

Dear Parent/Guardian:

2009-2010 School Year

Children need healthy meals to learn. Charleston County School District offers healthy meals every school day. Breakfast costs \$1.25 and lunch costs \$2.00 for all students. Your children may qualify for free or reduced price meals. Reduced price is \$.30 for breakfast and \$.40 for lunch for all grades.

FEDERAL INCOME CHART

Effective from July 1, 2009 to June 30, 2010

<u>Household Size</u>	<u>Annual</u>	<u>Monthly</u>	<u>Weekly</u>
1	\$20,036	\$1,670	\$386
2	26,955	2,247	519
3	33,874	2,823	652
4	40,793	3,400	785
5	47,712	3,976	918
6	54,631	4,553	1,051
7	61,550	5,130	1,184
8	68,469	5,706	1,317
Each additional person	+6,919	+577	+134

Your children may qualify for free OR reduced price meals if your gross household income falls within the limits on this chart.

If your income exceeds these guidelines, it is not necessary for you to submit an application.

- 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 except for families with a foster child.
- Who can get free or reduced price meals?** Children in households getting Food Stamps or TANF and most foster children can get free meals regardless of your income. Also, your children can get free or reduced price meals if your gross household income (not take home pay) is within the limits on the Federal Income Chart shown above.
- 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). You must include yourself and all children who live with you.
- What if my income is not always the same?** List the gross 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.
- 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.
- Can homeless, runaway and migrant children get free meals?** Please call the Office of Nutrition and Food Service at 746-1375 (outside Charleston, call toll free at 1-800-241-8898) to see if your child(ren) qualify, if you have not been informed that they will get free meals.
- I get WIC. Can my child(ren) get free meals?** Children in household participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
- 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 Office of Nutrition and Food Services at 746-1375 (outside Charleston, call toll free at 1-800-241-8898) if you have questions.
- 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.

10. **Will the information I give be checked?** Yes, we may ask you to send written proof.
11. **How will I know if my application is approved?** All applications are sent to the business office for processing. **Benefits begin the day your application is processed and approved in the business office.** Your child's meal status will automatically download to the cafeteria computer system and parents will be notified by mail once a determination has been made. To check on the status of your application, contact the cafeteria manager at your child's school or call the processing office at 746-1375.
12. **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 Food Stamps, TANF or other benefits. If you lose your job, your child(ren) may be able to get free or reduced price meals.
13. **What if I disagree with the school's decision about my application?** You should call the Office of Nutrition and Food Services at 746-1375 (outside Charleston, call toll-free at 1-800-241-8898) to talk to officials. You also may ask for a hearing by writing to: Director, Office of Nutrition and Food Service, 3999 Bridge View Drive, Charleston, SC 29405.

To receive free or reduced price meals during the 2009-10 school year, your child must have a **new** application on file. **Please note that students new to the district must pay full price for meals until their applications are approved.** We cannot approve an application that is incomplete or illegible. **Fill out all required information and print clearly.** Mail your completed application to: School Meals Application, CCSD Office of Nutrition and Food Service, 3999 Bridge View Drive, Charleston, SC 29405 **or** return it to your child's school. If you prefer, you can also apply online at www.LunchApplication.com.

All applications are sent to the Office of Nutrition and Food Services where they are processed and kept on file. Information reported on your application is kept strictly confidential and your child will not be overtly identified if approved to receive free or reduced price meals. All cafeterias are equipped with a Point of Sale computer system which allows every student to have a personal serving number regardless of meal status.

If you have other questions or need help, call 746-1375 (outside Charleston, call toll-free at 1-800-241-8898).

Sincerely,

*Jean Driggers, Coordinator
Free and Reduced Price School Meals Program*

Las solicitudes en español están disponibles en la escuela de su niño(a).

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 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 Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.