

8/2008

Dear Parent/Guardian:

The Biddeford School offers a choice of healthy meals each school day. Children may buy lunch for BHS \$2.50, BMS \$2.25, BIS \$2.00, BPS \$1.90 and JFK \$1.65 and breakfast for K-8 \$1.00 and \$1.25 at BHS. Children who qualify under U.S. Department of Agriculture guidelines may get meals free or a reduced price of \$.40 for lunch and \$.30 for breakfast. All meals served must meet nutrition standards established by the U.S. Department of Agriculture. If a child has a disability, as determined by a doctor, and the disability prevents the child from eating the regular school meal, the school will make substitutions prescribed by a doctor. If a substitution is needed, there will be no extra charge for the meal. Please note, however, that the school is not required to make a substitution for a food allergy, unless it meets the definition of disability. Please call the school for further information.

Your child can get free school meals if you get food stamps, Temporary Assistance for Needy Families (TANF) or benefits from the Food Distribution Program on Indian Reservations (FDPIR). If your total household income is the same or below the amount on the Income Chart, your child can get meals either free or at a reduced price.

**How do I get free or reduced price school meals for my child?** You must complete the Free and Reduced Price School Meal Application and return it to the school.

- **Households getting food stamps, TANF, or benefits from FDPIR.** You only have to include your child’s name and case number, and an adult household member must sign the form.
- **Households that do not get food stamps, TANF, or benefits from FDPIR.** If you do not have a case number, you must include the names of all household members, the amount of income each person got last month and where the income came from. An adult household member must sign the form and include his or her social security number, or indicate that he or she has none.
- **Households with a foster child.** You must include the child’s name and the amount of “personal use” income the child got last month, and an adult must sign the form.

2008-2009 School Year Income Guidelines For Reduced Price Meals	
REDUCED	
INCOME	
Household Size	Monthly
1	1,604
2	2,159
3	2,714
4	3,269
5	3,824
6	4,379
7	4,934
8	5,489
For each additional family member add:	
	555

**Will the form be verified?** Your eligibility may be checked at any time during the school year. School officials may ask you to send written evidence that shows your child should get free or reduced price school meals.

**Can I appeal the school’s decision?** You can talk to school officials if you do not agree with the school’s decision on your form. You also may ask for a fair hearing by calling or writing to:

Sarah Jane Poli, Superintendent of Schools at Biddeford School Department Town Hall, Biddeford 04005  
282-8280

**Will information on my form be kept confidential?** We will use the information on your form to decide if your child should get free or reduced price meals. We may inform officials connected with other child nutrition, health and education programs of the information on your form to determine benefits for those programs or for funding and/or evaluation purposes.

**Can I apply for free and reduced price meals later?** You may apply for free and reduced price meals at any time during the school year. If you are not eligible now but have a change, like a decrease in household income, an increase in household size, become unemployed or get food stamps, TANF or benefits from FDPIR, complete a form then.

We will let you know if you are approved or denied.

Sincerely,

**Kim Cassella, Food Service Supervisor**  
**282-8276**

# HOW TO COMPLETE THE FREE AND REDUCED SCHOOL MEAL APPLICATION

Please complete the Free and Reduced School Meal Application using the instructions below. Sign the form and return it to your child's teacher, any school office, or the closest school cafeteria who will then forward it to Kim Cassella, Food Service Supervisor.

If you need help, call: 282-8276.

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## 1 CHILD INFORMATION: Print your child's name.

- (a) If you are applying for school meals, include your child's grade and the name of the school.
- (b) If you are applying for meals under the Summer Food Service Program (SFSP), please check the box.

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## BENEFITS: Complete this Part and sign the form in #3.

- (a) If you are applying for school meals, list your current food stamp or TANF case number(s) for your child(ren).
- (b) Sign the form in #3. An adult household member must sign. You do not have to list a social security number.

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## FOSTER CHILDREN: Complete this part and sign the form in #3.

- (a) Write the foster child's monthly "personal use" income. Write "0" if the foster child does not get "personal use" income.
- (b) A foster parent or other official representing the child must sign the form in #3. You do not have to list a social security number.
- (c) Complete a separate form for each foster child.

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## 2 ALL OTHER HOUSEHOLD MEMBERS: Complete this Part and sign the form in #3.

- (a) Write the names of everyone in your household other than those listed above in #1. Include yourself, your spouse, and all other household members.
- (b) Write the amount of income each person received last month before taxes or anything else was taken out and where it came from, such as earnings, welfare, pensions, and other income (see the examples below for types of income to report). Each income amount should be entered in the appropriate column on the form. If any amount last month was more or less than usual, write that person's usual monthly income.
- (c) If anyone is self-employed, write the amount of income the person earns from self-employment; for example, income from being a family day care home provider, or operating a farm. Please call the school if you need help.
- (d) Sign the form and include your social security number in #3. *If you do not have a social security number, check the appropriate box.*

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## 3 SIGNATURE AND SOCIAL SECURITY NUMBER:

- (a) The form must have the **signature** of an adult household member.
- (b) The adult household member who signs the statement must include his/her **social security number**. *If he/she does not have a social security number, check the appropriate box.* A social security number is not needed if you listed a food stamp or TANF case number or if you are applying for a foster child.

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## 4 OTHER BENEFITS: **Optional.** You may complete this section only if you wish to receive information about Medicaid or Cub Care benefits.

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## 5 RACIAL/ETHNIC IDENTITY: You are **not required** to answer this question to get meal benefits, but completion of this information will help ensure everyone is treated fairly.

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### INCOME TO REPORT

#### Earnings from Work

Wages/salaries/tips  
Strike benefits  
Unemployment compensation  
Worker's compensation  
Net income from self-owned business, day care business or farm

#### Pensions/Retirement/Social Security

Pensions  
Supplemental Security Income  
Retirement income  
Veteran's payments  
Social security

#### Other Monthly Income/Self-employment

Disability benefits  
Cash withdrawn from savings  
Interest/dividends  
Income from estates/trusts/investments  
Regular contributions from persons not living in the household  
Net royalties/annuities/net rental income  
Military allowance for off-base housing  
Any other income

#### Welfare/Child Support/Alimony

Public assistance payments  
Welfare payments  
Alimony/child support payments