



**Frequently Asked Questions About Free and Reduced-Price School Meals**

Dear Parent/Guardian:

Children need healthy meals to learn. The Greene County Career Center offers healthy meals each school day. Breakfast costs \$1.30; lunch costs \$3.25. **Your children may qualify for free meals.** This letter includes information to apply for free Below are some common questions and answers to help you with the application process.

1. **Who can receive free meals?** All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP) or Ohio Works First (OWF); foster children that are under the legal responsibility of a foster care agency or court; children participating in their school’s Head Start program; and children who meet the definition of homeless, runaway, or migrant are eligible for free meals. Also, your children may receive free meals if your household’s income is within the limits on the federal income eligibility guidelines.



**United States Department of Agriculture (USDA)  
INCOME ELIGIBILITY GUIDELINES  
Effective July 1, 2023 through June 30, 2024**

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

HOUSEHOLD SIZE Number of Members	FREE					REDUCED				
	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$18,954	1,580	790	729	365	\$26,973	2,248	1,124	1,038	519
2	\$25,636	2,137	1,069	986	493	\$36,482	3,041	1,521	1,404	702
3	\$32,318	2,694	1,347	1,243	622	\$45,991	3,833	1,917	1,769	885
4	\$39,000	3,250	1,625	1,500	750	\$55,500	4,625	2,313	2,135	1,068
5	\$45,682	3,807	1,904	1,757	879	\$65,009	5,418	2,709	2,501	1,251
6	\$52,364	4,364	2,182	2,014	1,007	\$74,518	6,210	3,105	2,867	1,434
7	\$59,046	4,921	2,461	2,271	1,136	\$84,027	7,003	3,502	3,232	1,616
8	\$65,728	5,478	2,739	2,528	1,264	\$93,536	7,795	3,898	3,598	1,799
Each Additional Member Add	\$6,682	557	279	257	129	\$9,509	793	397	366	183

**INCOME CONVERSION:**

**Weekly Income** x 52 = Annual income  
**Every 2 Weeks Income (Every other week, Bi-weekly)** x 26 = Annual income  
**Twice a Month Income (Bi-monthly)** x 24 = Annual income

THIS CHART IS TO BE USED BY INSTITUTIONS, SCHOOLS, CENTERS AND SPONSORING ORGANIZATIONS TO APPROVE AND CATEGORIZE COMPLETE APPLICATIONS FOR FREE AND REDUCED-PRICED MEALS.

This institution is an equal opportunity provider.

2. **How do I know if my children qualify as homeless, migrant or runaway?** If members of your household lack a permanent address; are 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 or 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 Brian McKnight or 937-372-6941 to see if they qualify.
3. **Do I need to fill out an application for each child?** No. You can use one free and reduced-price school meal application for all students in your household. If you have completed an application for your students at another school, we will need a copy. However, you will still need to complete a fee waiver for GCCC if you want your student's fees waived, or partially waived for reduced meal qualifying students. Alternatively, you can apply with us online to accomplish both. We cannot approve an application that is not complete. Please submit all required information. Submit the completed application on-line or **return the completed paper application to Greene County Career Center, Treasurer's Office, 532 Innovation Dr. Xenia, OH, 45385.**
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 Beverly Strunk at 937-372-6941 x1151, or email at bstrunk@greeneccc.com immediately.
5. **Can I apply online?** Yes. You are encouraged to complete an online application instead of a paper application if possible. The online application has the same requirements and will request the same information as the paper application. Visit [www.Greeneccc.com](http://www.Greeneccc.com), go to "Parent/Students" and select Food Services. To begin or to learn more about the online application process. Contact Beverly Strunk at 937-372-6941 x1151, or email at bstrunk@greeneccc.com **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 first few days of this school year. You are required to submit a new application unless the school notified you that your child is eligible for the new school year.
7. **I receive WIC benefits. Can my child(ren) get free meals?** Children in households participating in WIC may be eligible for free or reduced-price meals. Please submit a completed application.
8. **Will the information I give be checked?** Yes, we may also 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, 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 the following contact person David Deskins 937-372-6941, 532 Innovation Dr., Xenia, Ohio.
11. **May I apply if someone else in my household is not a U.S. citizen?** Yes. You or your child(ren) members 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 \$1,000 each month, but you missed some work last month and only made \$900, submit the report with the routine amount of \$1,000 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 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 also must 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 Beverly Strunk, email [bstrunk@greeneccc.com](mailto:bstrunk@greeneccc.com), or phone, 937-372-6941 x1151. **to receive a second application.**
16. **Why am I being asked to give my consent for an instructional fee waiver?** Ohio public schools are required to waive the school instructional fees for children who qualify for free meal benefits. School food service personnel must have parent consent to share the 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 they qualify 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 will not be considered for a fee waiver. Answering this question either way will not change your child(ren)'s free or reduced-price meal 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 937-372-6941 EXT. 1151