

# KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT



Dear Parent/Guardian:

Children need healthy meals to learn. **Ketchikan Gateway Borough School District** offers healthy meals every school day. Breakfast costs **\$1.50**; lunch costs \$3.00 for grades P-8, \$3.25 for 9-12. 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. *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. Mail the completed application to: **333 Schoenbar Road, Ketchikan, AK, 99901. Or at your student's school.**
2. **Who can get free meals?** All children in households receiving benefits from **State SNAP, the Food Distribution Program on Indian Reservations** or **State TANF**, can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.
3. **Can foster children get free meals?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.
4. **Can homeless, runaway, and migrant children get free meals?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail **school, homeless liaison or migrant coordinator information** to see if they 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 Eligibility Income Chart, shown on this application.
6. **Should I fill out an application if I received a letter this school year saying my children are approved for free meals?** Please read the letter you got carefully and follow the instructions. Call the District Office at **907-247-2116** if you have questions.
7. **My child's application was approved last year. Do I need to fill out another one?** Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
8. **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.
9. **Will the information I give be checked?** Yes and we may also ask you to send written proof.

10. **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.
11. **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: **the Superintendent, 907-247-2109.**
12. **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 U.S. citizens to qualify for free or reduced price meals.
13. **Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
14. **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.
15. **We are in the military. Do we include our housing allowance as income?** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
16. **My spouse is deployed to a combat zone. Is the combat pay counted as income?** No, if the combat pay is received in addition to basic pay because of deployment and it wasn't received before deployment; combat pay is not counted as income. Contact your school for more information.
17. **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 **1-800-478-3537.**

If you have other questions or need help, call **907-247-2116.**

*Si necesita ayuda, por favor llame al teléfono: 907-247-2116.*

*Si vous voudriez d'aide, contactez nous au numéro: 907-247-2116.*

Sincerely,

**Matthew Groves**  
**Business Manager**  
**School Lunch Coordinator**

**Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.**

**FREE MEALS**

**REDUCED PRICED MEALS**

| <b>Family Size</b>                | <b>Yearly</b> | <b>Monthly</b> | <b>Weekly</b> | <b>Yearly</b> | <b>Monthly</b> | <b>Weekly</b> |
|-----------------------------------|---------------|----------------|---------------|---------------|----------------|---------------|
| <b>1</b>                          | 17,680        | 1,474          | 340           | 25,160        | 2,097          | 484           |
| <b>2</b>                          | 23,894        | 1,992          | 460           | 34,003        | 2,834          | 654           |
| <b>3</b>                          | 30,108        | 2,509          | 579           | 42,846        | 3,571          | 824           |
| <b>4</b>                          | 36,322        | 3,027          | 699           | 51,689        | 4,308          | 995           |
| <b>5</b>                          | 42,536        | 3,545          | 818           | 60,532        | 5,045          | 1,165         |
| <b>6</b>                          | 48,750        | 4,063          | 938           | 69,375        | 5,782          | 1,335         |
| <b>7</b>                          | 54,964        | 4,581          | 1,057         | 78,218        | 6,519          | 1,505         |
| <b>8</b>                          | 61,178        | 5,099          | 1,177         | 87,061        | 7,256          | 1,675         |
| <b>For each additional person</b> | 6,214         | 518            | 120           | 8,843         | 737            | 171           |

# Instructions for Applying for Free and Reduced Price School Meals

*A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU.*

**If your household receives benefits from food stamps/state SNAP or State TANF or FDPIR Follow these instructions:**

**Part 1:** List all members in the household and the name of school for each child.

**Part 2:** List the case number for any household member (including adults) receiving **State SNAP** or **State TANF** or **FDPIR** benefits.

**Part 3:** Skip this part.

**Part 4:** Skip this part.

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

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

**If no one in your household gets food stamps/state SNAP or state TANF benefits and if any child in your household is homeless, a migrant or runaway, follow these instructions:**

**Part 1:** List all members in the household and the name of school 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 **your school, homeless liaison, migrant coordinator**.

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

**Part 5:** Sign the form. The **last four digits** of a Social Security Number are not necessary if you didn't need to fill in Part 4.

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

**If you are applying for a foster child, follow these instructions:**

**If all members in the household are foster children:**

**Part 1:** List all foster children and the school name for each child. Check the box indicating the child is a foster child.

**Part 2:** Skip this part.

**Part 3:** Skip this part.

**Part 4:** Skip this part.

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

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

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

**Part 1:** List all members in the household and the name of school for each child. Check the box if the child is a foster child. Include PFD information.

**Part 2:** If the household does not have a 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 **your school, homeless liaison, migrant coordinator**. 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. Check the box for each household member that has been approved for and will receive a PFD this year and/or next year.
- **Box 2 —Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month or monthly. For earnings, be sure to list the **gross income**, not the take-home pay. Gross income is the amount earned *before* taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under *All Other Income*, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For **ONLY** the self-employed, under *Earnings from Work*, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income. **Part 5:** Adult household member must sign the form and list the **last four digits** of their Social Security Number (or mark the box if s/he doesn't have one).

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

**All other households, including WIC households, follow these instructions:**

**Part 1:** List all members in the household and the name of school for each child.

**Part 2:** If the household does not have a 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 **your school, homeless liaison, migrant coordinator**. 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. Be sure to mark the boxes for *PFD's*
- **Box 2 –Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month or monthly. For earnings, be sure to list the **gross income**, not the take-home pay. Gross income is the amount earned *before* taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran’s benefits (VA benefits), and disability benefits. Under *All Other Income*, list Worker’s Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For **ONLY** the self-employed, under *Earnings from Work*, report income after expenses. This is for your business, farm, or rental property. Do not include income from SNAP, FDPIR, WIC or Federal education benefits. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

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

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

## 2011-2012 Free and Reduced Price School Meal Family Application

**PART 1. All Household members**

*\*If ALL children listed below are foster children, complete Part 1, then skip to Part 5 to sign this form.*

| Names of ALL household members<br>(First, Middle Initial, Last) | School Name for Each Child | Grade | Foster Child | Check if approved for PFD in 2010 | Check if approved for PFD in 2011 |
|---|----------------------------|-------|--------------|-----------------------------------|-----------------------------------|
|   |                            |       |              | <input type="checkbox"/>          | <input type="checkbox"/>          |
|   |                            |       |              | <input type="checkbox"/>          | <input type="checkbox"/>          |
|   |                            |       |              | <input type="checkbox"/>          | <input type="checkbox"/>          |
|   |                            |       |              | <input type="checkbox"/>          | <input type="checkbox"/>          |
|   |                            |       |              | <input type="checkbox"/>          | <input type="checkbox"/>          |
|   |                            |       |              | <input type="checkbox"/>          | <input type="checkbox"/>          |

**PART 2. Benefits**

If any member of your household receives **State SNAP, FDPIR or State TANF**, provide the name and case number for the person who receives benefits and **skip to Part 5. If NO ONE receives these benefits, skip to Part 3.**

Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

**PART 3.** If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call **Phone number of your school, homeless liaison and migrant coordinator.** homeless  migrant  runaway

**PART 4. Total Household Gross Income. You must tell us how much and how often.**

| Name (List ALL Adults and children in the household with income.) | Gross income how often it was received ( Annual; Weekly; Every 2 Weeks; Twice A Month or Monthly) |                                       |                                       |                               |
|---|---|---------------------------------------|---------------------------------------|-------------------------------|
|   | Earnings from Work before deductions  | Welfare, Child support, Alimony       | Pensions, Retirement, Social Security | All Other Income              |
| <i>EXAMPLE - Jane Smith</i>                                       | <i><u>\$199.99/ Weekly</u></i>  | <i><u>\$149.99/ Every 2 weeks</u></i> | <i><u>\$99.99 / Monthly</u></i>       | <i><u>\$2,500/ Annual</u></i> |
|   | \$ ____/____  | \$ ____/____                          | \$ ____/____                          | \$ ____/____                  |
|   | \$ ____/____  | \$ ____/____                          | \$ ____/____                          | \$ ____/____                  |
|   | \$ ____/____  | \$ ____/____                          | \$ ____/____                          | \$ ____/____                  |
|   | \$ ____/____  | \$ ____/____                          | \$ ____/____                          | \$ ____/____                  |
|   | \$ ____/____  | \$ ____/____                          | \$ ____/____                          | \$ ____/____                  |

**PART 5. Signature and Last four digits of SSN (An adult household member must sign the application.)**

If Part 4 is completed, the adult signing the form also must list the last four digits of their 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 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: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Last four digits of Social Security Number: \* \* \* \_ \* \* \_ \_ \_ \_  I do not have a Social Security Number

**PART 6. Children's Ethnic and Racial Identities (Optional)**

|  |  |
|--|--|
| <b>Choose one ethnicity:</b><br><input type="checkbox"/> Hispanic/Latino<br><input type="checkbox"/> Not Hispanic/Latino | <b>Choose one or more (regardless of ethnicity):</b><br><input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American<br><input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or other Pacific Islander |
|--|--|

The most recent Eligibility Chart may be viewed at:  
[www.fns.usda.gov/cnd/Governance/notices/iegs/IEGs.htm](http://www.fns.usda.gov/cnd/Governance/notices/iegs/IEGs.htm)

### School Use Only

*Write the total number of household members in the boxes below who qualify for PFD. Write 0 if none qualify*

Total household members receiving PFDs \_\_\_\_\_ x \$1,281.00 = \_\_\_\_\_ ( 2010)

Applications received **after 1/1/12**- Household members receiving PFDs \_\_\_\_\_ x \$ \_\_\_\_\_ = \_\_\_\_\_ ( 2011)

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

Sub Total Income: \_\_\_\_\_ Household size: \_\_\_\_\_

PFD income: \_\_\_\_\_ TOTAL Income: \_\_\_\_\_

Categorical Eligibility: \_\_\_ (Free)

Income Eligibility: Free\_\_\_ Reduced\_\_\_ Denied\_\_\_ Reason: \_\_\_\_\_

Temporary Approval (*not to exceed 45 days from approval date.*): Date Approved : \_\_\_\_\_ Free\_\_\_ Reduced\_\_\_

Expires on \_\_\_\_\_. (*Must supply income information at this time or change to full pay.*)

Determining Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Confirming Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Follow-up Official's Signature (appeal): \_\_\_\_\_ Date: \_\_\_\_\_

*For more information about calculating household income see the **Eligibility Guidance Manual for School Meals***

**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."