

Delta County School District 50J

Free and Reduced Price School Meals – Information Letter to Households

Dear Parent/Guardian:

Children need healthy meals to learn. Delta County School District offers healthy meals every school day. Breakfast costs PK-5<sup>th</sup> \$1.55, 6<sup>th</sup>-12<sup>th</sup> \$1.75 and lunch costs PK-5<sup>th</sup> \$2.85, 6<sup>th</sup>-8<sup>th</sup> \$2.95 and 9<sup>th</sup>-12<sup>th</sup> \$3.05. **Your children may qualify for free or reduced price school meals.** Students in all grades that qualify for free or reduced price meals will receive breakfast at no charge. Students in preschool through 8th grade who qualify for reduced meals will also receive lunch at no charge. Reduced price lunch is \$.40 for students grades 9-12.

This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. You can also find applications **at the office of each school** or apply online at **deltaschools.com**.

Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- a. All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance for Needy Family (TANF/Colorado Works – Basic Cash Assistance or State Diversion), 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. Foster children may be added as a household member of the foster family if the foster family chooses to apply. Including foster children as household members may help other children qualify for benefits. If the foster family is not eligible, it does not prevent a foster child from receiving benefits.
- c. Children who qualify for their districts 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.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2018 – 2019			
Household size	Yearly	Monthly	Weekly
1	\$22,459	\$1,872	\$432
2	\$30,451	\$2,538	\$586
3	\$38,443	\$3,204	\$740
4	\$46,435	\$3,870	\$893
5	\$54,427	\$4,536	\$1,047
6	\$62,419	\$5,202	\$1,201
7	\$70,411	\$5,868	\$1,355
8	\$78,403	\$6,534	\$1,508
Each additional person:	\$7,992	\$666	\$154

- 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 have not already been notified that your children will receive free meals, please call or e-mail **Connie Vincent, 970-874-4438**.
- 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: **Rhonda Vincent, 145 W 4<sup>th</sup> ST., Delta, CO., 81416, [rvincent@deltaschools.com](mailto:rvincent@deltaschools.com)**.

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 received carefully and follow the instructions. If any children in your household are missing from your eligibility notification, contact **Rhonda Vincent, 145 W 4<sup>th</sup> ST, Delta, CO., 81416, 970-874-4438, [rvincent@deltaschools.com](mailto:rvincent@deltaschools.com)**, immediately.
5. CAN I APPLY ONLINE? 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 **deltaschools.com** to begin or to learn more about the online application process. **Rhonda Vincent, 145 W 4<sup>th</sup> ST, Delta, CO., 81416, 970-874-4438, [rvincent@deltaschools.com](mailto:rvincent@deltaschools.com)**, 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 valid for that school year and for the first 30 days of this school year. You must send in a new application unless the school notified you that your child is eligible for the new school year.
7. I RECEIVE WIC. CAN MY CHILDREN RECEIVE FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in a completed free and reduced price school meal application.
8. WILL THE INFORMATION I GIVE BE CHECKED? You may be selected to provide written proof of the household income you report on the application.
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: **Kurt Clay, Assistant Superintendent, 145 W 4<sup>th</sup> ST, Delta, CO. 81416, 970-874-4438, [kurtclay@deltaschools.com](mailto:kurtclay@deltaschools.com)**.
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. Immigration, migrant, citizenship or refugee status is not required to be provided during the application process, and families should continue to apply for free or reduced price school meals. The application does require the last four numbers of a Social Security number or an indication that there is no Social Security number. Social Security number information is not reported to any organization outside of **Delta County School District**.
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. The last four digits of the Social Security Number of an adult household member (or an indication of "none") is required to process a complete income application.
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. The last four digits of the Social Security Number of an adult household member (or an indication of "none") is required to process a complete income application.
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, or receive Family Subsistence Supplemental Allowance payments, 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 **Rhonda Vincent, 145 W 4<sup>th</sup> ST, Delta, CO., 81416, 970-874-4438, [rvincent@deltaschools.com](mailto:rvincent@deltaschools.com)** 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 other assistance benefits, contact your local assistance office. Colorado PEAK is an online service to screen and apply for medical, food and cash assistance programs. It can be accessed at <http://coloradopeak.force.com/>.

If you have other questions or need help, contact **Rhonda Vincent, 145 W 4<sup>th</sup> ST., Delta, CO, 81416, 970-874-4438, [rvincent@deltaschools.com](mailto:rvincent@deltaschools.com)**.

Sincerely,



**Rhonda Vincent**  
**Food Service Director**

**Non-discrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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:

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

This institution is an equal opportunity provider.



# Delta County School District 50J

## How to Apply for Free and Reduced Price School Meals

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 **Delta County School District**. 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 **Rhonda Vincent, 970-874-4438, rvincent@deltaschools.com**.

**PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.**

**RETURN THE COMPLETED AND SIGNED APPLICATION TO:**

**Delta County School District, 145 W 4<sup>th</sup> ST, Delta, CO 81416, attn.: Rhonda Vincent**

### STEP 1: LIST ALL STUDENTS ATTENDING Delta County School District

Tell us how many students live in your household. They do NOT have to be related to you to be a part of your household.

#### Who should I list here?

When filling out this section, please include **all** members in your household who are:

- Students attending **Delta County School District** and are in your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending **Delta County School District, regardless of age.**

**A) List each student's name.** For each student, print their first name, middle initial and last name. Use one line of the application for each child. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.

**B) Does the student have income?** If 'Yes' report income of student's in STEP 3A.

**C) Optional:** Provide the birthdate and Grade for each student.

**D) Do you have any foster children?** If any children listed are foster children, mark the "Foster Child" box next to the child's name. **Foster children who live with you may count as members of your household and should be listed on your application.** If you are *only* applying for foster children, after completing STEP 1, skip to STEP 4 of the application and these instructions.

**E) Are any children homeless, migrant, runaway or participating in Head Start?** If you believe any child listed in this section may meet this description, please mark the "Homeless, Head Start, Migrant, Runaway" box next to the child's name and **complete all steps of the application.**

### STEP 2: DO ANY HOUSEHOLD MEMBERS (INCLUDING YOU) CURRENTLY PARTICIPATE IN ONE OR MORE OF THE FOLLOWING ASSISTANCE PROGRAMS: SNAP, TANF OR FDPIR?

**If anyone in your household participates in the assistance programs listed below, your children are eligible for free school meals:**

- The Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF/Colorado Works - Basic Cash Assistance or State Diversion)
- The Food Distribution Program on Indian Reservations (FDPIR)

**A) IF NO ONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:**

- *Leave STEP 2 blank and proceed to STEP 3.*

**B) IF ANYONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:**

- *Provide a case number for SNAP, TANF or FDPIR.* You only need to write **one** case number. If you participate in one of these programs and do not know your case number, contact your county or state assistance programs office. **You must provide a case number on your application.**
- *If you provided a case number, skip to STEP 4.*

**STEP 3: REPORT GROSS INCOME FOR ALL STUDENT'S AND HOUSEHOLD MEMBERS**

**A) Student Income:** Refer to the chart titled "Sources of Income for Student's" below and report the combined gross income (before taxes and other deductions) for **ALL** students listed in Step 1 in your household in the box marked "Student Income." 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.

**What is Student Income?**

Income that is received from outside your household and is paid **directly** to your children should be reported. Many households do not have any student income. Use the chart below to determine if your household has student income to report.

Sources of Income for Students	
Sources of Student Income	Example(s)
<ul style="list-style-type: none"> <li>• Earnings from work</li> </ul>	<ul style="list-style-type: none"> <li>• A child has a job where they earn a salary or wages.</li> </ul>
<ul style="list-style-type: none"> <li>• Social Security                             <ul style="list-style-type: none"> <li>○ Disability Payments</li> <li>○ Survivor's Benefits</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• A child is blind or disabled and receives Social Security benefits.</li> <li>• A parent is disabled, retired, or deceased, and their child receives social security benefits.</li> </ul>
<ul style="list-style-type: none"> <li>• Income from persons <i>outside</i> the household</li> </ul>	<ul style="list-style-type: none"> <li>• A friend or extended family member <i>regularly</i> gives a child spending money.</li> </ul>
<ul style="list-style-type: none"> <li>• Income from any other source</li> </ul>	<ul style="list-style-type: none"> <li>• A child receives income from a private pension fund, annuity, or trust.</li> </ul>

**B) All Other Household Members (including yourself):** Print the name of each household member in the boxes marked "Names of Other Household Members." **Do not list any household members you listed in STEP 1.** If a student listed in STEP 1 has income, follow the instructions in STEP 3, part A.

#### FOR EACH HOUSEHOLD MEMBER:

##### Who should I list here?

When filling out this section, please include **all** members in your household who are:

- Living with you and share income and expenses, *even if not related and even if they do not receive income of their own.*
- Children age 18 or under **and** are supported with the household's income, that were not already reported as students.

Do **not** include people who:

- Live with you but are not supported by your household's income **and** do not contribute income to your household.
- Children and students already listed in Step 1.

##### How do I fill in the income amount and source?

###### FOR EACH TYPE OF INCOME:

- Use the charts in this section to determine if your household has income to report.
- Report all amounts in **gross income ONLY**. Report all income in whole dollars. Do not include cents.
  - **Gross income is the total income received before taxes or deductions.**
  - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will be counted as zeroes. If you write '0' or leave any fields blank, you are certifying that there is no income to report. If local officials have known or available information that your household income was reported incorrectly, **your application will be verified for cause.**
- Mark how often each type of income is received using the check boxes to the right of each field.

**C) Report earnings from work.** Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income from work in the "Earnings from Work" field on the application. If you are a self-employed business or farm owner, you will report your net income.

##### What if I am self-employed?

If you are self-employed, report income from that work as a **net** amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

**D) Report income from Public Assistance/Child Support/Alimony.** Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. 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.

**E) Report income from Pensions/Retirement/All other income.** Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

**F) Report total household size.** Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number **MUST** be equal to the number of household members listed in STEP 1 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 eligibility for free and reduced price school meals.

**G) Provide the last four digits of your Social Security Number, or an indication of no Social Security Number.** The household's primary wage earner or another adult household member must enter the last four digits of their

Social Security Number in the space provided. **You are eligible to apply for benefits even if you do not have a Social Security Number.** If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."

Sources of Income for Adults		
Earnings from Work	Public Assistance/Alimony/Child Support	Pensions/Retirement/All Other Income
<ul style="list-style-type: none"> <li>Salary, wages, cash bonuses</li> <li><b>Net</b> income from self-employment (farm or business)</li> <li>Strike benefits</li> </ul> <p><b>If you are in the U.S. Military:</b></p> <ul style="list-style-type: none"> <li>Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</li> <li>Allowances for off-base housing, food, and clothing</li> </ul>	<ul style="list-style-type: none"> <li>Unemployment benefits</li> <li>Worker's compensation</li> <li>Supplemental Security Income (SSI)</li> <li>Cash assistance from State or local government</li> <li>Alimony payments</li> <li>Child support payments</li> <li>Veteran's benefits</li> </ul>	<ul style="list-style-type: none"> <li>Social Security (including railroad retirement and black lung benefits)</li> <li>Private Pensions or disability</li> <li>Income from trusts or estates</li> <li>Annuities</li> <li>Investment income</li> <li>Earned interest</li> <li>Rental income</li> <li><i>Regular</i> cash payments from outside household</li> </ul>

#### STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. **Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.**

**A) Provide your contact information.** Write your current mailing address in the fields provided if this information is available. **If you have no permanent address, this does not make your children ineligible for free or reduced price school meals.** Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

**B) Sign and print your name.** Print your name in the box "Printed name of adult completing the form." And sign your name in the box "Signature of adult completing the form."

**C) Today's Date.** In the space provided, write today's date in the box.

#### STEP 5: RELEASE OF INFORMATION

The information provided on this application will be used in conjunction with state educational programs and may be shared with Medicaid or State Children's Health Insurance Program (SCHIP) offices to seek enrollment of children into the above programs. Also, if your students are eligible to receive free or reduced price meals this information may be shared with the school/district for the purpose of waiving certain school/district program fees that your child(ren) might otherwise be required to pay. The school/district is not permitted to share your information with anyone else. You are not required to consent to the release of your information; this will not affect your student(s)' eligibility for school meals. **Your information WILL be shared unless you check one of the boxes below.**

**OPTIONAL: Share children's Racial and Ethnic Identities.** On the back of the application, we ask you to share information about your children's race and ethnicity. **This field is optional and does not affect your children's eligibility for free or reduced price school meals.**



**STEP 1** List ALL Students attending Delta County School District (if more spaces are required for additional names, attach another sheet of paper)

Student's First Name	MI	Student's Last Name	Birth Date				Grade	Foster Child	Head Start	Runaway	Homeless	Migrant
			M	D	Y	Y						

Check all that apply. Read How to Apply for Free and Reduced Price School Meals for more information.

**STEP 2** If any household members (including you) currently receive assistance from any of the following programs: SNAP, TANF or FDPIR list the case number below.

Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF/Colorado Works – Basic Cash Assistance or State Diversion), or Food Distribution Program on Indian Reservations (FDPIR). Provide case number and skip to Step 4.

SNAP Case Number	TANF Case Number	FDPIR Case Number

**STEP 3** Report income for ALL household members (skip this step if you provided a case number in STEP 2)

**A. Student Income**  
Please include the **TOTAL** income, if any, received by all students' listed above.

**B. All Other Household Members (including yourself)**  
In the spaces below list all other household members not listed in Step 1 (including yourself) even if they do not receive income. For each household member listed, if they do receive income, report **TOTAL GROSS INCOME (BEFORE TAXES AND OTHER DEDUCTIONS)** for each source in whole dollars only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying that there is no income to report.

Names of All Other Household Members (First and Last)	Student Income			Public Assistance/Child Support/Alimony			Earnings from Work			How Often?			Pensions/Retirement/All Other Income		
	Weekly	Bi-Weekly	Annually	Weekly	Bi-Weekly	Annually	Weekly	Bi-Weekly	Annually	Weekly	Bi-Weekly	Annually	Weekly	Bi-Weekly	Annually
\$															
\$															
\$															
\$															

**Total Household Members** (Students' and Adults from Steps 1 and 3)  **Last four digits of Social Security Number (SSN) or mark "no SSN"** of adult signing this form only if Step 3B has been completed.  **Check box if no SSN**

**STEP 4** Contact information and adult signature. Mail signed and completed application to: Delta County School District, 145 W 4<sup>th</sup> ST, Delta, CO 81416

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Home or Cell Phone Number  Apt. # or Lot #  City  State  Zip Code  Email Address

Printed First and Last Name of Signer  Today's Date

**STEP 5** Release of Information

The information provided on this application will be used in conjunction with state educational programs and may be shared with Medicaid or State Children's Health Insurance Program (SCHIP) offices to seek enrollment of children into the above programs. Also, if your students are eligible to receive free or reduced price meals this information may be shared with the school/district for the purpose of waiving certain school/district program fees that your child(ren) might otherwise be required to pay. The school/district is not permitted to share your information with anyone else. You are not required to consent to the release of your information; this will not affect your student(s)' eligibility for school meals. Your information WILL be shared unless you check one the box below.

Do NOT share my information with any programs Medicaid/SCHIP Offices  See back of application

**OPTIONAL Children's Racial and Ethnic Identifiers**

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.

- Ethnicity (check one):  Hispanic or Latino  Not Hispanic or Latino  
 Race (check one or more):  American Indian or Alaskan Native  Asian  Black or African American  Native Hawaiian or Other Pacific  White

You may also qualify for the Supplemental Nutrition Assistance Program! See more information below.

**NEED HELP BUYING GROCERIES?**

- \* Receive one-on-one assistance with applying for food stamps
- \* Referrals to food pantries and free meals
- \* Get information on child and senior nutrition programs

**Food Resource Hotline**  
 CALL US TODAY! STATEWIDE, TOLL-FREE 855-855-4626  
 MENA NUMBER 720-382-2920

**¿NO LE ALCANZA EL DINERO PARA COMPRAR COMIDA?**

- \* Reciba ayuda personalizada para solicitar las estampillas de comida
- \* Derivaciones a bancos de comida y comidas gratis
- \* Obtenga información sobre programas de nutrición para niños y ancianos

**Línea Directa de Recursos de Comidas**  
 ¡LLAMENOS HOY! LINEA ESTADAL 855-855-4626  
 MENA 720-382-2920

**HUNGER FREE COLORADO** HungerFreeColorado.org



**Colorado PEAK** is an online service for Coloradans to screen and apply for medical, food and cash assistance programs.

Visit [coloradopeak.force.com](http://coloradopeak.force.com) to learn more.

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 submit all needed information, 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 primary wage earner or other 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.

DISTRICT USE ONLY. DO NOT WRITE BELOW THIS LINE.

Annual Income Conversion: Weekly x 52; Bi-Weekly x 26; 2 Times per Month x 24; Monthly x 12

Application Type:

- Total Household Income: \$ \_\_\_\_\_ Household Size: \_\_\_\_\_  
 Household Income Frequency -  Weekly  Bi-Weekly  2x/Month  Monthly  Annually

- Categorical Eligibility -  SNAP  FDPIR  TANF  Foster  Homeless/Migrant/Runaway/Head Start

Application Status:

- Approved -  Free  Reduced

Denied -  Over Income Guidelines  Incomplete/Missing: \_\_\_\_\_

Notes: \_\_\_\_\_

Determining Official Signature: \_\_\_\_\_

Approval/Denial Date: \_\_\_\_\_

Notification Sent: \_\_\_\_\_

## Student Meal Charge Policy

**Purpose of the Policy:** The purpose of this policy is to establish consistent meal account procedures throughout the District. Unpaid charges place a financial strain on the District and the schools. The goals of this policy are:

- **To provide** a healthy meal for all students regardless of meal account status.
- **To treat** all students with dignity in the serving line regarding meal accounts.
- **To support** positive situations with district staff, district business policies, students and parent to the maximum extent possible.
- **To establish** a consistent District policy regarding charges and collection of charges

### Scope of Responsibility:

- **The Food Service Department:** Responsible for maintaining charge records, notifying each school of outstanding balances and for notifying student's parent of low and/or outstanding balances.
- **The School District:** Responsible for supporting the policy along with the Food Service Department.
- **The Parent:** Responsible for submission of free/reduced meal application in a timely manner (if appropriate) and maintain funding in their student's account at all times as necessary. **(Note: Until free/reduced meal application is approved/processed, parent is responsible for meal charges.)**

**Background Information:** When parents do not pay for their children's unpaid meal charges, their student's school must pay this bill which impacts funding for school programming.

### Charge Policies:

#### Elementary School Charges:

- Elementary students are allowed to charge meals.
- Charges are to be paid in full by the end of every week.
- Elementary students will not be allowed to charge for seconds.

#### Middle School Charges:

- Middle School students will be allowed to charge up to 5 meals on their account.
- Charges are to be paid in full by the end of every week.
- Middle School students will not be allowed to charge for á la carte items or seconds.

#### High School Charges:

- High School students will be allowed to charge up to 3 meals on their account.
- Charges are to be paid in full by the end of every week.
- High School students will not be allowed to charge for á la carte items or seconds.

Parents will be notified of negative balances by letter, electronic e-mail, or phone call.

#### Potential Consequences:

If parent refuses to pay their charges, the district reserves the right to take steps deemed necessary to collect charges owed. Possible action is contacting small claims court to collect money owed.

Allowing charges to continuously accumulate can lead to deficits for Delta County Schools and is unfair to the households that pay for their meal.

#### Annual notice

The district shall notify students and their parents about this policy at the beginning of each school year. Notification shall also be provided to those students who transfer into the district during the school year. Information about this policy may also be included in student handbooks, student enrollment or registration packets and/or back-to-school packets and posted on district and school websites.

This policy will also be communicated to school and district-level staff responsible for this policy's enforcement, such as school food service staff responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and staff involved in enforcing any other aspects of this policy.

Adoption date: June 15, 2017

LEGAL REF.: USDA Guidance SP 46-2016 (requires written policy regarding unpaid meal charges)