



Rocky River City School District

20951 Detroit Road • Rocky River • Ohio • 44116

440.333.6846 • www.rrcs.org

Carol Eubanks, Food Services Manager

2010-2011 Free and Reduced Lunch Program

Dear Parent/Guardian:

Children need healthy meals to learn. The Rocky River City School District offers healthy meals every school day at the middle school and high school. Lunch costs \$2.75. Your children may qualify for free meals or for reduced price meals. The reduced price is 40¢ for lunch.

- 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 C. Eubanks, 20951 Detroit Rd., Rocky River, Ohio 44116 / Phone 356-6846**
- 2. Who can get free meals?** Children in households receiving benefits through the **Supplemental Nutrition Assistance Program (SNAP, formerly the Food Stamp Program)**, or Ohio Works First (OWF) benefits and most foster children can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Guidelines.
- 3. Can homeless, runaway and migrant children get free meals?** If you have not been told your children will get free meals, please call **Jim Scheer at 440-356-6006 or email scheer.jim@rrcs.org** to see if they qualify.
- 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.
- 5. Should I fill out an application if I received a letter this school year saying my children are approved for free meals?** Please read the letter you got carefully and follow the instructions. Call the school at **440-356-6846** if you have questions.
- 6. My Child's application was approved last year. Do I need to fill out another 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 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.
- 8. Will the information I give be checked?** Yes, we may ask you to send written proof.
- 9. If I don't qualify now, may I apply later?** Yes. You may apply at any time during the school year.
- 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: **Ted Blank, 21600 Center Ridge Rd., Rocky River, Ohio 44116 / Phone 440-356-6003.**
- 11. 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.
- 12. 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.
- 13. 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.
- 14. We are in the military, do we include our housing allowance as income?** If you get an off-base housing allowance, it 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.
- 15. My Spouse is deployed to a combat zone. Is her combat pay counted as income?** No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
- 16. My Family needs more help. Are there other programs we might apply for?** To find out how to apply for SNAP or other assistance benefits, contact your local assistance office or call 877-852-0010.

Sincerely,
Carol Eubanks
Food Service Manager

Rocky River Schools...

Globally Competitive • Exceptional Opportunities • Caring Environment • Successful Students

2010-2011 FREE AND REDUCED PRICE SCHOOL MEALS FEDERAL INCOME CHART

Your children may qualify for free or reduced price meals if your household income falls within the limits on this chart.

FEDERAL INCOME CHART			
For School Year 2010-2011			
Household size	Yearly	Monthly	Weekly
1	20,036	1,670	386
2	26,955	2,247	519
3	33,874	2,823	652
4	40,793	3,400	785
5	47,712	3,976	918
6	54,631	4,553	1,051
7	61,550	5,130	1,184
8	68,469	5,706	1,317
Each additional person:	6,919	577	134

* SNAP: Food Assistance Program (formerly the Food Stamp Program)

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 social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a **Food Assistance Program (SNAP, former Food Stamp Program)**, Ohio Works First (OWF) 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.

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 USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.”

INSTRUCTIONS FOR APPLYING 2010-2011

A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU

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

Part 1: List all household members, the school name for each child, and the **10 digit** SNAP (Food Stamp) or OWF case number for any household member (including adults). Ohio Direction Card Numbers **are not** acceptable (these are 16 digits in length). Attach another sheet of paper if you need to.

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Skip this part.

Part 5: Sign and date the form. A Social Security Number is not necessary.

Part 6: Answer this question if you choose to.

IF NO ONE IN YOUR HOUSEHOLD GETS 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, the school name for each child.

Part 2: Check the appropriate box.

Part 3: Skip this part.

Part 4: Complete only if a child in your household isn't eligible under Part 2. See Instruction for All Other Households.

Part 5: Sign and date the form. A Social Security Number is not necessary if you didn't need to fill in part 4.

Part 6: Answer this question if you choose to.

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, if the child has no income, check the box "no income".

Part 2: Skip this part.

Part 3: Check the box and list the child's personal use monthly income, if any. This does not include any funds the Foster Parent(s) receives from the courts for acting as a Foster Parent. This is only the child's personal income (stipend, part-time job, etc.)

Part 4: Skip this part.

Part 5: Sign and date 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 all household members and the school name for each child. For any person, including children, with no income, you must check the "No Income Box". Attach another sheet of paper if you need to.

Part 2: Check the appropriate box, if any.

Part 3: Skip this part.

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

Column 1—Name: List all household members with income. Attach another sheet of paper if you need to.

Column 2—Gross income last month and how often it was received. For each household member list each type of income received for the month. You must tell us how often it was received – 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 each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, and ALL OTHER INCOME SOURCES. 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. For ONLY the self-employed, under *Earnings From Work*, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Housing Privatization Initiative or get combat pay, do not include these allowances as income.

Part 5: An adult household member must sign the form and list his or her Social Security Number (or mark the box if s/he doesn't have one). Include today's date.

Part 6: Answer this question if you choose to.

2010-2011 FREE AND REDUCED PRICE SCHOOL MEALS FAMILY APPLICATION

Part 1. ALL HOUSEHOLD MEMBERS (USE A SEPARATE APPLICATION FOR EACH FOSTER CHILD)

Names of household members (First, Middle Initial, Last)	School Name for Each Child	10-digit Supplemental Nutrition Assistance Program* (SNAP, Food Stamp) or Ohio Works First (OWF) case # for any member of the household. Skip to Part 5 if you list a SNAP* or OWF case #	Check if No Income
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Part 2. If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call Jim Scheer at phone 440-356-6006
 Homeless Migrant Runaway

Part 3. FOSTER CHILD If this application is for a child who is the legal responsibility of a welfare agency or court, check this box and then list the amount of the child's personal use monthly income: \$ _____. Skip to Part 5.

Part 4. TOTAL HOUSEHOLD GROSS INCOME—You must tell us how much and how often

1. NAME (List all household members with income) <i>(Example)</i> <i>Jane Smith</i>	2. GROSS INCOME AND HOW OFTEN IT WAS RECEIVED			
	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	All Other Income
	\$200/weekly _____	\$150/every other week _____	\$100/monthly _____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____

Part 5. SIGNATURE AND SOCIAL SECURITY NUMBER (ADULT MUST SIGN)

An adult household member must sign the application. **If Part 4 is completed, the adult signing the form must also list his or her Social Security Number or mark the "I do not have a Social Security Number" box.** (See Privacy Act Statement on the back of this page.)

I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

Sign here: X _____ Print name: _____ Date: _____
 Address: _____ Phone Number: _____
 Social Security Number: ____ - ____ - _____ I do not have a Social Security Number

Part 6. Children's ethnic and racial identities (optional)

Choose one ethnicity: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino	Choose one or more (regardless of ethnicity): <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or other Pacific Islander
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Don't fill out this 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, Every 2 Weeks, Twice A Month, Month, Year Household size: _____
 Categorical Eligibility: ____ Date Withdrawn: _____ Eligibility: Free__ Reduced__ Denied__ Reason: _____
 Temporary: Free__ Reduced__ Time Period: _____ (expires after ____ days)
 Determining/Approval Official's Signature: _____ Date: _____
 Confirming Official's Signature: _____ Date: _____ Follow-up Official's Signature: _____ Date: _____
 If selected for Verification, Date Verification Notice Sent: _____ Response Date: _____ 2nd Notice Sent: _____ Results Sent: _____
 Verification Result: No Change ____ Free to Reduced Price ____ Free to Paid ____ Reduced Price to Free ____ Reduced Price to Paid ____

Rr Dear Parent/Guardian:

The information you give on your annual Free and Reduced-Price School Milk/Meals Application may be shared with other programs for which your child/children may qualify **if it is determined you qualify for the Free or Reduced-Price Program.** In order to qualify for additional district program cost reductions, such as school fees, we must have permission to share your information.

YES, I DO want school officials to share information from my Free and Reduced-Price School Milk/Meals Application with one or more of the following programs:
★Goldwood Primary School General Fees ★Rocky River Middle School General & Course Fees
★Kensington Intermediate School General Fees ★Rocky River High School General & Course Fees

NO, I DO NOT want information from my Free and Reduced-Price School Milk/Meals application shared with any of the programs listed above.

 ***If you checked NO, stop here. You do not have to complete any more of this form. Your information will not be shared. Please sign at the bottom and RETURN THIS FORM with your Free and Reduced-Price Milk/Meals Application.***

If you checked YES above, please fill out the form below. Your information will be shared only with the programs you check.

_____		_____	
Printed Name of Child		Grade	
<input type="checkbox"/> Goldwood General Fees	<input type="checkbox"/> RR Middle School General and Course Fees		
<input type="checkbox"/> Kensington General Fees	<input type="checkbox"/> RR High School General and Course Fees		

_____		_____	
Printed Name of Child		Grade	
<input type="checkbox"/> Goldwood General Fees	<input type="checkbox"/> RR Middle School General and Course Fees		
<input type="checkbox"/> Kensington General Fees	<input type="checkbox"/> RR High School General and Course Fees		

_____		_____	
Printed Name of Child		Grade	
<input type="checkbox"/> Goldwood General Fees	<input type="checkbox"/> RR Middle School General and Course Fees		
<input type="checkbox"/> Kensington General Fees	<input type="checkbox"/> RR High School General and Course Fees		

_____		_____	
Printed Name of Child		Grade	
<input type="checkbox"/> Goldwood General Fees	<input type="checkbox"/> RR Middle School General and Course Fees		
<input type="checkbox"/> Kensington General Fees	<input type="checkbox"/> RR High School General and Course Fees		

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Address

Return this form with your Free and Reduced-Price School Milk/Meals Application to a school office.
For more information, please contact Greg Markus, Treasurer and CFO, at (440) 356-6000.

Food Service Use Only:

. Program Qualification: Free Reduced
. Date: _____
. Initials: _____

Treasurer's Office Use Only:

. Date Received in Treasurer's Office: _____
. Received By: _____
. Date of Data Entry: _____ Initials: _____