

# SATSUMA CITY SCHOOLS CHILD NUTRITION PROGRAM LETTER TO HOUSEHOLD

## FREE AND REDUCED PRICE SCHOOL MEALS APPLICATION

### Dear Parent/Guardian:

The City of Satsuma School System Child Nutrition Program offers healthy meals every school day. Your children may qualify for **free meals** or **for reduced priced meals**. The meal prices are as follows:

<b>Breakfast:</b>	<b>Reduced Price: \$.30</b>	<b>Paid Price: \$1.25</b> (Breakfast served only at REL)
<b>Lunch</b>	<b>Reduced Price: \$.40</b>	<b>Paid Price: \$2.95</b> (Lunch served at both schools)

### How to Apply Online for Free and Reduced Price School Meals School Year 2019-2020

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 Satsuma City Schools. 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 your school's cafeteria manager (Robert E. Lee: 380-8219 or Satsuma High Schools: 380-8213) for assistance or my office at 380-8200.

#### STEP 1: APPLICATION INFORMATION

- A. Enter your household address, city, state, and zip code if the information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals.
- B. Entering your telephone number and email address are optional.
- C. If anyone in your household, including you, participates in SNAP, TANF, or FDPIR, choose this option in the drop down BENEFIT TYPE box. If no one in your household participants in one of these programs, leave NONE in the BENEFIT TYPE box.
- D. If you chose SNAP/TANF/FDPIR in the drop down box, enter your case number in the CASE NUMBER field. You are not required to enter a benefit type. If applicable, please enter your case number even if you did not indicate a benefit type.
- E. Entering the name of the household member who receives the benefits is optional.
- F. Click NEXT STEP.

#### STEP 2: CHILDREN

- A. Enter child's first and last name.
- B. Select 'Yes' or 'No' for STUDENT.
- C. If you selected 'Yes' for STUDENT, select the child's school in the SCHOOL drop down box and the child's grade in the GRADE drop down box. You are not required to enter your child's school or grade in order to receive benefits or submit this application.
- D. If your child is a foster child, check the FOSTER CHILD box.

- E. If you believe your child is homeless, migrant, or runaway, please contact your local school counselor.
- F. Click ADD CHILD and repeat steps until all household children have been entered.
- G. Click NEXT STEP.

### STEP 3: ADULT HOUSEHOLD MEMBERS

- A. Enter adult’s first and last name.
- B. Enter your earnings from work in the EARNINGS FROM WORK field. Refer to the chart below entitled “Sources of Income for Adults”. If you are a self-employed business or farm owner, you will report your net income. This is calculated by subtracting the total operating expenses of your business from its gross receipts of revenue.
- C. Choose how often you receive this income in the FREQUENCY drop down box.
- D. Report your income from pensions, retirement, and/or social security in the PENSIONS, RETIREMENT, SOCIAL SECURITY field. Refer to the chart below entitled “Sources of Income for Adults”.
- E. Choose how often you receive this income in the FREQUENCY drop down box.
- F. Enter your income from public assistance, child support, and/or alimony in the WELFARE, CHILD SUPPORT, ALIMONY field. Refer to the chart titled “Sources of Income for Adults”. Do not report the value of any cash value public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only court-ordered payments should be reported here. Informal but regular payments should be reported as “other” income in the next part.
- G. Choose how often you receive this income in the FREQUENCY drop down box.
- H. Enter all other forms of income in the OTHER field. Refer to the chart titled “Sources of Income for Adults”.
- I. Choose how often you receive this income in the FREQUENCY drop down box.
- J. Click ADD A MEMBER and repeat steps until all household adults have been entered.
- K. Click NEXT STEP.

Sources of Income for Adults		
Earnings from Work	Public Assistance/Alimony/ Child Support	Pensions/Retirement/All Other Income
Salary, wages, cash bonuses <b>Net</b> income from self-employment (farm or business) Strike benefits <b>If you are in the U.S. Military:</b> Basic pay and cash bonuses ( <i>do NOT include combat pay, FSSA or privatized housing allowances</i> ) Allowances for off-base housing, food, and clothing	Unemployment benefits Worker’s compensation Supplemental Security Income (SSI) Cash assistance from State or local government Alimony payments Child support payments Veteran’s benefits	Social Security (including railroad retirement and black lung benefits) Private Pensions or disability Income from trusts or estates Annuities Investment income Earned interest Rental income <i>Regular</i> cash payments from outside household

### STEP 4: CHILD INCOME

Child income is money received from outside your household that is paid directly to your children. Use the chart below to determine if your household has child income to report

- A. Report total gross income earned by all children in Step 2 in the TOTAL CHILD INCOME field. Only count foster children's income if you are applying for them together with the rest of your household. It is optional for the household to list foster children living with them as part of the household.
- B. Check how often this money is received.
- C. If the income field is left blank, it will be counted as zero.
- D. Click NEXT STEP.

Sources of Income for Children	
Sources of Child Income	Example(s)
Earnings from work	A child has a job where they earn a salary or wages.
Social Security: Disability Payments Survivor's Benefits	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.
Income from persons <i>outside</i> the household	A friend or extended family member <i>regularly</i> gives a child spending money.
Income from any other source	A child receives income from a private pension fund, annuity, or trust.

### STEP 5: ELECTRONIC SIGNATURE

- A. Enter the last four digits of your Social Security Number.
- B. If no adult household members have a Social Security Number, check the I HAVE NO SSN box.
- C. Enter the total number of infants, children, school students, and adults living in your household in the field provided. This number **MUST** be equal to the number of household members listed in STEP 2 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 determines your income cutoff for free and reduced price meals.
- D. Choose your name in the SIGNED BY drop down box.
- E. Type your full name in the FULL NAME field.
- F. Click NEXT STEP.

### STEP 6: REVIEW AND SUBMIT

- A. Review your information
- B. Click Edit or Delete to modify any information that is incorrect.
- C. When all your information is correct, type the CODE FROM THE IMAGE in the field provided.
- D. Click SUBMIT.

Shown below are some common questions and answers that may assist you in completing the application. **If you need assistance regarding the application and/or eligibility of your child, please contact your schools' cafeteria manager for assistance. (Robert E. Lee: 380-8219; Satsuma High School: 380-8213.) You may contact me at the Central Office as well: 251-380-**

**8200.** Si necesita ayuda, por favor llame al teléfono: 380-8219; 380-8213. Si vous voudriez d'aide, contactez nous au numero: **380-8219; 380-8213.**

Sincerely,

*Crystal Sealey*

Crystal Sealey

Child Nutrition Director

## FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

### 1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- a. All children in households receiving benefits from **SNAP, the Food Distribution Program on Indian Reservations (FDPIR)** or State **TANF**, are eligible for free meals.
- b. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- c. Children participating in their school's Head Start program are eligible for free meals.
- d. Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- e. 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.

**INCOME ELIGIBILITY GUIDELINES 2019-2020**

HOUSEHOLD SIZE	ELIGIBILITY SCALE FOR FREE MEALS/MILK				HOUSEHOLD SIZE	ELIGIBILITY SCALE FOR REDUCED-PRICE MEALS/MILK			
	PER YEAR	PER MONTH	EVERY TWO WEEKS	PER WEEK		PER YEAR	PER MONTH	EVERY TWO WEEKS	PER WEEK
1	16,237	1,354	625	313	1	23,107	1,926	889	445
2	21,983	1,832	846	423	2	31,284	2,607	1,204	602
3	27,729	2,311	1,067	534	3	39,461	3,289	1,518	759
4	33,475	2,790	1,288	644	4	47,638	3,970	1,833	917
5	39,221	3,269	1,509	755	5	55,815	4,652	2,147	1,074
6	44,967	3,748	1,730	865	6	63,992	5,333	2,462	1,231
7	50,713	4,227	1,951	976	7	72,169	6,015	2,776	1,388
8	56,459	4,705	2,172	1,086	8	80,346	6,696	3,091	1,546
<b>FOR EACH ADDITIONAL FAMILY MEMBER</b>					<b>FOR EACH ADDITIONAL FAMILY MEMBER</b>				
ADD	+5,746	+479	+221	+111	ADD	+8,177	+682	+315	+158

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 Mr. Steve Cochran [scochran@satsumacityschools.com](mailto:scochran@satsumacityschools.com), 251-380-8200 (**homeless liaison**).
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: CNP Manager of your child's school.*

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 one of the above contact names immediately.

5. CAN I APPLY ONLINE?

  X Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit EZMealApp.com or **satsumaschools.com** to begin or to learn more about the online application process. Contact Christie White, Jackie Kiper or Crystal Sealey if you have any questions about the online application.

6. 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, through 9-19-19. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. 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.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
9. 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.
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: **Dr. Bart Reeves, 220 BAKER RD., SATSUMA, AL 36572** , [breeves@satsumaschools.com](mailto:breeves@satsumaschools.com), 251 - 380 - 8200 .
11. 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.
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. 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.
14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it 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.
15. 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 the Managers or our office to receive a second application.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **State SNAP** or other assistance benefits, contact your local assistance office or call **State hotline number 1-334-242-1310**.

If you have other questions or need help, call THE MANAGERS LISTED ABOVE OR MY OFFICE AT 251 - 380 - 8200 .

Sincerely,

*Crystal Sealey*, Child Nutrition Director

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.

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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](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:

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

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