

# FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **Wolsey-Wessington School District** offers healthy meals every school day. Meal Prices: Breakfast \$1.25, Lunch PK=\$2.25, K-4=\$2.55, 5-12=\$2.80

**Your children may qualify for free meals or for reduced price meals.** Reduced price is **\$.30** for breakfast, **\$.40** for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from SNAP, the Food Distribution Program on Indian Reservations (FDPIR), or **TANF** are eligible for free meals.
- **Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.**
- **Children participating in their school’s Head Start program are eligible for free meals.**
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household’s income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2016-17			
Household size	Yearly	Monthly	Weekly
1	21,978	1,832	423
2	29,637	2,470	570
3	37,296	3,108	718
4	44,955	3,747	865
5	52,614	4,385	1,012
6	60,273	5,023	1,160
7	67,951	5,663	1,307
8	75,647	6,304	1,455
Each additional person:	7,696	642	148

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven’t been told your children will get free meals, please call or e-mail **Amy Langbehn, 605-883-4221 or email amy.langbhen@k12.sd.us**
3. 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.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Amy Langbehn, 375 Ash Street SE, Wolsey, SD 57384, 605-883-4221 or email amy.langbhen@k12.sd.us**
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Amy Langbehn, 375 Ash Street SE, Wolsey, SD 57384, 605-883-4221 or email amy.langbhen@k12.sd.us**
5. right away so those children get benefits, too.
6. MY CHILD’S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW 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 OR MEDICAID. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC or Medicaid may be eligible for free or reduced price meals. Please send in an application.

8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials by calling **James Cutshaw 605-883-4221**. You also may ask for a hearing by calling or writing to: **James Cutshaw, 375 Ash Street SE, Wolsey, SD 57384, 605-883-4221 or email james.cutshaw@k12.sd.us**
11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
12. 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.
13. WHAT IF MY INCOME CHANGES DURING THE YEAR OR MY SNAP, TANF, OR FDPIR BENEFITS CHANGE? If your application for free or reduced price benefits was properly approved, you will remain eligible for those benefits for a certain period of time. You may visit with a school/center official to get the exact date the meal benefits will expire.
14. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
15. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Family Subsistence Supplemental Allowance (FSSA) payments and any additional combat pay resulting from deployment are also excluded from income.  
  
IS COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to the basic pay because of deployment and it was not received before deployment, combat pay is not counted as income. Contact your school for more information.
16. WILL YOU TELL ANYONE ELSE ABOUT THE INFORMATION ON MY FORM? We will use the information on your form to decide if your children should get free or reduced price meals. We may inform officials associated 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.
17. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application.
18. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? Contact your local Department of Social Services office to find out how to apply for SNAP or other assistance benefits.
19. WHAT IF MY CHILD NEEDS SPECIAL FOODS? The school/center will make substitutions to the regular school meal for children whose disability restricts their diet when a physician certifies that disability. If the parent requests changes, the staff may choose to make substitutions for individual children who do not have a disability, but who cannot drink regular milk due to medical or other special dietary needs that are supported by a certified medical authority. These requests will be handled on a case-by-case basis. Please call the school/center food service department for further information to request the special meals or milk.

If you have other questions or need help, call **Amy Langbhen, 605-883-4221**

Sincerely,

*Amy Langbhen*

**INCOME ELIGIBILITY GUIDELINES**  
Effective from July 1, 2016 through June 30, 2017

The income scales below are to be used to determine applicant's eligibility for free or reduced price meals if the family is at or below the guideline.

	Annually	Annually	Monthly	Monthly	Twice a month	Twice a month	Every 2 weeks	Every 2 weeks	Weekly	Weekly
Household Size	Free	Reduced	Free	Reduced	Free	Reduced	Free	Reduced	Free	Reduced
1	\$15,444	\$21,978	\$1,287	\$1,832	\$644	\$916	\$594	\$846	\$297	\$423
2	\$20,826	\$29,637	\$1,736	\$2,470	\$868	\$1,235	\$801	\$1,140	\$401	\$570
3	\$26,208	\$37,296	\$2,184	\$3,108	\$1,092	\$1,554	\$1,008	\$1,435	\$504	\$718
4	\$31,590	\$44,955	\$2,633	\$3,747	\$1,317	\$1,874	\$1,215	\$1,730	\$608	\$865
5	\$36,972	\$52,614	\$3,081	\$4,385	\$1,541	\$2,193	\$1,422	\$2,024	\$711	\$1,012
6	\$42,354	\$60,273	\$3,530	\$5,023	\$1,765	\$2,512	\$1,629	\$2,319	\$815	\$1,160
7	\$47,749	\$67,951	\$3,980	\$5,663	\$1,990	\$2,832	\$1,837	\$2,614	\$919	\$1,307
8	\$53,157	\$75,647	\$4,430	\$6,304	\$2,215	\$3,152	\$2,045	\$2,910	\$1,023	\$1,455
For each additional family member, add	\$5,408	\$7,696	\$451	\$642	\$226	\$321	\$208	\$296	\$104	\$148

**INSTRUCTIONS TO LOCAL AGENCY OFFICIALS:**

When making a determination, the frequency of the current income is compared to the respective income eligibility guidelines (IEG) scale above. For example, weekly income is compared to the weekly scale above. **Use the following procedures:**

- If a household has only one income source, or if all sources are the same frequency, do not use conversion factors. Compare the income or the sum of the incomes to the published IEG for appropriate frequency and household size to make the eligibility determination.
- If a household reports income sources at more than one frequency, bring all income to annual by multiplying weekly income by 52, income received every 2 weeks by 26, income received twice a month by 24, and income received monthly by 12.
  - **Do not round the values resulting from each conversion.**
  - Add the sources of income together and compare to the scale above.

Instructions for farm/self-employed people are included in parent letter and the guidance for completing the application.

The agency should verify all questionable applications.

*The IEGs are based on the Federal Poverty Guidelines annually. The 2016 guidelines show no change in the income levels for household sizes with 7 or more family members compared to that of 2015; thus the Free and Reduced-price income limits for 2016-17 are the same as the 2015-16 guidelines for household sizes 7+. Families still must apply each year.*