

Dear Parent or Guardian:

Children need healthy meals to learn. Pitt County Schools serve nutritious meals every school day. After school snacks are provided in some qualifying schools. Breakfast costs \$1.00; lunch costs \$2.25. Your children may qualify for free meals or for reduced price meals. Reduced price is \$.30 for breakfast and \$.40 for lunch. "All meals served must meet patterns established by the U. S. Department of Agriculture. However, if a child has been determined by a doctor to be disabled and the disability would prevent the child from eating the regular school meal, the school will make accommodations based on a physician's diet order. If you believe your child needs substitutions because of a disability, please get in touch with us for further information."

- 1. Do I need to fill out an application for each child?** No. Complete the 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 or it will be returned to you. Return the completed application to: **Pitt County Child Nutrition Office, 1717 West 5<sup>th</sup> Street, Greenville, NC 27834** Call **252-830-4226** if you have questions.
- 2. Who can get free meals?** Children in households receiving Food and Nutrition Services (FNS, formerly Food Stamps) benefits, or getting TANF automatically qualify for free meals. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income 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?** Please call Dr. Pokie Nolan at **830-4237** to see if your child(ren) qualify, if you have not been informed that they will get free meals.
- 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.
- 6. 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?** Please read the letter you get carefully and follow the instructions. Call **830-4226** 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, we may 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 if your household size goes up, income goes down, or if you start receiving Food and Nutrition Services (formerly know as Food Stamps) or getting TANF or other benefits. If you lose your job, your children may be able to get free or reduced price meals.
- 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: **Michael Cowin, 1717 West 5<sup>th</sup> Street, Greenville, NC 27834, 830-4248.**
- 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 a U.S. citizen 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 who live with you. If you live with other people who are economically independent (for example, people who do not support, who do not share income with you or your children, and who pay a prorated share of expenses), do not include them.
- 14. What if my income is not always the same?** List the amount that you normally get. 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, include it, but not if you get it only sometimes.
- 15. 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 allowance as income. All other allowances must be included in your gross income.
- 16. My spouse is deployed to a combat zone, is her combat pay counted as income?** No if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income.
- 17. My family needs more help. Are there other programs we might apply for?** To find out how to apply for Food and Nutrition Services, formerly known as the Food Stamp Program or other assistance benefits, contact your local assistance office or call The Careline phone number (1-800-662-7030).

Sincerely yours,

**Leann Seelman**  
**Director Child Nutrition**  
**Pitt County Schools**

**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 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 Food and Nutrition Services (FNS, formerly known as the Food Stamp Program), 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 to *USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

FEDERAL INCOME CHART					
Effective For School Year July 1, 2012-June 30, 2013					
Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	20,665	1,723	862	795	398
2	27,991	2,333	1,167	1,077	539
3	35,317	2,944	1,472	1,359	680
4	42,643	3,554	1,777	1,641	821
5	49,969	4,165	2,083	1,922	961
6	57,295	4,775	2,388	2,204	1,102
7	64,621	5,386	2,693	2,486	1,243
8	71,947	5,996	2,998	2,768	1,384
Each additional person:	7,326	611	306	282	141

## APPLICATION INSTRUCTIONS

To apply for free and reduced price meals, complete the application using the instructions below, sign your name and return the application to:

**1717 West Fifth Street, Greenville, North Carolina 27834**

**CONFIDENTIALITY:** The information you provide will be treated confidentially and will be used only for eligibility determination and verification of data.

**STUDENT INFORMATION:** Write the **names(s), grade(s) and school(s)** of all your children who go to school in this district.

### FOOD AND NUTRITION SERVICES (FORMERLY FOOD STAMPS) OR TANF RECIPIENTS:

- CASE NUMBER:** Write your Food Nutrition Services CASE NUMBER or TANF Case Number in the column provided by one child's name. **EBT CARD NUMBERS ARE NOT ACCEPTABLE.**
- NAMES:** If you do not get benefits from Food Nutrition Services or TANF for all your children, write the names of the children for whom you do **NOT** get these benefits and complete the income section for them.
- SIGNATURE:** An adult household member must sign the application. The adult signing the form must also list his or her last four digits of their Social Security Number or mark "I do not have a Social Security Number" Box. (See Privacy Act Statement on back of application)

**ALL OTHER HOUSEHOLDS/WIC:** IF YOU DID NOT GIVE A FOOD AND NUTRITION SERVICES NUMBER/TANF CASE NUMBER FOR ALL YOUR CHILDREN, COMPLETE THE FOLLOWING:

- HOUSEHOLD NAMES:** Write the names of everyone in your household whether they get income or not. Include yourself and the children listed above, your spouse, all other children, grandparents, other relatives and unrelated people in your household. Use a separate sheet of paper if you do not have enough space.
- CURRENT INCOME:** Write the amount of income each person now gets on the same line as their name, how often the person gets it (such as weekly, every two weeks, twice a month or monthly) and where it comes from, such as Earnings, Welfare, Pensions or Other. Income is all money before taxes or anything else is taken out. If the amount received most recently is higher or lower than usual, write instead that person's usual income.
- SOCIAL SECURITY NUMBER:** Write the name and last four digits of the social security number of the household family member or the parent/guardian who is the primary wage earner or the adult household member who signs the form. Write the word "none" or check the appropriate box if neither adult household member has a social security number. Social Security numbers are optional for all other household members.
- SIGNATURE:** An adult household member must sign the application. The adult signing the form must also list his or her last four digits of their Social Security Number or mark "I do not have a Social Security Number" Box. (See Privacy Act Statement on back of application)

**FOSTER CHILD:** A FOSTER CHILD who is the legal responsibility of the welfare agency or court may get meals regardless of your household income. Complete the family application including the foster child and put a checkmark ( ✓ ) in the box indicating that the child is a foster child. List all other children in the household and complete the income section for the household.

- INCOME:** Write the total household income and how often it is received (such as weekly, every two weeks, twice a month or monthly). Check the no income for all those that apply.
- SIGNATURE:** An adult household member must sign the application and list the last four digits of their Social Security Number or mark "I do not have a Social Security Number" Box. (See Privacy Act Statement on back of application)

**MIGRANT / HOMELESS OR RUNAWAY:** Check the appropriate box and contact Cassandra Campbell at 830-3578.

Fill out application by following instructions for ALL OTHER HOUSEHOLDS.

## INCOME TO REPORT

**Military:** If you are part of the Military Housing Privatization Initiative or get Combat pay, do not include these allowances as income. All other allowances must be included in your gross income.

### Earnings from work:

Wages/Salaries/Tips  
Strike Benefits  
Unemployment Compensation  
Workman's Compensation  
Net income from self-owned business or farm

### Pensions/Retirement/Social Security:

Pensions  
Retirement Income  
Social Security  
Veteran Payments  
Supplemental Security Income

### Other Income

Earnings from second job  
Disability Benefits  
Interest/Dividends  
Cash Withdrawn from Savings  
Income from Estates/Trusts and Investments  
Regular contributions from persons not living in the household  
Royalties/Annuities/Rental income  
Any other monies that may be available to pay for the child's meals.  
Saved Pay" or FSSA for Armed Forces families

### Welfare/Child Support/Alimony

Public assistance payments  
Welfare payments  
Alimony payments  
Child support payments

