



Auxiliary Services Division Child Nutrition Department

FORT BEND INDEPENDENT SCHOOL DISTRICT
NATIONAL SCHOOL LUNCH / BREAKFAST PROGRAM
SCHOOL YEAR 2010-2011

Dear Parent/Guardian:

Children need healthy meals to learn. **Fort Bend I.S.D.** offers healthy meals every school day. Breakfast costs **\$1.25** lunch costs **\$1.75 - elementary; \$2.00 - secondary**. Your children may qualify for free meals or for reduced-price meals. Reduced price is **30¢** for breakfast and **40¢** for lunch.

1. Do I need to fill out an application for each child? No. Complete one application to apply for free or reduced-price meals. Use one Free and Reduced-Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. **Return the completed application to:**

Fort Bend I.S.D. Child Nutrition Department, 555 Julie Rivers Drive, Sugar Land, TX 77478

2. Who can get free meals? Children in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamp Program) or TANF can get free meals regardless of your income. Your benefit letter from the Texas Health and Human Services Commission (HHSC) is your documentation for free meals. If you have not already received a letter from your school stating that your household is eligible for free meals, you may take your HHSC benefit letter to your child nutrition office to be certified for free meals. If a member of your household is directly certified due to receiving SNAP or TANF benefits, all members of your household are eligible for free meals. Call **(281) 634-1855** if you have questions.

3. Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced-price meals? In most cases no, however read the letter you got carefully and follow the instructions. Call **(281) 634-1855** if you have questions or a member of your household is not listed on the letter. If your household does not receive SNAP or TANF, your children may still be eligible to receive free meals if your household income is less than the amounts listed on the federal Income Eligibility Guidelines. Please complete the application and submit it to your child nutrition office. Head Start students and most foster children may also qualify for free meals.

4. Can homeless, runaway and migrant children get free meals? Yes. If you have not been notified of free status under these categories, please call **Special Programs (281) 634-1357** to see if your child(ren) qualify.

5. Who can get reduced price meals? Your children can get low cost meals if your household income is within the reduced-price limits on the Federal Income Chart.

6. I get WIC. Can my child(ren) get free meals? Children in households participating in WIC may be eligible for free or reduced-price meals. Please fill out an application.

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 if your household size goes up, income goes down, or if you start getting SNAP, TANF or other benefits.

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:

Gail McIntire-Stotler, P.O. Box 1004, Sugar Land, TX 77478-1004, phone number (281) 634-1855

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 or reduced-price meals.

11. Who should I include as members of my household? You must include yourself and all people living in your household, related or not (such as children, grandparents, other relatives or friends).

12. What if my income is not always the same? List the amount that you normally receive. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime pay, include that amount as income. If you do not normally get overtime pay, do not include it as income.

13. We are in the military; do we include our housing allowance as income? If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income.

If you have other questions or need help, call **(281) 634-1855** *Si necesita ayuda, por favor llame al teléfono: (281) 634-1855.*

Sincerely,

Gail McIntire-Stotler

Gail McIntire-Stotler, Director

Instructions for Applying – 2010-11

Use a separate application for each foster child. List other children together.

If you are applying for a FOSTER CHILD, follow these instructions:

- Part 1:** List the child's name, school and grade.
- Part 2:** List the child's personal use monthly income, if any.
- Part 3:** Skip this part.
- Part 4:** Sign the form. A Social Security Number is not necessary.

If your household receives Supplemental Nutrition Assistance Program (SNAP) Or Temporary Assistance For Needy Families (TANF), follow these instructions:

- Part 1:** List each child's name, school, grade and EDG# (Eligibility Group Number) for SNAP (formerly Food Stamp Program) or TANF.
- Part 2:** Skip this part.
- Part 3:** Skip this part.
- Part 4:** Sign the form. A Social Security Number is not necessary.

ALL OTHER HOUSEHOLDS, follow these instructions:

- Part 1:** List each child's name, school and grade. **Optional (Social Security Number, Student I.D. or Date of Birth)**
- Part 2:** Skip this part.
- Part 3:** Follow these instructions to report last month's household income.
 - Column 1 — Name:** List the last, first and middle initial of **each** person living in your household, related or not (such as grandparents, other relatives or friends). You must include yourself and all children. Attach another sheet of paper if needed.
 - Column 2 — Income and how often it is received:** For each person who receives income, write the amount received and how often it is received — weekly (W), every 2 weeks (E), twice a month (T) or monthly (M).
Employment Income: List the **gross income** for each person. It is not the same as take-home pay. **Gross income is the amount earned before taxes and deductions.** It should be listed on your pay stub or your boss can tell you. Next to the amount, write how often you receive it — weekly (W), every 2 weeks (E), twice a month (T) or monthly (M).
Other Income: List the amount each person receives from **all other sources.** Include welfare, child support, alimony, pensions, retirement, Social Security, Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household and ANY OTHER INCOME. Report net income for self-owned business, farm or rental income. Next to the amount, write how often the person receives it.
 - Column 3 — Check if no income:** If the person does not have any income, check the box.
- Part 4:** An adult household member must sign the form and list his or her Social Security Number or mark the box if he or she doesn't have one.

Privacy Act Statement: This explains how we will use the information you give us.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a 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.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Multi-Child Free and Reduced-Price School Meals Application for 2010-11

Fort Bend Independent School District

Part 1. Children in School *(Use a separate application for each foster child.)*

| Names of all children in school <u>at FBISD</u> (Last, First, Middle Initial) | School Name | Student I.D., Social Security # or Date of Birth (OPTIONAL) | Grade | Eligibility Group # for SNAP or TANF (if any) |
|--|-------------|--|-------|--|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |

If you listed Eligibility Group # for SNAP/TANF, skip to Part 4.

Part 2. Foster Child

If this application is for a child who is the legal responsibility of a welfare agency or court, check box and list the amount of the child's personal use monthly income: \$ _____. Skip to Part 4.

Part 3. Household Members and Gross Income From Last Month *(List each person in the household. For each person who receives income, write the amount received and how often it is received.)*

| 1. Name. (List everyone in household.) Please include Children from Part 1 | 2. Income and how often it is received. Weekly (W), Every 2 Weeks (E), Twice a Month (T), Monthly (M). | | | | 3. Check if NO Income. |
|---|---|---------------------------------------|---|-------|------------------------------|
| | Earnings from work before deductions | Welfare, child support, alimony | Pensions, retirement, Social Security | Other | |
| Example: Smith, Jane B. | \$200/E | \$50/M | | | √ |
| 1. | | | | | <input type="checkbox"/> |
| 2. | | | | | <input type="checkbox"/> |
| 3. | | | | | <input type="checkbox"/> |
| 4. | | | | | <input type="checkbox"/> |
| 5. | | | | | <input type="checkbox"/> |
| 6. | | | | | <input type="checkbox"/> |
| 7. | | | | | <input type="checkbox"/> |
| 8. | | | | | <input type="checkbox"/> |
| 9. | | | | | <input type="checkbox"/> |

Part 4. Signature and Social Security Number *(Adult must sign.)*

An adult household member must sign the application. If Part 3 is completed, the adult signing the form must also list his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the "Instructions for Applying" page.)

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

Sign here: _____ Date: _____

Social Security Number: _____ - _____ - _____ I do not have a Social Security Number.

Printed Name: _____ Home Phone: _____ Work Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Do not fill out this part. For school use only.

Multiple income frequencies must be converted to annual amounts and combined to determine household income. Do not convert if only one income frequency is provided by the household. If converting income to annual, round only the final number.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12

Household Income: _____ Household Size: _____ SNAP/TANF: _____ Date Withdrawn: _____

Eligibility: Free: _____ Reduced: _____ Denied: _____ Reason: _____

Temporary: Free: _____ Time Period: _____ (expires after _____ days)

Reviewing Official's Signature: _____ Date: _____

Confirming Official's Signature: _____ Follow-up Official's Signature: _____ Date: _____

Multi-Child Free and Reduced-Price School Meals Application for 2010-11 – continuation sheet

| Part 1. Children in School – continuation sheet | | | | |
|--|-------------|--|-------|---|
| Names of all children in school <i>at FBISD</i> (Last, First, Middle Initial) | School Name | Student I.D., Social Security # or Date of Birth (OPTIONAL) | Grade | Eligibility Group # for SNAP or TANF (if any) |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| 11. | | | | |
| 12. | | | | |
| 13. | | | | |
| 14. | | | | |
| 15. | | | | |

Part 3. Household Members and Gross Income From Last Month (List each person in the household. For each person who receives income, write the amount received and how often it is received.)

| 1. Name. (List everyone in household.) Please include Children from Part 1 | 2. Income and how often it is received. Weekly (W), Every 2 Weeks (E), Twice a Month (T), Monthly (M). | | | | 3. Check if NO Income. |
|---|---|---------------------------------------|---|-------|------------------------------|
| | Earnings from work before deductions | Welfare, child support, alimony | Pensions, retirement, Social Security | Other | |
| | | | | | √ |
| 10. | | | | | <input type="checkbox"/> |
| 11. | | | | | <input type="checkbox"/> |
| 12. | | | | | <input type="checkbox"/> |
| 13. | | | | | <input type="checkbox"/> |
| 14. | | | | | <input type="checkbox"/> |
| 15. | | | | | <input type="checkbox"/> |
| 16. | | | | | <input type="checkbox"/> |
| 17. | | | | | <input type="checkbox"/> |
| 18. | | | | | <input type="checkbox"/> |
| 19. | | | | | <input type="checkbox"/> |
| 20. | | | | | <input type="checkbox"/> |
| 21. | | | | | <input type="checkbox"/> |

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Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.