Doctor Visits Hospital Care Immunizations Substance Abuse Prescriptions Vision Services Dental Care Mental Health

And Much More!

For more information or an application, call: 1-800-324-8680 (a free call!)

> TDD 1-800-292-3572 Monday - Friday 7 am to 8 pm Saturday - Sunday 12 pm to 5 pm

Sunday 12 pm to 5 pm

Your family's size and income determines if you and your family are eligible for Healthy Start or Healthy Families. Healthy Start & Healthy Families are Medicaid Programs administered by The Ohio Department of Job & Family Services.

individual attention. infinite opportunities.