



**INDEPENDENT SCHOOL DISTRICT 196  
Rosemount-Apple Valley-Eagan Public Schools  
FOOD AND NUTRITION SERVICES**

**Dear Parent/Guardian:**

*Our schools provide healthy meals each day.*

Elementary (PK-5) lunch cost is \$2.05 and breakfast cost is \$1.40

Secondary (6-12) lunch cost is \$2.20 and breakfast cost is \$1.45

Adult lunch is \$3.25 and adult breakfast is \$1.90

Milk only is .40 cents

Your children may qualify for free or reduced price meals. Reduced price is \$.40 for lunch and breakfast is no charge. To apply for free or reduced-price school meals complete the Application for Educational Benefits, following the enclosed instructions. This also helps our school qualify for additional education funds and discounts.

Return your completed Application for Educational Benefits to:

**Food & Nutrition Services 4187 Braddock Trail Eagan, MN 55123**

- 1. Who can get free or reduced price meals?** Children in households participating in Food Stamps, Minnesota Family Investment Plan (MFIP), or Food Distribution Program on Indian Reservations (FDPIR) and most foster children can get free meals regardless of your income. Also, children can get free or reduced-price meals if your household income is within the income shown for your household size. An application cannot be approved if any required information is missing.
- 2. I get WIC. Can my children get free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
- 3. Should I fill out an application if I got a letter this school year saying my children were “directly certified” for free meals?** Do not fill out an application if *all* your children have been directly certified for free school meals on data from the Minnesota Department of Human Services. If only some of your children were directly certified, you will need to complete an application for those that were not listed.
- 4. Will the information I give be checked?** Yes, we may ask you to send written proof.
- 5. If I don’t qualify now, may I apply later?** Yes. You may apply at any time during the school year if your income goes down, household size goes up, or if you start getting Food Stamps, MFIP, or FDPIR benefits.
- 6. May I apply if someone in my household is not a U.S. citizen?** Yes. You or your children do not have to be U.S. citizens for your children to qualify for free or reduced price meals.
- 7. Do I need to provide my Social Security number?** When household income is reported on an application, the National School Lunch Act allows meal benefits to be approved only if the person signing the application provides his/her Social Security number or does not have a Social Security number. A Social Security number is not needed when public assistance case numbers are provided, or when the application is for a foster child.
- 8. Who should I include as members of my household?** Include yourself and all other people living in the household, related or not (such as grandparents, other relatives, or friends). Include a household member who is temporarily away such as a college student.
- 9. What if my income is not always the same?** List the amount that you normally get. If you normally get overtime, include it, but not if you get it only sometimes.
- 10. How will the information I provide be kept?** Information you provide on the form, and your child’s approval for school meal benefits, will be protected as private data. See the back page of the application for details on data privacy.
- 11. What if I disagree with the school’s decision about my application?** You should talk to the school official. You also may ask for a hearing.
- 12. Do I need to notify school officials if my income increases or my household size decreases after I have qualified for free or reduced price meals?** No. Approval for free or reduced price meals is good for the school year.

If you have other questions or need help, call **651-683-6958**

**Sincerely,**

**Susan Score**

**Food & Nutrition Services**

**Instructions for Completing  
APPLICATION for EDUCATIONAL BENEFITS**

**If your household participates in FOOD SUPPORT (STAMPS), MFIP or FDIPIR, follow these instructions:**

- Part 1:** Check the box if this is the first time a school meal application is being completed for any child.  
**Part 2:** Check the box labeled "All children in the household." List each child's name, date of birth, grade, school and case number. Medical Assistance case numbers *do not* qualify.  
**Part 3:** Skip this part.  
**Part 4:** If your children are approved for meal benefits, this information may be shared with Minnesota health insurance programs to identify eligible children. Leave the boxes blank to allow sharing of information.  
**Part 5:** An adult household member must sign the form. The Social Security number is not needed.

**If you are applying for a FOSTER CHILD, a child who is the legal responsibility of a social services agency or court, follow these instructions:**

- Use a separate application for each child.**  
**Part 1:** Check the box if this is the first time a school meal application is completed for this child.  
**Part 2:** Check the box labeled "A foster child." Check the box to indicate that the child receives no income for personal use, or write in the amount of personal use income to the child. Write in the child's name, date of birth, grade and school.  
**Part 3:** Skip this part.  
**Part 4:** If your child is approved for meal benefits, this information may be shared with Minnesota health insurance programs to identify eligible children. Leave the boxes blank to allow sharing of information.  
**Part 5:** An adult household member must sign the form. Social Security number is not needed.

**ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:**

Complete an Application for Educational Benefits if your household income is less than or equal to the amount shown for your household size in this chart. These amounts are effective July 1, 2009, through June 30, 2010.

Total Household Income – Maximum

Household Size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
1	20,036	1,670	835	771	386
2	26,955	2,247	1,124	1,037	519
3	33,874	2,823	1,412	1,303	652
4	40,793	3,400	1,700	1,569	785
5	47,712	3,976	1,988	1,836	918
6	54,631	4,553	2,277	2,102	1,051
7	61,550	5,130	2,565	2,368	1,184
8	68,469	5,706	2,853	2,634	1,317
For each additional household member add:	6,919	577	289	267	134

- Part 1:** Check the box if this is the first school meal application for any child in your household.  
**Part 2:** Check the box labeled "All children in the household." List each child's name, date of birth, grade and school. If a child receives regular income, such as SSI payments or wages from a job, list the amount and how often it is received in the last column. Do not list occasional earnings like babysitting.  
**Part 3:** Report all incomes for all adult household members.  
**Names:** List the first and last name of each adult living in your household, related or not (such as grandparents, other relatives or friends), including yourself. Include a household member temporarily away from home, such as a college student. Attach another page, if necessary.  
**No Income:** Check this column if a person has no income.  
**Gross Monthly Wages and Salaries:** Next to each adult's name list the **gross income** earned from work before taxes and other deductions (*not* take-home pay). Next to each amount, write in how often the income is received (for example, weekly, every two weeks, twice per month, monthly).  
**All Other Incomes:** List all other amounts received on a regular basis from any source. For self-employment, list *net* income (after business expenses).  
**Part 4:** If your children are approved for meal benefits, this information may be shared with Minnesota health insurance programs to identify eligible children. Leave the boxes blank to allow sharing of information.  
**Part 5:** An adult household member must sign the form and provide their Social Security number. If the person signing the form does not have a Social Security number, they may indicate this by checking the box.

Mail to: Food & Nutrition Services 4187 Braddock Trail Eagan, MN 55122

- Check here if this is the first school meal application for any child listed below
- I have listed below  All children in the household *except foster children*, from birth through high school. Attach an additional page if necessary. (check one):  A foster child, one who is the legal responsibility of a social services agency or court completes a separate application for each child. Do not combine foster children and other children on this form. Does this child receive foster care funds that are designated specifically for the child's personal use?  Yes - \$ \_\_\_\_\_ each \_\_\_\_\_ (Week, 2 Weeks, Twice per month, Monthly or Yearly) or Check here if  No

Names of All Children In Household except Foster Children Or Name of One Foster Child First Name Last Name	Date of Birth Month/Day/Year	Grade (PreK - 12 <sup>th</sup> )	School	If applicable write in the <u>Case number</u> for each receiving Minnesota Family Invest Plan, Food Stamps or FDIPIR only. <u>DO NOT</u> enter Medical Assistance numbers	If applicable SSI or any regular income to child If none please indicate -0-\$Amt How often
1	/ /				\$ _____ ea _____
2	/ /				\$ _____ ea _____
3	/ /				\$ _____ ea _____
4	/ /				\$ _____ ea _____
5	/ /				\$ _____ ea _____

- List *all adults* in the household, *all incomes*, and *how often* each income is received. Attach an additional page if necessary. The instructions page shows the maximum income to qualify for school meal benefits. Do not complete Section 3 if all children applying for school meal benefits in Section 2 have *case numbers*, or if this application is for a *foster child*

Names of All Adults in Household (all household members not listed in Section 1) First Name Last Name	Check this column if person has NO INCOME received ✓	INCOMES: YOU MUST write in each income <i>and</i> how often it is received each; Week, every 2 Weeks, Twice per month, Monthly, or Yearly. IF NO INCOME you must check box for each adult. If income fluctuates, write in the amount normally received.				
		Gross Wages & Salaries from all jobs - before all deductions -	Pension, SSI, Retirement, Social Security	Public Assistance, Child Support, Alimony	Unemployment, Worker's Comp, Strike Benefits	Any Other Income, including net Farm/Self-Employment
1		\$ _____ ea _____	\$ _____ ea _____	\$ _____ ea _____	\$ _____ ea _____	\$ _____ ea _____
2		\$ _____ ea _____	\$ _____ ea _____	\$ _____ ea _____	\$ _____ ea _____	\$ _____ ea _____
3		\$ _____ ea _____	\$ _____ ea _____	\$ _____ ea _____	\$ _____ ea _____	\$ _____ ea _____
4		\$ _____ ea _____	\$ _____ ea _____	\$ _____ ea _____	\$ _____ ea _____	\$ _____ ea _____

- If your children are approved for school meal benefits, this information may be shared with MinnesotaCare, General Assistance Medical Care programs to identify children eligible for Minnesota health insurance programs. See back page for more information. Leave the boxes blank to allow sharing of information.
  - Do not share my information with the MinnesotaCare health insurance program
  - Do not share my information with the General Assistance Medical Care program
  - Do not share my information with school district programs (your child may be eligible for benefits through the school district for K-plus, Young Scholar program, SES scholarships, field trips, band instruments, sport fees and/or extra curricular activities)

5. I certify that the information provided on this application is true and correct. Because federal and state funds may be paid on the basis of this information, I understand that school and state officials may verify the information, and that deliberate misrepresentation may subject me to prosecution under applicable laws.

Signature of Adult Household Member (required) \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security number (required if Part 3 is completed): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ OR  I don't have a Social Security number

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Total Household Size: _____ Total Household Income: _____ Or Household Receives: MFIP / Food Stamps / FDIPIR Approved: Free _____ Reduced-Price _____ Temporary until _____, _____, _____ Denied: Incomplete _____ Income Too High _____ Other: _____ Signature of Determining Official: _____ Date: _____ Withdrawn: _____ Change Status To: _____ Reason: _____	<b>Office Use Only</b>
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Date Verification Sent: _____ Response Due: _____ 2 <sup>nd</sup> Notice Sent: _____ Result: No Change _____ Free to Reduced-Price _____ Free to Paid _____ Reduced-Price to Free _____ Reduced-Price to Paid _____ Reason for Change: Income _____ Household Size _____ Change in Benefits _____ Refused Cooperation _____ Other: _____ Date 'Notice of Change' Sent: _____ Signature of Verifying Official: _____ Date: _____	<b>Office Use Only</b>
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### Social Security Number / Complete Application

The National School Lunch Act requires that unless an MFIP, Food Stamp or FDPIR assistance number is supplied for your child or you are applying for a foster child, the household member signing the application must provide their Social Security number or indicate that they do not have a Social Security number. Provision of a Social Security number is not mandatory, but if a Social Security number is not given, or an indication is not made that the signer does not have such a number, the application cannot be approved.

To be complete, an application based on public assistance must include children's names, assistance numbers, and signature of an adult household member. A complete application based on household income must include the names of all household members, the amounts of income received by all adult household members, the signature of an adult household member, and the Social Security number of the household member completing the application. A complete application for a foster child must include the child's name, the amount of any income received for the child's personal use, and the signature of an adult household member.

### Verification

The school and the MN Department of Education may use the information provided on this form in carrying out efforts to verify the correctness of household size and income and public assistance information stated on the application. These verification efforts may be carried out through program reviews, audits, and investigations and may include contacting state agencies such as the MN Departments of Economic Security, Human Services, or Revenue to verify income or current approval for public assistance. These efforts may result in a loss or reduction of benefits, administrative claims or legal actions if incorrect information is reported.

### Privacy of Information That You Provide on This Form

Information that you provide on this form is private data. The information is used to determine and verify whether children in your household qualify for free or reduced-price school meals and for administration and enforcement of the lunch and breakfast programs. We may share your 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. The information you provide on this application is not released for any other purpose unless a parent or guardian requests the release in writing.

### Privacy of Your Child's Eligibility Status

Your child's eligibility status for school meals (qualified for "free," "reduced-price," or "paid" meals) is private data used by the school to provide the correct school meal benefit to your child. At public school districts, each student's eligibility status is recorded on a statewide computer system used to report student data to the MN Department of Education as required by state law. The MN Department of Education uses this information to (1) administer state and federal programs, (2) calculate compensatory revenue for public schools, and (3) judge the quality of the state's educational program.

Federal law allows a school to release a child's meal eligibility status to officials of the following types of programs without household consent: (1) federal education program, (2) state health or education program administered by the school or a state agency, and (3) federal, state, or local nutrition program that has participation requirements similar to the National School Lunch Program. School officials may send information about other programs or benefits that may be of interest to households that have qualified for free or reduced-price school meals. School meal eligibility information is also used for statistical reports, without individual identification. A child's eligibility status will not be released for any other purpose unless a parent or guardian requests the release in writing.

### Sharing Information with MinnesotaCare and General Assistance Medical Care Programs

Children who are eligible for free and reduced-price school meals may be eligible for Minnesota health insurance programs. Your child's eligibility status for school meals (qualified for free or reduced-price meals) may be shared with the MinnesotaCare and General Assistance Medical Care programs unless you tell us not to. You are not required to share information for this purpose and your decision will not affect approval for school meal benefits.

### Civil Rights Survey (voluntary)

#### 1. Ethnicity (check one):

- Hispanic or Latino    Not Hispanic or Latino

#### 2. Race (check one or more):

- American Indian or Alaskan Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White

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