

**Jefferson County Board of Education
Child Nutrition Programs
2100 18th Street, South
Birmingham, Alabama 35209
379-2285**

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 18th Street South Birmingham, AL 35209 and phone number is (205) 379-2285.**

2. Who can get free meals? Children in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamp Program), or TANF and most foster children can get free meals regardless of your income. Also, your children can receive 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 **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.

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, shown on this application.

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

6. 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.

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

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

9. What if I disagree with the decision about my application? You should talk to school officials. You also may ask for a hearing by calling or writing to:

**Dr. Yancy Morris, Deputy Superintendent
2100 18th Street, South
Birmingham, AL 35209
Phone : (205) 379-2010**

10. 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.

11. 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.

12. 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.

13. 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.

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

FEDERAL INCOME CHART			
For School Year 2009-2010			
Household size	Yearly	Monthly	Weekly
1	20,036	1,670	386
2	26,955	2,247	519
3	33,874	2,823	652
4	40,793	3,400	785
5	47,712	3,976	918
6	54,631	4,553	1,051
7	61,550	5,130	1,184
8	68,469	5,706	1,317
Each additional person:	+6,919	+577	+134

INSTRUCTIONS FOR APPLYING – A-2

If your household receives benefits from the Supplemental Nutrition Assistance Program (SNAP), formerly the Food Stamp Program Or receives TANF, follow these instructions:

Part 1: List child(ren)'s lunch ID number (optional), name, date of birth (optional), school, grade, and a SNAP or TANF case number.

Part 2: Check the appropriate box, if any.

Part 3: Skip this part.

Part 4: Skip this part.

Part 5: Sign the form. A Social Security Number is not necessary.

Part 6: Answer this question if you choose to.

If your child is homeless, migrant or runaway, check the appropriate box and contact the Board's liaison at (205) 379-2155 to see if you qualify. Fill out application by following instructions section for ALL OTHER HOUSEHOLDS.

If you are applying for a FOSTER CHILD, follow these instructions:

Part 1: Use a separate application for each foster child. List the child's lunch ID number (optional), name, date of birth (optional), school, and grade.

Part 2: Skip this part.

Part 3: Check the box and list the child's personal use monthly income, if any.

Part 4: Skip this part.

Part 5: Sign the form. A Social Security Number is not necessary.

Part 6: Answer this question if you choose to.

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

Part 1: List each child'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: 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. 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 do not include this housing allowance.

Column 6 – Check if no income: If the person does not have any income, check the box.

Part 5: An adult household member must sign the form and list his or her Social Security Number, or mark the box if he or she doesn't have one.

Part 6: Answer this question if you choose to.

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 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 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 Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call 1-800-795-3272 or 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.