

**HATTIESBURG PUBLIC SCHOOL DISTRICT
FREE/REDUCED FAMILY MEAL APPLICATION**



NOTICE TO PARENTS

This is the 2010-2011 Free and Reduced Meal Application. A new Application must be completed each year. **Please use black ink and mark only in the designated areas.**

Please complete only one form per household. If you have more than six children enrolled in Hattiesburg Public Schools (living in your home), complete two forms.

Use these school codes when completing your meal application:

- 12 Lillie Burney Elementary**
- 20 Grace Christian Elementary**
- 38 Hawkins Elementary**
- 42 Rowan Elementary**
- 52 Thames Elementary**
- 66 Woodley Elementary**
- 30 N. R. Burger Middle**
- 00 Mary Bethune Alternative**
- 08 Hattiesburg High**

Remember incomplete, illegible, or incorrect applications will delay meal benefits!

Student Meal Prices for the 2010-2011 school year

Full Price Breakfast	\$1.25
Full Price Lunch	\$2.00
Reduced Price Breakfast	\$.30
Reduced Price Lunch	\$.40

Our elementary students will continue to participate in the Provision II Breakfast Program this year. This allows each elementary student to receive breakfast without charge. If you have additional questions, please contact your child's school or the Child Nutrition Office at 601.582.5078.

FAMILY APPLICATION FOR FREE AND REDUCED PRICE MEALS - 2010/2011 SCHOOL YEAR

Dear Parent/Guardian:

Children need healthy meals to learn. The Hattiesburg Public School District offers healthy meals every school day. Lunch cost is \$2.00; breakfast cost is \$1.25. Your children may qualify for free meals or for reduced price meals. Reduced price is \$.40 for lunch and \$.30 for breakfast. All meals served must meet patterns established by the U. S. Department of Agriculture. However, if a child has been determined by a doctor to be disabled and the disability would prevent the child from eating the regular school meal, this school/center will make any substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. If you believe your child needs substitutions because of a disability, please get in touch with us for further information. The amount of reimbursement received by the school/center is determined by the income of the household or whether your child qualifies as categorically eligible.

HOW TO FILL OUT THIS APPLICATION - PLEASE PRINT NEATLY WITH BLACK INK. PLEASE USE CAPITAL LETTERS. COMPLETE ONE APPLICATION PER HOUSEHOLD AND ONE FOR EACH FOSTER CHILD.

PART 1 - IF YOU ARE APPLYING FOR A FOSTER CHILD, YOU MUST COMPLETE A SEPARATE APPLICATION FOR EACH FOSTER CHILD. Put X in the box provided if this application is for a Foster Child. Enter the Foster child's monthly PERSONAL USE income in the boxes provided. Foster children may be eligible for free or reduced price meals regardless of the income of the households with whom they reside.

PART 2 - If you believe the child for whom you are applying is a homeless, migrant, or runaway, call your school homeless liaison at 601.582.5078, and place an X in the appropriate box.

PART 3 - Enter the enrolled Student's MSIS #/ Student ID (if you know it), first name, middle initial, last name, date of birth, school code, and grade. If applicable, enter the Food Stamp, Food Distribution Program on Indian Reservation (FDPIR), or School Nutrition Assistance Program (SNAP) case number in the space provided for each child. If each child listed on the application has a TANF, SNAP (Formerly Food Stamp), or FDPIR number, you may skip Parts 4 & 5. You MUST fill out Parts 4 & 5 if one or more students listed DO NOT have a case number. If this is a foster child application, ONLY list the foster child - DO NOT list any other students.

PART 4 - Enter the names of ALL OTHER people living in your household who are not listed above. Household means a group of related, or non-related, individuals who are living as one economic unit and sharing living expenses to include: rent, clothes, food, doctor bills, and utility bills. Households with deployed service members should include their name and the income made available to the household. DO NOT include the names of the students listed in Part 3 **unless the student receives regular income**, and DO NOT include any foster children. If the individual has no income, you must put an X in the box indicating No Income next to the individual's name. Enter the Income BEFORE DEDUCTIONS in the appropriate column, and indicate the frequency at which the

income is received. In the box marked "Freq", enter W if income entered is received weekly, E if income is received every 2 weeks, T if income is received twice a month, or M if the income is received monthly. 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.

PART 5 - Add together the total number of household members listed in Parts 3 and 4 and enter the number. If a student has been listed in both Part 3 and Part 4, count him/her only once.

PART 6 - Enter your mailing address and telephone number.

PART 7 - If you DO NOT want your information shared with other educational programs to determine additional benefits your students may receive, place an X in the box provided.

PART 8 - SIGN and PRINT the name of the adult filling out the application. Enter the date signed.

PART 9 - Enter the Social Security Number of the adult household member filling out the application. If the adult household member does not have a Social Security Number, place an X in the box provided.

PART 10 (OPTIONAL) - Put an X indicating the student's race/ethnic origin in the boxes provided. You DO NOT have to provide this information.

INCOMPLETE, ILLEGIBLE, OR INCORRECT APPLICATIONS WILL DELAY MEAL BENEFITS

1. Do I need to fill out an application for each child? No. Complete the application to apply for free or reduced price meals. Use one Family Application for Free and Reduced Price Meals for all students/children 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 your child's school or the Child Nutrition Office at 301 Mamie Street, Hattiesburg, MS 39403. If you need help, please call 601.582.5078.**

2. Who can get free meals? All children in households receiving SNAP or TANF or FDPIR and most foster children can get free meals regardless of your income. Also, your children can get free meals if your household income is within the free limits on the Federal Income Guidelines.

3. Can homeless, runaway and migrant children get free meals? Please call your school, homeless liaison or migrant coordinator to see if your children(ren) qualify, if you have not been informed that they will get free meals.

4. 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.

5. 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 your child's school or the Child Nutrition Central Office at 601.582.5078 if you have questions.

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

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 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 SNAP, TANF, FDPIR, or other benefits. If you lose your job, your children may be able to get free or reduced price meals.

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 601.582.5078.

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). You must include yourself and *all* children who live with you.

13. What if my income is not always the same? List the 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.

14. 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.

15. My spouse is deployed to a combat zone. Is her combat pay counted as income? No, if the combat pay is received in addition to her pay because of her deployment and it wasn't received before she was deployed; combat pay is not counted as income. Contact your school for more information.

16. My family needs more help. Are there other programs we might apply for? To find out how to apply for (SNAP) or other assistance benefits, contact your local assistance office. If you have other questions or need help call 601.582.5078.

PRIVACY ACT STATEMENT: 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 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.

NON-DISCRIMINATION: 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, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

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