



# CHILD NUTRITION PUTNAM CITY SCHOOLS School Year 2011-2012

School Meals! We all know that they're an important part of your child's education. For years, it's been known that students who eat breakfast and lunch are healthier and make better grades. We want your children – and our students – to reach their potential! That's why we offer you a great opportunity to help your children learn and stay healthy while you save some money!

Look at the eligibility scale on the application and locate the line that represents the number of people in your household. Go across that line to find the eligible amount of income. Is the amount you make equal to or less than the amount on the chart? If so, your children can eat breakfast and lunch at school every day for free or at a reduced price! Does your family receive SNAP benefits or TANF (Temporary Assistance for Needy Families)? Your children too, can eat breakfast and lunch at school every day for free or at a reduced price!

Plus, your children's school will benefit even more because each school that participates in the school lunch program receives additional funds from the state and federal government to make your school even better!

Fill out the following form and turn it in to your children's school cafeteria manager or return it back to us, Putnam City Child Nutrition, 5604 NW 41st Street, Suite 280, OKC, OK, 73122. It's completely confidential. To complete the process, it is a government regulation that we have all of the information requested on this application.

The bottom line is...if you want your child to benefit from eating well-balanced meals at school, save money for your family AND help your children's schools all at the same time, please complete this application—and turn it in!

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## Q & A Frequently Asked Questions

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- Q.** Do I have to fill out a form each year?  
**A.** Yes, since information may change, a new form is required every year.
- Q.** What happens once I turn in the form?  
**A.** Processing of your form may take up to 10 business days, a letter stating your child's eligibility is mailed to your home. Payment for meals is the parent's responsibility until the application has been approved.
- Q.** Can I put all my children on the same application when they attend different schools?  
**A.** Yes, all children can be on the same application.
- Q.** Who should I include as members of my household?  
**A.** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all the children.
- Q.** What income do I report?  
**A.** All money that your household receives each month. Your gross monthly income, as opposed to your take-home pay.
- Q.** Will my information be checked?  
**A.** Yes, we may ask you to send proof.
- Q.** Where is my SNAP case number?  
**A.** It is listed on your benefit letter and is on your ACCESS card in the lower left hand corner.

## Putnam City School District Meal Account Balance and Charge Policy

Students should maintain a positive balance on their cafeteria account. Once a student's meal account drops below \$5.00 we will bring this to your student's attention so that additional money can be placed onto the account.

In the event that a zero balance is reached with an elementary or middle school student, the student will be allowed to charge up to \$10.00 (Elem) or \$6.00 (MS). When the charge limit is reached, a peanut butter or cheese sandwich and milk will be served for lunch and toast and milk will be served for breakfast until charges are paid in full.

No Charges will be allowed by high school students or adults.



### Meal Prices 2011-2012

	Lunch	Breakfast
Elementary	\$1.85	\$1.10
Middle/High	\$2.10	\$1.10
Reduced-Price	.40	.30



**HELP WANTED:** Looking for a job that matches the school calendar? Sodexo/Putnam City Child Nutrition is now taking applications for food service workers. These jobs range from 4 to 6 hours per day while your children are in school. For more information come by our office at 5604 NW 41<sup>st</sup> Street, Suite 280.

## LETTER TO HOUSEHOLD SCHOOL YEAR 2011-2012

Dear Parent/Guardian:

*Children need healthy meals to learn. Putnam City Public Schools offers healthy meals every school day. Breakfast costs **\$1.10**; lunch costs **\$1.85** at the Elementary schools and **\$2.10** at the Middle and High Schools. 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 the application to apply for free or reduced price meals for all students in your household. Incomplete applications will be returned, so be sure to fill out all required information. **Return the completed application to: Child Nutrition, 5604 N.W. 41<sup>st</sup>, Suite 280, Oklahoma City, OK 73122 (405-495-0184) or to your child's cafeteria.**

**2. Who can get free meals?** You can get benefits in one of two ways. You must either complete and turn in a meal application or bring in the letter provided to you by the Department of Human Services. Children in households receiving benefits from Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR) 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 Guidelines. Please note that the approval process may take up to 10 days and we do make every effort to process your application as soon as possible. The family must provide a lunch or lunch money until the application or DHS letter is processed and approved.

**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 have not been told your children will get free meals, please call Putnam City's Homeless Liaison at 491-7631 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 Income Chart, shown on this application.

**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 got carefully and follow the instructions. Call the Child Nutrition Office at (405) 495-0184 if you have questions.

**7. 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.

**8. Will the information I give be checked?** Yes, we may ask you to send written proof.

**9. If I do not qualify now, may I apply later?** Yes. You may apply at any time during the school year.

**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: James Hooper, Executive Director of Operations, 5401 NW 40<sup>th</sup> Street, Oklahoma City, OK 73122, (405) 495-5200.

**11. 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.

**12. 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 you 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.

**13. My child's application was approved last year. Do I need to fill out another one?** Yes. Your child's application is good for that school year and for the first few days of this school year. You must send in a new application.

**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 in your income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance.

**16. My spouse is deployed to a combat zone. Is combat pay counted as income?** No, if the combat pay is received in addition to basic pay because of their deployment and it wasn't received before they were deployed, combat pay is not counted as income.

If you have any other questions or need help, call (405) 495-0184.

***Si necesita ayuda, por favor llame al telefono: (405) 495-0184***

Sincerely,

Department of Child Nutrition, Putnam City Schools



**PART 7: OTHER BENEFITS: Optional** - You do not have to complete this part to get free or reduced price school meals.

- Health Insurance  Yes, School officials may give information from my Application for Free and Reduced Price Meals to the Sooner Care Benefits officials so that they can send me information about free or low cost insurance for my children.
- No, I **DO NOT** want information from my Application for Free and Reduced Price Meals shared with Medicaid or Sooner Care Benefits officials.

I certify that I am the parent/guardian of the children for whom application is being made.  
 I understand that I will be releasing information that will show that I applied for free or reduced price school meals for my children. I give up my rights to confidentiality for this purpose only.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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

**ELIGIBILITY SCALE FOR REDUCED PRICED MEALS**  
**185 percent of Poverty Level**  
**2011/2012 ELIGIBILITY SCALE FOR REDUCED-PRICE MEALS**

Household Size	Income				
	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$ 20,147	\$ 1,679	\$ 840	\$ 775	\$ 388
2	27,214	2,268	1,134	1,047	524
3	34,281	2,857	1,429	1,319	660
4	41,348	3,446	1,723	1,591	796
5	48,415	4,035	2,018	1,863	932
6	55,482	4,624	2,312	2,134	1,067
7	62,549	5,213	2,607	2,406	1,203
8	69,616	5,802	2,901	2,678	1,339

For each additional family member, add:      \$7,067                      \$589                      \$295                      \$272                      \$136

**PRIVACY ACT STATEMENT:** This explains how we will use the information you give us. The Richard B. Russell 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 children 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), or Food Distribution Program on Indian Reservation (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.

**NONDISCRIMINATION STATEMENT:** This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and US 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 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."

**DO NOT FILL OUT THIS PART. IT IS FOR SCHOOL USE ONLY.**

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

Total Income: \_\_\_\_\_ Per: Week \_\_\_\_\_ Every 2 Weeks \_\_\_\_\_ Twice a Month \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Household Size \_\_\_\_\_

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

Temporary: Free \_\_\_\_\_ Reduced \_\_\_\_\_ Time Period: \_\_\_\_\_ (Expires after \_\_\_\_\_ days) Date Withdrawn \_\_\_\_\_

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

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

Signature of Verifying Official: \_\_\_\_\_ Date: \_\_\_\_\_  
 (For Confirmation Reviews Under Verification)

**NOT APPLYING?**

FILL OUT THIS PART ONLY IF YOU DO NOT WISH TO APPLY FOR FREE AND REDUCED MEAL BENEFITS:

Child's Name: (Please Print) \_\_\_\_\_

No, I am not interested in the Meal Benefit Program. Parent's Signature: \_\_\_\_\_

# INSTRUCTIONS FOR APPLYING

A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU

- **IF YOUR HOUSEHOLD RECEIVES BENEFITS FROM SNAP, TANF OR FDPIR, FOLLOW THESE INSTRUCTIONS:**
  - Part 1:** List all household members along with the schools, grades, and birth dates for each child.
  - Part 2:** List the name and case number for any household member receiving SNAP, TANF, or FDPIR benefits. One case number per household will qualify all enrolled students within the household.
  - Part 3:** Skip this part.
  - Part 4:** Skip this part.
  - Part 5:** Sign the form. The last 4 digits of a social security number are not necessary.
  - Part 6:** Answer this question if you choose to.
  - Part 7:** Other Benefits: Answer this question if you choose to.
  
- **IF YOU ARE A HOUSEHOLD WITH FOSTER CHILDREN, FOLLOW THESE INSTRUCTIONS:**
- **If ALL children in the household are foster children:**
  - Part 1:** List all foster children along with the schools, grades and birth dates. 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 4 digits of a social security number are not necessary.
  - Part 6 & 7:** Answer these questions if you choose to.
- **If SOME of the children in the household are foster children: Follow Instructions Below for “ALL OTHER HOUSEHOLDS”.**
  
- **ALL OTHER HOUSEHOLDS, INCLUDING WIC and PARTIAL FOSTER HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:**
- **Part 1:** List all household members along with the schools, grades and birth dates for each child. For any person, including children, with no income, you must check the No Income box. For any children that are Foster Children, check the box indicating that they are a foster 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. If not, skip this part.
- **Part 4:** Follow these instructions to report total household income from this month or last month.
  - **Box A – Name:** List all household members with income.
  - **Box B – 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. 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. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income, Veteran’s 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, TANF, FDPIR, WIC, federal education benefits, and foster payments. 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 Incentive or get combat pay, do not include these allowances as income.
- **Part 5:** Adult household member must sign and list the last 4 digits of their social security number or mark the box that he/she does not have one.
- **Part 6 & 7:** Answer these questions if you choose to.