



# Rocky River City School District

1101 Morewood Parkway • Rocky River • Ohio • 44116  
440.356.1362 • [wasserbauer.tina@rrcs.org](mailto:wasserbauer.tina@rrcs.org) • [www.rrcs.org](http://www.rrcs.org)

Tina Wasserbauer MS, RD, LD  
Nutrition Services Specialist

Dear Parent/Guardian:

Rocky River City School District offers milk each school day. Children may buy milk for \$.25. Children who qualify may get free milk at Goldwood Primary School and Kensington Intermediate School.

If you now receive Special Nutrition Assistance Program (SNAP) or Ohio Works First (OWF) for your child, your child can receive free milk. If your total household income is the same or less than the amounts on the Federal Income Chart, your child can receive free milk. A foster child may be eligible to receive free milk regardless of your household income.

- 1. Do I need to fill out an application for each child?** No. Complete the application to apply for free milk. Use one Free Milk 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: T. Wasserbauer, 1101 Morewood Parkway, Rocky River, Ohio 44116/Phone 440.356.1362.**
- 2. Who can get free milk?** All children in households receiving benefits through the Supplemental Nutrition Assistance Program (SNAP) or Ohio Works First (OWF) benefits can get free milk regardless of your income. Also, your children can get free milk if your household's gross income is within the free limits on the Federal Income Guidelines.
- 3. Can foster children get free milk?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free milk. Any foster child in the household is eligible for free milk regardless of income.
- 4. Can homeless, runaway and migrant children get free milk?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free milk. If you have not been told your children will get free milk, please call or email **Jennifer Norman/440.356.6006** to see if they qualify.
- 5. 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.
- 6. I get WIC. Can my child(ren) get free milk?** Children in households participating in WIC may be eligible for free milk. 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. For example, children with a parent or guardian who becomes unemployed may become eligible for free milk if the household income drops below the income limit.
- 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: **Samuel Gifford, 1101 Morewood Parkway, Rocky River, Ohio 44116/Phone 440.356.6003.**
- 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 milk.
- 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) who share income and expenses. You must include yourself and all children who live with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
- 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, 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. 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.
- 14. 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.
- 15. 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 **440.356.1362**  
*Si necesita ayuda, por favor llame al teléfono: 440.356.1362*  
*Si vous voudriez d'aide, contactez nous au numero: 440.356.1362*

Sincerely,  
**Tina Wasserbauer MS, RD, LD**  
Nutrition Services Specialist

Rocky River Schools....

Globally Competitive • Exceptional Opportunities • Caring Environment • Successful Students

# 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 10-digit 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:** Sign the form. The last four digits of a Social Security Number are **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 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 [Jennifer Norman at 440.356.6006](tel:440.356.6006).

**Part 4:** Complete only if a child in your household isn't eligible under Part 3. See Instruction for All Other Households.

**Part 5:** 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 6:** Answer this question if you choose to.

### IF YOU ARE APPLYING 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 school grade level for each child. Check the box indicating the child is a foster child.

**Part 2:** Skip this part.

**Part 3:** Skip this part.

**Part 4:** Skip this part.

**Part 5:** Sign the form. The last four digits of a Social Security Number are **not** necessary.

**Part 6:** Answer this question if you choose to.

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

**Part 1:** List all household members and the name of school 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 SNAP or OWF 10-digit 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 [Jennifer Norman at 440.356.6006](tel:440.356.6006). 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 tell us 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 tell us how often each person got for the month 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, under *Earnings from Work*, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

**Part 5:** Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).

**Part 6:** Answer this question, if you choose.

**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 SNAP or OWF 10-digit 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 [Jennifer Norman at 440.356.6006](mailto:Jennifer.Norman@wv.gov). 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 tell us 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 tell us how often each person got for the month 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, under *Earnings from Work*, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

**Part 5:** An adult household member must sign the form and list the last four digits of his or her Social Security Number (or mark the box if s/he doesn’t have one).

**Part 6:** Answer this question if you choose to.



**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: \_\_\_\_\_

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: \_\_\_\_\_ 2<sup>nd</sup> Notice Sent: \_\_\_\_\_ Results Sent: \_\_\_\_\_

Verification Result: No Change \_\_\_ Free to Reduced Price \_\_\_ Free to Paid \_\_\_ Reduced Price to Free \_\_\_ Reduced Price to Paid \_\_\_

Your children may qualify for free milk if your household income falls at or below the limits on this chart

INCOME ELIGIBILITY GUIDELINES			
Household size	Annual	Monthly	Weekly
1	\$15,171	\$1,265	\$292
2	20,449	1,705	394
3	25,727	2,144	495
4	31,005	2,584	597
5	36,283	3,024	698
6	41,561	3,464	800
7	46,839	3,904	901
8	52,117	4,344	1,003
Each additional person:	+5,278	+440	+102

**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 social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) 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.

While disclosure of the last 4 digits of a social security number is voluntary the National School Lunch Act requires the last 4 digits of a social security number or an indication of "none" for approval of the application.

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at [www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

**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"/> Kensington General Fees	<input type="checkbox"/> RR Middle School General and Course 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"/> Kensington General Fees	<input type="checkbox"/> RR Middle School General and Course 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"/> Kensington General Fees	<input type="checkbox"/> RR Middle School General and Course 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"/> Kensington General Fees	<input type="checkbox"/> RR Middle School General and Course 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.**

<b>Food Service Use Only:</b> . Program Qualification: <input type="checkbox"/> Free <input type="checkbox"/> Reduced . Date: _____ . Initials: _____	<b>Treasurer's Office Use Only:</b> . Date Received in Treasurer's Office: _____ . Received By: _____ . Date of Data Entry: _____      Initials: _____
--	---

# 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



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.