

Dear Anthony Wayne Families:

Children need healthy meals to learn. Anthony Wayne School District offers healthy meals each school day. Breakfast is \$1.75 for all grades; lunch is \$3.25 for grades K-8 and \$3.50 for grades 9-12. Reduced price is \$.40 for breakfast and \$.30 for lunch.

This letter includes an application for free or reduced-price benefits and detailed instructions. Below are some common questions and answers to assist you with the application process.

### Who can receive free or reduced-price 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; children who meet the definition of homeless, runaway, or migrant are eligible for free meals. Also, your child may receive free or reduced-price meals if your household income is within the federal income eligibility guideline limits.

Household Size	Yearly	Monthly	Weekly
1	\$26,973	\$2,248	\$519
2	\$36,482	\$3,041	\$702
3	\$45,991	\$3,833	\$855
4	\$55,500	\$46,25	\$1,068
5	\$65,009	\$5,418	\$1,251
6	\$74,518	\$6,210	\$1,434
7	\$84,027	\$7,003	\$1,161
8	\$93,536	\$7,795	\$1,799
Each Additional Person:	\$9,509	\$793	\$183

I receive Women, Infants and Children (WIC) benefits. Can my child receive free meals? Children in households participating in WIC <u>may</u> be eligible for free or reduced-price meals. Please submit a completed application.

### How do I know if my child qualifies 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 you have children who 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 contact AWLS Homeless Liaison, Kevin Herman at 419-877-5377 or <u>kherman@anthonywayneschools.org</u>.

### 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.

### My child's application was approved last year? Do I need to complete a new application?

Yes. Your child's application is valid only for last year and the very beginning of the new school year. You are required to submit a new application unless you have been notified by the school that your child is already eligible for the new school year.

### Do I need to fill out an application for each child?

No. Please use <u>one</u> free and reduced-price school meal application for <u>all</u> students in your household. We cannot approve an incomplete application. Please submit all required information.

### 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.

# Should I complete an application if I received a letter this school year saying that my children are already approved for free meals?

No, but read this letter carefully and follow the instructions. If any children in your household were missing from the eligibility notification, or you have questions please contact the food service director at 419-877-1229.

### **Can I apply online?**

Yes! You are encouraged to complete an online application. The application requirements are the same. Visit <u>www.PaySchoolsCentral.com</u> to register an account and to learn more about the application process. You may contact the food service director at 419-877-1229 with questions. **Paper applications should be submitted to:** 

Megan Menchaca, *Food Service Director* Anthony Wayne Junior High 6035 Finzel Road Whitehouse, OH 43571

### What if my income is not always the same?

List the amount you usually 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 if you only occasionally work overtime, do not list it.

### What if some household members have no income to report?

Householders may not receive some types of income you are asked to report on the application, o may not receive any income at all. In these instances, please write a 0 in the corresponding field. However, if any

income fields are left empty or blank, they will also be counted as zeroes. Please be careful when leaving income fields blank.

### 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 Privatization Initiative, do not include your housing allowance as income. Any additional combat pay from deployment is also excluded as income.

### 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 that 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 you child(ren)'s meal application to be shared with school officials to determine eligibility for a fee waiver, then select <u>yes</u> in part 5. If you do not wish to have your application shared, then select <u>no</u> for part 5. Answering no to this question will mean your child will <u>not</u> be considered for a fee waiver. Answering this question with a yes or no does not change your child(ren)'s eligibility for free or reduced-price meals.

### If I do not qualify now, may I apply later if my situation changes?

Yes. You may apply at any time during the school year. For example, if a parent/guardian become unemployed and the household drops below the income guideline limits, the children may become eligible.

### Will the information I submit be checked?

Yes. You may also be asked to send in written documentation.

### What if I disagree with the school's decision about my application?

Please contact school officials. You may also request a hearing by calling or writing to the Food Service Director using the contact information supplied above.

### My family needs more help. What other programs are available?

To find out how to apply for the Ohio Supplemental Nutrition Assistance Program (SNAP) or other assistance benefits, contact the local assistance office or call 877-852-0010.

If you have other questions or need help, call: 419-877-1229 Si necesita ayuda, por favor llame al teléfono: 419-877-1229. Si vous voudriez d'aide, contactez nous au numero: 419-877-1229

Sincerely, Megan Menchaca, *Food Service Director* Anthony Wayne Local Schools

# **Anthony Wayne Local Schools**

Food Services Megan Menchaca, Director 6035 Finzel Road, Whitehouse, OH 43571 419-877-1229 | AnthonyWayneSchools.org/FoodServices



- \* Adaptability and Flexibility
- Communication and Collaboration
- \* Critical Thinking
- 🗡 🛛 🖈 Empathy
  - \* Learner's Mindset

# **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 grade level for each child. Part 2: List the 7-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: 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 children'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, 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 Anthony Wayne Local Schools Homeless Liaison, Kevin Herman at kherman@anthonywayneschools.org or 419-877-5377. If not, skip this part. Part 4: Complete only if a child in your household is not 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 did not need to complete 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 children's eligibility for free or reduced-price 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 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 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 Anthony Wayne Local Schools Homeless Liaison, Kevin Herman at kherman@anthonywayneschools.org or 419-877-

#### **Local Schools Homeless Lialson, Kevin Herman** at Knerman@anthonywayneschools.org or 419-877-5377. 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 assistance 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: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if he or she does not have one).

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 children'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 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-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 Anthony Wayne Local Schools Homeless Liaison, Kevin Herman at kherman@anthonywayneschools.org or 419-877-5377. 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 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 assistance 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 he or she does not have one).

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 children's eligibility for free or reduced-price meals.

## 2023-2024 FREE AND REDUCED-PRICE SCHOOL MEALS APPLICATION

Part 1. ALL HOUSEHOLD MEMBERS																	
Names of <u>all</u> household members (First, Middle Initial, Last)	Name of school and grade level for each child/or indicate "NA" if child is not in school. School Grade					Check if a foster child (legal responsibility of welfare agency or court) *If all children listed below are foster children, skip to Part 5 to sign this form.									Check if No Income		
														<u> </u>			
-																	
							Ļ					<u> </u>					
Part 2. BENEFITS: If any member of your h benefits, provide the name and 7-digit case to Part 3. NAME:	number for th	ne p	erso	n wł 7-D	no re NGIT	ceives bene	fits 1BE	anc :R:_	l sk	ip to	Part 5. If no	one	rec	eive	əs th	nese t	enefits, <b>skip</b>
Part 3. If any child you are applying for i Local Schools Homeless Liaison Homeless    Migrant    Runaway	, Kevin He	rm	an a	at k	her	man@antl	hor	ıуw	/ay	nes	chools.org	or 4	419	9-8	77-	5377	,
Part 4. TOTAL HOUSEHOLD GROSS INC box for how often it is received. Record each				ons	;), Li	st all income	on	the	sar	ne li	ne as the pers	ion v	who	) rei	ceiv	es it. I	Check the
1. NAME (List all household members with income)	2. GROSS I	NCO	OME	AN	DH	OW OFTEN		NAS		ECE		T	T	T		1	
	Earnings from work before deductions	Weekly	Every 2 Weeks	Twice Monthly	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	frequ "wee	Other Income (indicate ency, such as ekly" "monthly" 'quarterly" "annually"
(Example) Jane Smith	\$200	Ø				\$150					\$0					g	\$ <u>50.00/</u> uarterly
	\$	$\Box$				\$					\$					\$	/
	\$					\$					\$					\$	1
	\$			m	П	\$					\$			h	П	\$	1
	\$		F			\$	F		F	m	\$	F	一	F	$\overline{\Box}$	\$	
						\$					\$	믐	屵		H	\$	
	\$				Ш	1				-	1		Ľ	<u>ال</u>			
Part 5. SCHOOL INSTRUCTIONAL FEE WAIVER ADULT CONSENT: Your child(ren) may qualify for a waiver of their school instructional fees. Your permission is required to share your meal application information with school officials to determine if your child(ren) qualifies for a fee waiver. Answering this question will not change whether your children will receive free or reduced-price meals. Please check a box: <b>Yes, I agree to have my meal application used to determine if my child(ren) qualifies for a fee waiver</b> . <b>No, I do not agree to have my meal application used to determine if my child(ren) qualifies for a fee waiver</b> . Signature of Parent/Guardian:Date:																	
Part 6. SIGNATURE AND LAST FOUR DIGITS OF 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 the last four digits of 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 receive federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that deliberate misrepresentation																	
of the information may cause my children to lose meal benefits and I may be subject to prosecution under state and federal statutes. Sign here: XDate:Da																	
Address:																	
Last four digits of your Social Security Number: I do not have a Social Security Number																	
Part 7. Children's ethnic and racial 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.																	
Choose one ethnicity:	Choose one	э ог	more	) (re	gard	dless of ethni	icity	):									
Hispanic/Latino       Asian       American Indian or Alaska Native       Black or African American         Not Hispanic/Latino       White       Native Hawaiian or other Pacific Islander																	
							_										

Do not complete thi	s section. Intended	for school use only.	
Annual Income Conversion: Weekly x	: 52, Every 2 Weeks x	26, Twice A Month x 24, Mo	nthly x 12
Total Income: Per: Week, Every 2 Weeks, Twi	ce per Month, Month	, Year Household size:	
Categorical Eligibility: Date Withdrawn: Eligibilit	ty: Free Reduce	d Denied Reason:	
Determining/Approval Official's Signature:		Date:	<u> </u>
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 or reduced-price meals if your household income falls at or below the limits on this chart.

# 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 are not required to provide information, but if information is not provided, the state agency 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 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

INCOME ELIGIBILITY GUIDELINES							
2023-2024							
Household size	Yearly	Monthly	Weekly				
1	\$26,973	\$2,248	\$519				
2	36,482	3,041	702				
3	45,991	3,833	885				
4	55,500	4,625	1,068				
5	65,009	5,418	1,251				
6	74,518	6,210	1,434				
7	84,027	7,003	1,616				
8	93,536	7,795	1,799				
Each Additional Person:	9,509	793	183				

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.

### **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

- 2. fax: (833) 256-1665 or (202) 690-7442; or
- 3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

### **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

## SHARING INFORMATION WITH MEDICAID/Healthy Start, Healthy Families

Dear Parent/Guardian:

If your children receive free or reduced-price school meals, they <u>may</u> also be eligible for 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:		
Child's Name:	School:	
Child's Name:	School:	
Signature of Parent/Guardian:		Date:
Printed Name:	Address:	
For more information, you may call Med	an Menchaca, Food Se	ervice Director, 419-877-

For more information, you may call Megan Menchaca, Food Service Director, 419-877-1229. Return this form to: AWJH 6035 Finzel Rd, Whitehouse, OH 43571 by September 30, 2023.

This institution is an equal opportunity provider.

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

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

And Much More!

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

(Healthy) Consider

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.

Healthy Start & Healthy