Please place the following information on school letterhead.

Frequently Asked Questions About Free and Reduced Price School Meals

Dear Parent/Guardian:

Children need healthy meals to learn. Saint John School offers healthy meals each school day. Breakfast costs \$1.25 and lunch costs \$3.00 for grades PK-6, \$3.25 for grades 7-12. Your children may qualify for free meals or for reduced-price meals. Reduced price is \$.30 for breakfast and \$.40 for lunch. This packet includes an application for free or reduced-price meal benefits and detailed instructions. Below are some common questions and answers to help you with the application process.

1. Who can receive free or reduced-price meals? All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP) or Ohio Works First (OWF); foster children that are under the legal responsibility of a foster care agency or court; children participating in their school's Head Start program; and children who meet the definition of homeless, runaway, or migrant are eligible for free meals. Also, your children may receive free or reduced-price meals if your household's income is within the federal income eligibility guidelines limits.

FEDE	RAL ELIGIBILITY INCO	ME CHART FOR SCHOO	L YEAR 2020-2021
Household size	Yearly	Monthly	Weekly
1	\$23,606	\$1,968	\$454
2	31,894	2,658	614
3	40,182	3,349	773
4	48,470	4,040	933
5	56,758	4,730	1,092
6	65,046	5.421	1,251
7	73,334	6,112	1,411
8	81,622	6,802	1,570
Each additional persor	8,288	691	160

- 2. How do I know if my children qualify as homeless, migrant or runaway? If members of your household lack a permanent address; are staying together in a shelter, hotel or other temporary housing arrangement; relocate on a seasonal basis or; children live with you who have chosen to leave their prior family or household then the children may qualify as homeless, migrant or runaway. If you have not been told your children will receive free meals, please call or email Saint John School at mhartwell@sjheralds.org or 440-997-5531 ext. 222 to see if they qualify.
- 3. **Do I need to fill out an application for each child?** No. Use <u>one</u> free and reduced-price school meal application for <u>all</u> students in your household. We cannot approve an application that is not complete. Please submit all required information. Return the completed application to Mary Ann Hartwell, 7911 Depot Street, Ashtabula, Ohio, 44004, 440-997-5531 ext. 222.
- 4. Should I complete an application if I received a letter this school year saying my children are approved already for free meals? No, but please read the letter carefully and follow the instructions. If any children in your household were missing from the eligibility notification, contact Mary Ann Hartwell, 7911 Depot Road, Ashtabula, OH 44004, 440-997-5531 ext. 222 immediately.
- 5. Can I apply online? Yes. You are encouraged to complete an online application instead of a paper application if possible. The online application requirements are the same and will request the same information as the paper application. Visit http://www.ode.state.oh.us/to begin or to learn more about the online application process. Contact Mary Ann Hartwell, 440-997-5531 ext. 222 or mhartwell@sjheralds.org with any questions about the online application.

- 6. **My child's application was approved last year. Do I need to complete another application?** Yes. Your child's application is valid for that school year and for the start of this school year. You are required to submit a new application unless the school told you that your child is eligible for the new school year.
- 7. I receive Women, Infants and Children (WIC) benefits. Can my child(ren) get free meals? Children in households participating in WIC may be eligible for free or reduced-price meals. Please submit a completed application.
- 8. Will the information I give be checked? Yes, we also may ask you to send written proof.
- 9. **If I do not 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. You also may ask for a hearing by calling or writing to the following contact person Mary Ann Hartwell, 7911 Depot Road, Ashtabula, OH 44004, 440-997-5531 ext. 222 or mhartwell@sjheralds.org.
- 11. **May I apply if someone else 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. What if my income is not always the same? List the amount that you normally receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, submit the report with the routine amount of \$1,000 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 some household members have no income to report? Household members may not receive some types of income that are asked for you to report on the application or may not receive income at all. When this happens, please write a 0 in the corresponding field. However, if any income fields are left empty or blank, those also will be counted as zeroes. Please be careful when leaving income fields blank.
- 14. 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 also 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. Any additional combat pay resulting from deployment also is excluded from income.
- 15. What if there is not 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. Contact Mary Ann Hartwell, 7911 Depot Road, Ashtabula, OH 44004, 440-997-5531 ext. 222 or mhartwell@sjheralds.org to receive a second application.
- 16. **My family needs more help. Are there other programs we might apply for?** To find out how to apply for Ohio SNAP or other assistance benefits, contact your local assistance office or call 877-852-0010.

If you have other questions or need help, call 440-997-5531 ext. 222 or mhartwell@sjheralds.org. Si necesita ayuda, por favor llame al teléfono 440-997-5531 ext. 222 or mhartwell@sjheralds.org. Si vous voudriez d'aide, contactez nous au numero: 440-997-5531 ext. 222 or mhartwell@sjheralds.org.

Sincerely, Mary Ann Hartwell

INSTRUCTIONS FOR APPLYING

A household member is any child or adult living with you.

IF YOUR HOUSEHOLD RECEIVES BENEFITS FROM THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) OR OHIO WORKS FIRST (OWF), FOLLOW THESE INSTRUCTIONS:

- Part 1: List all household members and the school name and grade level for each child.
- Part 2: List the 7-digit case number for any household member (including adults) receiving SNAP or OWF benefits.
- 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: We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

IF NO ONE IN YOUR HOUSEHOLD RECEIVES SNAP OR OWF BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, MIGRANT OR RUNAWAY, FOLLOW THESE INSTRUCTIONS:

- Part 1: List all household members and the school name and school grade level for each child.
- Part 2: Skip this part.
- Part 3: If any child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call Saint John School

at 440-997-5531 ext. 222 or email mhartwell@sjheralds.org. If not, skip this part.

- Part 4: Complete only if a child in your household is not eligible under Part 3. See Instruction for all other households.
- Part 5: Sign the form. The last four digits of a Social Security Number are not necessary if you did not need to complete in part 4.
- Part 6: We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

IF YOU ARE APPLYING FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS:

If all children in the household are foster children:

- Part 1: List all foster children and the school name and grade level for each child. Check the box indicating the child is a foster child.
- 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: We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

If some children in the household are foster children:

- Part 1: List all household members and the name of school and grade level for each child. For any person, including children, with no income, you must check the "No Income" box. Check the box if the child is a foster child.
- Part 2: If the household does not have a 7-digit SNAP or OWF case number, skip this part.
- Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call **Saint John School** at 440-997-5531 ext. 222 or email mhartwell@siheralds.org. If not, skip this part.

Part 4: Follow these instructions to report total household income from this month or last month.

- Box 1-Name: List all household members with income.
- Box 2 Gross Income and how often it was received: For each household member, list each type of income received for the month. Check the appropriate box to note how often the person receives the income weekly, every other week, twice a month, or monthly. For earnings, list the gross income not the take-home pay. Gross income is the amount earned before taxes and other deductions and can be found on your pay stubs. For other income, list the amount and check the box to note how often each person received assistance from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under All Other Income, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household and any other income. Do not include income from SNAP, FDPIR, WIC, federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, report income after expenses under Earnings from Work. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or receive combat pay, do not include these allowances as income.

Part 5: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if he or she doesn't have one).

Part 6: We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

ALL OTHER HOUSEHOLDS (INCLUDING WIC HOUSEHOLDS) FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the school name and grade level for each child. For any person, including children, with no income, you must check the "No Income Box".

Part 2: If the household does not have a SNAP or OWF 7-digit case number, skip this part.

Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call **Saint John School** at 440-997-5531 ext. 222 or email mhartwell@sjheralds.org. If not, skip this part.

Part 4: Follow these instructions to report total household income from this month or last month.

- Box 1 Name: List all household members with income.
- Box 2 Gross Income and how often it was received: For each household member, list each type of income received for the month. Check the box to note how often the person receives the income—weekly, every other week, twice a month, or monthly. For earnings, be sure to list the gross income not the take-home pay. Gross income is the amount earned *before* taxes and other deductions and can be found on pay stubs. For other income, list the amount and check the box to note how often each person received assistance from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under *All Other Income*, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household and any other income. Do not include income from SNAP, FDPIR, WIC, federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, report income after expenses under *Earnings from Work*. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or receive combat pay, do not include these allowances as income.

Part 5: An adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if he or she doesn't have one).

Part 6: We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

2020-2021 FREE AND REDUCED-PRICE SCHOOL MEALS APPLICATION

Part 1. ALL HOUSEHOLD MEMBERS																	
Names of <u>all</u> household members (First, Middle Initial, Last)	Name of school and grade level for each child/or indicate "NA" if child is not in school. School School School School School Check if a foster child (legal resp of welfare agency or court). *If all listed below are foster children, s Part 5 to sign this form.						ll ch	nildren	Check if No Income								
												\Box					
Part 2. BENEFITS: If any member of your household receives SNAP or OWF benefits, provide the name and 7 or 10-digit case number for the person who receives benefits and skip to Part 5. If no one receives these benefits, skip to Part 3.																	
NAME:						DIGIT CASE N										-:	
Part 3. If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call Saint John School at 440-997-5531 ext. 222 or email mhartwell@sjheralds.org. Homeless Migrant Runaway																	
Part 4. TOTAL HOUSEHOLD GROSS Check the box for how often it is received.							inco	ome	on t	he	same line as	the	pers	on v	who	receive	s it.
	2. GROSS	NC	OME	Al	ΝD	HOW OFTEN	IT \	NAS	RE	CE	IVED			_		r	
1 NAME	Earnings from work before deductions	Weekly	Every 2 Weeks	Twice Monthly	Monthly	Welfare, child support, alimony	Weekly	Every 2 Weeks	Twice Monthly	Monthly	Pensions, retirement, Social Security, SSI, VA benefits	Weekly	Every 2 Weeks	Twice Monthly	Monthly	(in- frequer as "v "mo "qua	er Income clude ncy, such veekly" onthly" arterly" aually")
(Example) Jane Smith	\$200	Ø				\$150		Ø			\$0						quarterly
	<u> </u>				П	\$					\$					\$ /	
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9	·													1			
9						\$					\$					\$ /	
Part 5. SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (ADULT MUST SIGN) An adult household member must sign the application. If Part 4 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the back of this page.)																	
I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will receive federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that deliberate misrepresentation of the information may cause my children to lose meal benefits and I may be subject to prosecution under state and federal statutes.																	
Sign here: X																	
Address:Phone Number:																	
Last four digits of your Social Security Number:																	
Part 6. Children's ethnic and racial identities. We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.																	
Choose one ethnicity:	Choose one or more (regardless of ethnicity):																
☐ Hispanic/Latino☐ Not Hispanic/Latino	│	ian nite				merican India Vative Hawaiia						Blad	k or	Afr	icar	n Americ	an

Do not complete this section. Intended for school use only. Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24 Monthly x 12						
Total Income:	Per:	Veeks, □Twice per Month	,	sehold size:		
Categorical Eligibility:	Date Withdrawn:Eligibi	ility: Free Reduced	Denied Reason:			
Determining/Approval Off	ficial's Signature:			Date:		
Confirming Official's Sign	ature:			Date:		
Follow up Official's Signa	ature:			Date:		
If selected for Verification	, Date Verification Notice Sent:	Response Date:	2 nd Notice Sent:	Results Sent:		
Verification Result: No C	hange Free to Reduced Price	ce Free to Paid	Reduced Price to Free	Reduced Price to Paid		

Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart:

INCOME ELIGIBILITY GUIDELINES					
Household size	Yearly	Monthly	Weekly		
1	\$23,606	\$1,968	\$454		
2	31,894	2,658	614		
3	40,182	3,349	773		
4	48,470	4,040	933		
5	56,758	4,730	1,092		
6	65,046	5,421	1,251		
7	73,334	6,112	1,411		
8	81,622	6,802	1,570		
Each additional person:	8,288	691	160		

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 are not required to provide information, but if information is not provided, the state agency 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), Ohio Works First (OWF) case number or other 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.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
 Office of the Assistant Secretary for Civil Rights
 1400 Independence Avenue, SW
 Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

SHARING INFORMATION WITH MEDICAID/Healthy Start, Healthy Families

Dear Parent/Guardian:

If your children receive free or reduced-price school meals, they <u>may</u> also be able to get free or low-cost health insurance through Medicaid or the State of Ohio Healthy Start, Healthy Families Program. Children with health insurance are more likely to get regular health care and are less likely to miss school because of sickness.

Because health insurance is so important to children's well-being, the law allows us to tell Medicaid and Healthy Start, Healthy Families that your children are eligible for free or reduced-price meals, unless you tell us not to. Medicaid and Healthy Start, Healthy Families only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children. Filling out the Free and Reduced-Price School Meals Application does not automatically enroll your children in health insurance.

If you do not want us to share your information with Medicaid or *Healthy Start, Healthy Families*, fill out the form below and send in (Sending in this form will not change whether your children get free or reduced-price meals).

	nformation from my Free and Reduced-Price School I th Medicaid or the <i>Healthy Start, Healthy Families</i> .	Vleals
lf you checked no, fill out t	he form below.	
Child's Name:	School:	
Signature of Parent/Guardia	n:Date:	
Printed Name:	Address:	
	call Mary Ann Hartwell, 440-997-5531 ext. 222.	

This institution is an equal opportunity provider.

SHARING INFORMATION WITH OTHER PROGRAMS

Dear Parent/Guardian:						
To save you time and effort, the information you gave on your Free and Reduced-Price School Meals Application may be shared with other programs for which your children may qualify. For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced-price meals.						
No! I DO NOT want information Application shared with any o	on from my Free and Reduced-Price School Meals f these programs.					
	s to share information from my Free and Reduced- on with [name of program specific to your					
Yes! I DO want school officials to share information from my Free and Reduced-Price School Meals Application with [name of program specific to your school].						
Yes! I DO want school officials to share information from my Free and Reduced-Price School Meals Application with [name of program specific to your school].						
If you checked yes to any or all be information will be shared only wi	exes above, fill out the form below. Your the the programs you checked.					
Child's Name:						
Child's Name:	School:					
Child's Name:	School:					
Child's Name:	School:					
Signature of Parent/Guardian:	Date:					
Printed Name:						
Address:						

For more information, you may call Mary Ann Hartwell at 440-997-5531 ext. 222 or email mhartwell@sjheralds.org

Return this form to: Saint John School, 7911 Depot Road, Ashtabula, OH 44004.

This institution is an equal opportunity provider.

Does your child qualify for the School Meals Program? If so, your family may qualify for free health coverage!







Healthy Start & Healthy Families

Healthy Start offers free health care coverage for kids (birth to age I 9) and pregnant women.

Healthy Families offers free health care coverage for the entire family - parents AND kids.

Healthy Start & Healthy Families Covers:

Doctor Visits Hospital Care Immunizations Substance Abuse Prescriptions Vision Services Dental Care Mental Health

And Much More!

For more information or an application, call: 1-800-324-8680 (a free call!)

TDD 1-800-292-3572

Monday - Friday Saturday - Sunday 7 am to 8 pm 12 pm to 5 pm



Your family's size and income determines if you and your family are eligible for Healthy Start or Healthy Families. Healthy Start & Healthy Families are Medicaid Programs administered by The Ohio Department of Job & Family Services.