

July 25, 2022

Dear Parent/Guardian,

We are thrilled to be serving your child for the 2022-2023 school year! To kick off the new year, we wanted to share a few things you and your child can look forward to when it comes to mealtime and get an inside look at the new recipes, concepts, and programs we'll be introducing this fall.

Food Kids Love to Eat

Chartwells' team of chefs and dietitians are working to bring even more variety to our menus featuring new recipes with kid-approved foods.

Free and Reduced-Price Meals

Thanks to nationwide waivers for federally funded meal programs, school meals were free to all students through the height of the COVID-19 pandemic. **At this time, these waivers have expired, so schools must return to charging for breakfast and lunch.** Free or reduced-price meals are only available to students who qualify for these benefits, but all students, regardless of family situations are encouraged to dine in the cafeteria together. For the 2022-23 school year, breakfast will cost \$1.95 and lunch will cost \$2.95 for Elementary Schools, \$3.00-\$4.00 for Secondary Schools.

Our goal is to continue to support all students and families by ensuring those who need free meals at school continue to receive them – especially understanding that the pandemic has created new hardships for many families, including those who have never previously relied on school meals. We also understand that many households have not submitted a meal application in two years.

We encourage all families, regardless of income, to complete and submit a short, confidential school meal application prior to the start of the school year to ensure that there are no gaps in meal benefits for students who qualify for free or reduced-price meals. Parents or guardians can download this application online at www.stcharlessd.org or in person at your child's school office. It's an easy and confidential way to ensure your child stays well-nourished at school.

Food Allergies and Special Dietary Needs

We recognize the critical importance of our approach to supporting students and families who manage food allergy issues every day and work closely with the families of students who have food allergies and medical conditions that require a modification to their menu. Our approach involves coordination between parents and guardians, school nurses, school administrators, and food service professionals in the school's/district's food allergy and medical conditions protocol.

If you would like your child to receive meal accommodations for food allergies or a medical condition impacting the diet, please ensure that you submit the required documentation to your child's school and that you receive confirmation from Shirley Derby that documentation has been received and a modification plan is in place.

Programs that Encourage Fun and Discovery

Chartwells continues to inspire healthy eating habits and spark a culinary curiosity to last a lifetime through fun and engaging programs, including:

- **Discovery Kitchen:** Designed to make nutrition education fun and entertaining, Chartwells chefs and dietitians have worked together to create curriculums that get kids cooking, trying new foods, and learning about what they're eating. Each month has a different theme and activities will be adapted for the current meal programs.
- **Mood Boost:** This innovative program helps elementary and middle school students connect what they eat with how they feel. It features recipes and characters that focus on six moods: Smart, Happy, Confident, Alert, Strong and Calm.
- **Student Choice:** Giving middle and high school students a voice in deciding what food concepts are featured and new menu items that will be available, Student Choice brings the latest food trends to school menus.

Inviting Environments & Happy Cafeterias

Students need a place to eat where they can connect with others, recharge, and enjoy a sense of happiness, especially following a year where kids weren't able to always sit and enjoy a meal with their classmates.

Menus, and Nutrition Facts at Your Fingertips

Through Nutrislice, an innovative app, students, parents and faculty have access to school menus, including nutrition information, allergens and photos. Nutrislice can be downloaded for free from the App store (iOS) or Google Play (Android) and is available on desktop and mobile devices. Menus are also available at <https://stcharles.nutrislice.com>

Celebrating Our School Lunch Heroes

As kids advance from grade to grade with new classes and different teachers, the dedicated lunch ladies and men in the school cafeteria are often one of the few constants throughout the academic journey. Whether they're at the ready with a spoon, spatula, or welcoming smile, these school lunch heroes go above and beyond to not only serve foods kids love to eat, but to ensure that students leave the cafeteria happier and healthier than they came in.

We are always looking for talented individuals to join the dining services team with perks including, family friendly schedules, no night or weekend work, hiring incentives, and more. For more information, call Shirley Derby at 636-443-4016.

Through sharing our passion for great tasting food, instilling a desire for food discovery, and most importantly, providing nourishing meals, we're excited to continue serving up happy and healthy to your children in the year ahead.

We love hearing from parents, and your feedback is important to us. Please reach out to our team with any questions or comments. We're looking forward to a great school year!

Thank you,
Shirley Derby, FMP
Director of Dining Services
636-443-4016/314-941-0029
sderby@stcharlessd.org

LETTER TO PARENTS

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **The City of St. Charles School District** offers healthy meals every school day. Breakfast costs **\$1.95**; lunch costs **\$2.95 Elem and \$3.00, \$3.25, \$3.65, and \$4.00 Secondary**. **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 the **Food Stamp Program/Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance/Temporary Assistance for Needy Families (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.

| Household Size | Annually | Monthly | Weekly |
|---------------------------|----------|---------|--------|
| 1 | \$25,142 | \$2,096 | \$484 |
| 2 | 33,874 | 2,823 | 652 |
| 3 | 42,606 | 3,551 | 820 |
| 4 | 51,338 | 4,279 | 988 |
| 5 | 60,070 | 5,006 | 1,156 |
| 6 | 68,802 | 5,734 | 1,324 |
| 7 | 77,534 | 6,462 | 1,492 |
| 8 | 86,266 | 7,189 | 1,659 |
| For each add'l person add | + 8,732 | + 728 | + 168 |

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 **Julie McClard, Homeless Liason** at jmccclard@stcharlessd.org or 636-443-4086 and **Nedra Woolfolk, Migrant Coordinator** at nwoolfolk@stcharlessd.org or 636-443-4029.

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 child's school or City of St. Charles S.D., Chartwells, 400 North 6th Street, St. Charles, MO 63301.** You may also scan and e-mail the completed application to lbayless@stcharlessd.org or fax to 636-443-4001.

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 Leslie Bayless, 400 North 6th Street, St. Charles, MO 63301, 636-443-4016, or lbayless@stcharlessd.org immediately..

5. 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.

6. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.

7. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

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 and reduced price meals 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: SUPERINTENDENT DR. JASON SEFRIT, 400 NORTH 6TH STREET, ST. CHARLES, MO 63301, 636-443-4032.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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 Leslie Bayless, 400 North 6th Street, St. Charles, MO 63301, 636-443-4015/4016 or lbayless@stcharlessd.org to receive a second application.

15. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for the Food Stamp Program/SNAP or other assistance benefits, contact your local assistance office or call 1-855-373-4636.

If you have other questions or need help, call 636-443-4015.

Sincerely,

Shirley Derby, Director of Dining Services

USDA Non-discrimination Statement:

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:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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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 The City of St. Charles 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 Leslie Bayless at 636-443-4015 or lbayless@stcharless.org.

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 any school or grade, regardless of age.

| | | | |
|---|---|---|---|
| <p>List each child's name. Print each child's 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.</p> | <p>Building name/Grade. If child is a student, list building name and grade.</p> | <p>Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are <u>ONLY</u> applying for foster children, after finishing STEP 1, go to STEP 4. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.</p> | <p>Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application.</p> |
|---|---|---|---|

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPPIR?

If anyone in your household (including you) currently participates in one or more of 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 (FDPPIR).

If no one in your household participates in any of the above listed programs:

- Leave **STEP 2** blank and go to **STEP 3**.
- If anyone in your household participates in any of the above listed programs:
 - Write a case number for SNAP, TANF, or FDPPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: State number 1-855-373-4636.
 - Go to **STEP 4**.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?

- Use the charts titled "Sources of Income for Adults" and "Sources of Income for Children," printed on the back side of the application form 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.
 - Gross income is the total income received before taxes
 - 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.

(Information follows on the reverse side.)

Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.

- Mark how often each type of income is received using the check boxes to the right of each field.

3.A. REPORT INCOME EARNED BY CHILDREN

A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your 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.

3.B. REPORT INCOME EARNED BY ADULTS

Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are 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.
 - Infants, Children and students already listed in STEP 1.

List adult household members' names.

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.

Report earnings from work. Report all total gross 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? 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.

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 affects your eligibility for free and reduced price meals.

Report income from pensions/retirement/all other income.

Report all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

Report income from public assistance/child support/alimony. Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.

Provide the last four digits of your Social Security Number. An 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 SSN."

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.

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.

Print and sign your name and write today's date.
Print the name of the adult signing the application and that person signs in the box "Signature of adult."

Mail Completed Form to: 400 North 6th St., St. Charles, MO 63301;
Attention: Food Service

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.

2022-2023 Application for Free and Reduced Price School Meals

Date Received by LEA (LEA use only)

STEP 1 List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

| Child's First Name | MI | Child's Last Name | Building Name | Grade | Homeless, Migrant, Runaway | Foster Child |
|--------------------|----|-------------------|---------------|-------|----------------------------|--------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDIPIR? Circle one: Yes / No
 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) Case Number: _____
 Write only one case number in this space.

STEP 3 Report Income for ALL Household Members (Skip this step if you answered Yes to STEP 2)

A. Child Income
 Sometimes children in the household earn income. Please include the TOTAL gross income earned by all children listed in STEP 1 here.

| Child Income | How often? | | |
|--------------|------------|------------|---------|
| Weekly | Bi-Weekly | 2x Monthly | Monthly |
| | | | |
| | | | |

B. All Adult Household Members (including yourself)
 List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

| Name of Adult Household Members (First and Last) | Earnings from Work | Public Assistance/Child Support/Alimony | Pensions/Retirement/All Other Income | How often? | How often? | | | |
|--|--------------------|---|--------------------------------------|------------|------------|-----------|------------|---------|
| | Weekly | Bi-Weekly | 2x Monthly | Monthly | Weekly | Bi-Weekly | 2x Monthly | Monthly |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Total Household Members (Children and Adults) [] []

Last four digits of Social Security Number (SSN) of primary wage earner or other adult household member. [] [] [] [] X X X X

Check if no SSN

STEP 4 Contact information and adult signature Mail Completed Form to The City of St. Charles S.D., 400 North 6th St., St. Charles, MO 63301, Attn: Food Service

I certify (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 receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Street Address (if available) _____ City _____ State _____ Zip _____
 Apt # _____
 Daytime Phone and Email (optional) _____
 Signature of adult completing the form _____ Today's date _____

DO NOT FILL OUT THIS SECTION. 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 (USE ONLY IF MULTIPLE FREQUENCY)
 Food Stamps/Temporary Assistance Household size: _____ Per: Week Every 2 Weeks Twice a Month Month Year
 Eligibility: Free Reduced Denied Reason: _____ Date withdrawn: _____
 Error Prone Application: Yes No (Optional - See FAQs) Determining Official's Signature: _____ Date Approved/Denied: _____
 Confirming Official's Signature (For verification purposes only): _____ Date: _____

INSTRUCTIONS Sources of Income

| Sources of Income for Children | | Sources of Income for Adults | | |
|---|---|--|---|---|
| Sources of Child Income | Example(s) | Earnings from Work | Public Assistance/ Alimony/Child Support | Pensions / Retirement / All Other Income |
| <ul style="list-style-type: none"> - Earnings from work - Social Security - Disability Payments - Survivor's Benefits | <ul style="list-style-type: none"> - A child has a regular full or part-time job where they earn a salary or wages - 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 - A friend or extended family member regularly gives a child spending money - A child receives regular income from a private pension fund, annuity, or trust | <ul style="list-style-type: none"> - Salary, wages, cash bonuses - Net income from self-employment (farm or business) - 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 | <ul style="list-style-type: none"> - Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government - Alimony payments - Child support payments - Veteran's benefits - Strike benefits | <ul style="list-style-type: none"> - Social Security (including railroad retirement and black lung benefits) - Private pensions or disability benefits - Regular income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household |
| <ul style="list-style-type: none"> - Income from person outside the household - Income from any other source | | | | |

OPTIONAL Children's Racial and Ethnic Identities

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 children's eligibility for free or reduced price meals. If ethnicity/race is not selected, a visual identification will be determined.

Ethnicity (check one): Hispanic or Latino Not Hispanic or Latino
 Race (check one or more): American Indian or Alaskan Native 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 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), 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.

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:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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REQUEST FOR INFORMATION

(Complete one form per family)

Please answer the question below by checking the appropriate box. The following information is a request adopted by the General Assembly in 2010 requiring school districts to determine whether or not all children in a family have health insurance.

Does each child in your family have healthcare insurance?

YES

NO

MO HealthNet (Medicaid) is considered healthcare insurance.

If NO is checked the school district will provide the Does Your Child Need Healthcare Coverage form for the family.

Completion of this form is not a condition of determining meal eligibility. The Free and Reduced Price Meals Family Application will be reviewed regardless of your response to this Request for Information.

Submit this request with your Free and Reduced Price School Meals Family Application or return to your school/school district.

Printed name of parent/guardian: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____