

**Jefferson County Board of Education, Child Nutrition Programs**  
**2100 18<sup>th</sup> Street, South**  
**Birmingham, Alabama 35209**

Dear Parent/Guardian:

*Children need healthy meals to learn. Jefferson County Schools offers healthy meals every school day. Breakfast costs \$1.00; lunch costs \$1.75 (elementary)/ \$2.00 (middle and high school). Your children may qualify for free meals or for reduced price meals. Reduced price is \$.30 for breakfast and \$.40 for lunch.*

**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 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: one of our local schools or Jefferson County Board of Education at this address: Child Nutrition 2100 18<sup>th</sup> Street South Birmingham, AL 35209 and phone number is (205) 379-2285.**

**2. Who can get free meals?** All children in households receiving benefits from Alabama Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program on Indian Reservations (FDPIR) or Alabama Temporary Assistance for Needy Families (TANF) can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.

**3. Can Foster Children Get Free Meals?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.

**4. Can homeless, runaway and migrant children get free meals?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. Please call **Linda Hurt at 379-2155** to see if your child(ren) qualify as a homeless, runaway or migrant child, if you have not been informed that they will get free meals.

**5. 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, shown on this application.

**6. 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. Feel free to call **(205) 379-2285** if you have any questions.

**7. 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 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.

<b>FEDERAL INCOME CHART</b>			
For School Year 2011-2012			
Household size	Yearly	Monthly	Weekly
1	20,147	1,679	388
2	27,214	2,268	524
3	34,281	2,857	660
4	41,348	3,446	796
5	48,415	4,035	932
6	55,482	4,624	1,067
7	62,549	5,213	1,203
8	69,616	5,802	1,339
Each additional person:	+7,067	+589	+136

**8. 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.

**9. Will the information I give be checked?** Yes, we may ask you to send written proof.

**10. 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 be eligible for free or reduced priced meals if the household income drops below the income limit.

**11. What if I disagree with the schools decision about my application?** You should talk to school officials. You also may ask for a hearing by calling **(205) 379-2010** or writing to:

**Dr. Yancy Morris, Deputy Superintendent**  
**2100 18<sup>th</sup> Street, South**  
**Birmingham, AL 35209**

**12. 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.

**13. 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) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.

**14. 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. If you have lost a job or had your hours or wages reduced, use your current income.

**15. We are in the military, do we include our housing allowance as income?** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.

**16. My spouse is deployed to a combat zone. Is her/his combat pay counted as income?** No, if the combat pay is received in addition to her/his basic 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.

**17. My Family needs more help. Are there other programs for which we can apply?** To find out how to apply for Alabama SNAP or other assistance benefits, contact your local assistance office or call 1-800-382-0499.

If you have other questions or need help, call: **(205) 379-2285**  
*Si necesita ayuda, por favor llame al teléfono: (205) 379-2285*  
*Si vous voudriez d'aide, contactez nous au numero: (205) 379-2285*

Sincerely,  
 Sonja Anthony, Director  
 Child Nutrition Programs

## INSTRUCTIONS FOR APPLYING

**If your household receives benefits from the Alabama Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program on Indian Reservations (FDPIR) or Alabama Temporary Assistance for Needy Families (TANF), follow these instructions:**

- Part 1:** List child(ren)'s lunch ID number (optional), name, check foster child box (if applicable), date of birth (optional), school and grade.  
**Part 2:** Check the appropriate box, if any.  
**Part 3:** List the case number for any household member receiving Alabama SNAP/Food Stamps, Alabama TANF or FDPIR benefits.  
**Part 4:** Skip this part.  
**Part 5:** Sign the form. The last four digits of a Social Security Number are not necessary.  
**Part 6:** Answer this question if you choose.

**If no one in your household receives Alabama SNAP or Alabama TANF benefits and if any child in your household is homeless, a migrant or runaway, check the appropriate box and contact the Board's liaison at (205) 379-2155 to see if you qualify.**

- Part 1:** List child(ren)'s lunch ID number (optional), name, date of birth (optional), school and grade.  
**Part 2:** Check the appropriate box, if any.  
**Part 3:** Skip this part.  
**Part 4:** Complete only if a student is not eligible under part 2, see instructions under **ALL OTHER HOUSEHOLDS**.  
**Part 5:** Sign the form. The last four digits of a Social Security Number are not necessary if you did not fill out part 4.  
**Part 6:** Answer this question if you choose.

**If all children in the household are FOSTER CHILDREN, follow these instructions:**

- Part 1:** List child(ren)'s lunch ID number (optional), name, check foster child box, date of birth (optional), school and grade.  
**Part 2:** Skip this part.  
**Part 3:** Skip this part.  
**Part 4:** Skip this part.  
**Part 5:** Sign the form. The last four digits of a Social Security Number are not necessary.  
**Part 6:** Answer this question if you choose.

**If some of the children in the household are FOSTER CHILDREN, follow these instructions:**

- Part 1:** List child(ren)'s lunch ID number (optional), name, check foster child box for appropriate child(ren), date of birth (optional), school and grade.  
**Part 2:** Skip this part.  
**Part 3:** List the case number for any household member receiving Alabama SNAP/Food Stamps, Alabama TANF or FDPIR benefits (if applicable).  
**Part 4:** Follow these instructions to report total household income from last month.  
**Column 1 – Name:** List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, friends or foster children). You must include yourself and all children living with you. Attach another sheet of paper if necessary.  
**Column 2 – Gross income last month.** Next to each person's name list each type of income received last month. For example, *Earnings from work*: List the **gross monthly income** each person earned from work. This is not the same as take-home pay. **Gross income is the amount earned before taxes and other deductions.** The amount should be listed on your pay stub, or your employer can tell you.  
**Column 3 –** List the amount each person got last month from welfare, child support, and alimony.  
**Column 4 –** Provide if any monthly payments from pensions, retirement or social security income.  
**Column 5 – All other income sources.** Include worker's compensation, unemployment, strike benefits, supplemental security income (SSI), veteran's benefits (VA benefits), disability benefits, and any regular contributions from people who do not live in your household or any other income. Do not include income from SNAP, FDPIR, WIC, Federal Education Benefits or Foster Payments received by the family from the placing agency. Also in the fifth column report net monthly income for self-owned business, farm, or rental income. If you are in the Military Housing Privatization Initiative or get combat pay do not include this housing allowance.  
**Column 6 – Check if no income:** If any household member (adult or child) does not have any income, check the box.  
**Part 5:** Sign the form. An adult household member must sign the form and list his or her last four digits of the Social Security Number, or mark the box if he or she doesn't have one.  
**Part 6:** Answer this question if you choose.

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

- Part 1:** List child(ren)'s lunch ID number (optional), name, date of birth (optional), school and grade.  
**Part 2:** Skip this part.  
**Part 3:** Skip this part.  
**Part 4:** Follow these instructions to report total household income from last month.  
**Column 1 – Name:** List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children living with you. Attach another sheet of paper if you need to.  
**Column 2 – Gross income last month.** Next to each person's name list each type of income received last month. For example, *Earnings from work*: List the **gross monthly income** each person earned from work. This is not the same as take-home pay. **Gross income is the amount earned before taxes and other deductions.** The amount should be listed on your pay stub, or your employer can tell you.  
**Column 3 –** List the amount each person got last month from welfare, child support, and alimony.  
**Column 4 –** Provide if any monthly payments from pensions, retirement or social security income.  
**Column 5 – All other income sources.** Include worker's compensation, unemployment, strike benefits, supplemental security income (SSI), veteran's benefits (VA benefits), disability benefits, and any regular contributions from people who do not live in your household or any other income. Do not include income from SNAP, FDPIR, WIC, Federal Education Benefits or Foster Payments received by the family from the placing agency. Also in the fifth column report net monthly income for self-owned business, farm, or rental income. If you are in the Military Housing Privatization Initiative or get combat pay do not include this housing allowance.  
**Column 6 – Check if no income:** If any household member (adult or child) does not have any income, check the box.  
**Part 5:** An adult household member must sign the form and list his or her last four digits of the Social Security Number, or mark the box if he or she doesn't have one.  
**Part 6:** Answer this question if you choose.

## INSTRUCTIONS FOR APPLYING Continued

**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 last four digits of the Social Security Number of the adult household member who signs the application. The last four digits of 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), 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 eligible 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 violation of program rules.

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**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 Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410* or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”