# FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

#### Dear Parent/Guardian:

Children need healthy meals to learn. Murray City School District offers healthy meals every school day. Breakfast costs \$1.20 for elementary, \$1.35 for secondary schools; lunch costs \$1.80 for elementary, \$2.20 for junior high, and \$2.35 for high school. 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 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 **Utah SNAP**, the **Food Distribution Program on Indian Reservations (FDPIR)** or **Utah TANF/FEP**, 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 2019-20 |          |         |         |  |
|--|----------|---------|---------|--|
| Household size   | Yearly   | Monthly | Weekly  |  |
| 1  | \$23,107 | \$1,926 | \$445   |  |
| 2  | \$31,284 | \$2,607 | \$602   |  |
| 3  | \$39,461 | \$3,289 | \$759   |  |
| 4  | \$47,638 | \$3,970 | \$917   |  |
| 5  | \$55,815 | \$4,652 | \$1,074 |  |
| 6  | \$63,992 | \$5,333 | \$1,231 |  |
| 7  | \$72,169 | \$6,015 | \$1,388 |  |
| 8  | \$80,346 | \$6,696 | \$1,546 |  |
| Each additional person:                                  | \$8,177  | \$682   | \$158   |  |

- 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 Kelli Kercher, homeless liaison, at 801-264-7400, or email kkercher@murrayschools.org
- 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: **Kay Lindorff, MCSD, 5102 S.**Commerce Dr., Bldg #1, Murray, Utah, 84107 or call 801-264-7441.
- 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 Kay Lindorff at 801-264-7441 or email klindorff@murrayschools.org immediately.

- 5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit www.murrayschools.org to begin or to learn more about the online application process. Contact Kay Lindorff at 801-264-7441 or email <a href="mailto:klindorff@murrayschools.org">klindorff@murrayschools.org</a> if you have any questions about the online application.
- 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, through September 30, 2019. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
- 7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC 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.
- 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: Rock Boyer, 5102 S. Commerce Dr., Murray, UT 84107, or phone 801-264-7400, or email rboyer@murrayschools.org
- 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 <u>normally</u> 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 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 <u>also</u> be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you <u>meant</u> to do so.
- 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 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. Any additional combat pay resulting from deployment is also excluded from income.
- 15. 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. Contact **Kay Lindorff**, 5102 S Commerce Dr., Murray, UT 84107, phone 801-264-7441, or email klindorff@murrayschools.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 **Utah SNAP** or other assistance benefits, contact your local assistance office or call **801-526-0950 or 1-866-435-7414** (outside Salt Lake area.)

If you have other questions or need help, call Kay Lindorff at 801-264-7441.

Sincerely,

**Kay Lindorff - Child Nutrition Program Secretary** 

## **HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS**

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, for students attending school(s) in Murray City School District. If you have students attending another [School District/Charter] submit a completed copy of the application to that school district/charter school. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order. Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Kay Lindorff at 801-264-7441 or klindorff@murrayschools.org. If you would like to complete an application online, please go to www.murrayschools.org.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

Mail Completed Form to: Kay Lindorff, MCSD, 5102 S Commerce Dr., Building #1, Murray, UT 84107.

## STEP 1: LIST <u>ALL</u> HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending Murray City School District, regardless of age.

A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.

B) Is the child a student at Murray City School District? Mark 'Yes' or 'No' under the column titled "Student" to tell us which children attend Murray City School District. If you marked 'Yes,' write the grade level of the student in the 'Grade' column to the right.

C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing STEP 1, go to STEP 4.

Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.

D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, and Runaway" box next to the child's name and complete all steps of the application.

## STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP) or Utah SNAP.
- Temporary Assistance for Needy Families (TANF) or Utah TANF/FEP.

## STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?

• The Food Distribution Program on Indian Reservations (FDPIR).

## A) If no one in your household participates in any of the above listed programs:

• Leave STEP 2 blank and go to STEP 3.

### B) If anyone in your household participates in any of the above listed programs:

- Indicate the program type. Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number.
- Go to STEP 4.

#### STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

## How do I report my income?

- Use the charts titled "Sources of Income for Adults" and "Sources of Income for Children," printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
  - o Gross income is the total income received before taxes.
  - o Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

#### 3.A. REPORT INCOME EARNED BY CHILDREN

A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

#### **3.B REPORT INCOME EARNED BY ADULTS**

#### Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- Do NOT include:
  - o People who live with you but are not supported by your household's income AND do not contribute income to your household.
  - Infants, Children and students already listed in **STEP 1**.

#### STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

or revenue.

- B) List adult household members' names. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Do not list any household members you listed in STEP 1. If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.
- **C)** Report earnings from work. Report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.

What if I am self-employed? Report income from that work

as a net amount. This is calculated by subtracting the total

operating expenses of your business from its gross receipts

**D)** Report income from public assistance/child support/alimony. Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.

- E) Report income from pensions/retirement/all other income. Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.
- F) Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.
- **G)** Provide the last four digits of your Social Security Number. An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."

### **STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE**

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

- A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.
- B) Print and sign your name and write today's date. Print the name of the adult signing the application and that person signs in the box "Signature of adult."
- C) Mail Completed Form to: Kay Lindorff, MCSD, 5102 S Commerce Dr, Building #1, Murray, UT 84107
- D) Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals. If you do not select race or ethnicity, one will be selected for you based on visual identification.

Apply online at:

## 2019-2020 Utah Household Application for Free and Reduced Price Meals

Complete one application per household. Please use a pen (not a pencil). Mail completed form to:

STEP 1

| Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related." Children in State Foster care and children who meet the definition of Homeless, Migrant, Runaway or participate in Headstart programs are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information. | Child's First Name  | MI                       | Child's Last Name  | Student? Yes No                          | Name of School/Center  | Grade Head Foster Migrant, Runaway  Add Provided Head Foster Start Child Runaway  Add Provided Head Foster Start C |
|---|---|--------------------------|--|--|--|--|
| Do any Household Member<br>eligible assistance program  | s currently participate in one of the following   | SNAP                     | P TANF-FEP FDPIR <b>b.</b> Enter case numl assistance progr<br>Do not put in Me  | ber of the selected                      |  |  |
| Are you unsure what income to include here?  Flip the page and review the charts titled "Sources of Income" for more information.  The "Sources of Income for Children" chart will help you with the Child Income section.  The "Sources of Income for Adults" chart will help you with the All Adult Household Members section.  | Household Members listed in STEP 1 here.  B. All Adult Household Members (incl. List all Household Members not listed in STEP.) | uding<br>1 (inclents) or | e income. Please include the TOTAL income received by all  g yourself) Cluding yourself) even if they do not receive income. For each Household only. If they do not receive income from any source, write '0'. If you ent  How often?  Public Assistance/ Child Support/Alimo  \$  \$  \$  \$  \$  \$  \$  \$  \$  \$  \$  \$  \$ | sold Member liste<br>ter '0' or leave ar | ny fields blank, you are certifying  | ort total gross income (before (promising) that there is no income How often?  |
| Total Household Members (Children and Adults)  Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member  X X X  Check if no SSN  |   |                          |  |  |  |  |
| "I certify (promise) that all informati   | may lose meal benefits, and I may be prosecuted under a   | applicab                 | nderstand that this information is given in connection with the receipt of Federal fuble State and Federal laws."  City State Zip  Signature of adult  |  | ram officials may verify (check) the info  Daytime Phone and Email (option |  |

List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

| Sources of Inc  | come for Children   |  |  |
|---|---|--|--|
| Sources of Child Income   | Example(s)  |  |  |
| - Earnings from work  | - A child has a regular full or part-time job where they earn a salary or wages   |  |  |
| <ul><li>Social Security</li><li>Disability Payments</li><li>Survivor's Benefits</li></ul> | <ul> <li>- A child is blind or disabled and receives Social Security benefits</li> <li>- A Parent is disabled, retired, or deceased, and their child receives Social Security benefits</li> </ul> |  |  |
| -Income from person outside the household   | - A friend or extended family member regularly gives a child spending money   |  |  |
| -Income from any other source   | - A child receives regular income from a private pension fund, annuity, or trust  |  |  |

| Earnings from Work  | Public Assistance /<br>Alimony / Child Support  | Pensions / Retirement /<br>All Other Income  |
|---|---|--|
| - Salary, wages, cash<br>bonuses<br>- Net income from self-<br>employment (farm or<br>business)   | - Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government | Social Security     (including railroad     retirement and black lung     benefits)     Private pensions or     disability benefits                      |
| If you are in the U.S. Military:  - Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)  - Allowances for off-base housing, food and clothing | Alimony payments     Child support payments     Veteran's benefits     Strike benefits  | - Regular income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household |

| OPTIONAL   | Children's Racial and Ethnic Identities   |   |
|--|---|---|
| Responding to Ethnicity (check   | this section is optional and does not affect your children's eligibility for free o one):  Hispanic or Latino  Not Hispanic or Latino   | ation is important and helps to make sure we are fully serving our community.  or reduced price meals.  ck or African American  Native Hawaiian or Other Pacific Islander  White  |
| nave to give the information must include the application. The lass in other child or you weedy Families FDPIR) case number signing the lunch and breat purition programs the views, and law ending administering USD/ | ssell National School Lunch Act requires the information on this application. You do not formation, but if you do not, we cannot approve your child for free or reduced price meals. He last four digits of the social security number of the adult household member who signs the tour digits of the social security number is not required when you apply on behalf of a list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for (TANF-FEP) Program or Food Distribution Program on Indian Reservations per or other FDPIR identifier for your child or when you indicate that the adult household be application does not have a social security number. We will use your information to init is eligible for free or reduced price meals, and for administration and enforcement of akfast programs. We MAY share your eligibility information with education, health, and so help them evaluate, fund, or determine benefits for their programs, auditors for program inforcement officials to help them look into violations of program rules.  In Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights cies, the USDA, its Agencies, offices, and employees, and institutions participating in or A programs are prohibited from discriminating based on race, color, national origin, sex, apprisal or retaliation for prior civil rights activity in any program or activity conducted or | 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: http://www.ascr.usda.gov/complaint_filing_cust.html, 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:  mail:  U.S. Department of Agriculture  Office of the Assistant Secretary for Civil Rights  1400 Independence Avenue, SW Washington, D.C.  20250-9410  fax:  (202) 690-7442; or email: program.intake@usda.gov.  This institution is an equal opportunity provider. |
|  | Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly  | v x 12  |
|  | Controller 1700 My A OL, Every 2 Trocke A Ze, Twice a Month A Ze, Month   | y A 12  |

| Annual Income Conversion: Weekly x 5 | 52, Every 2 We      | eks x 26,     | Twice a Month x 24, Monthly x 12 |         | Fligibility              |                            |
|--------------------------------------|---------------------|---------------|----------------------------------|---------|--------------------------|----------------------------|
|                                      | How ofte            | n?            |                                  |         | Eligibility:             |                            |
| Total Income                         | Weekly Bi-Weekly 2x | Month Monthly | Household size                   |         | Free Reduced Paid/Denied |                            |
|                                      | 0 0 (               | 0 0           | Categorical Elig                 | ibility | 0 0 0                    | Error Prone (Schools Only) |
| Determining Official's Signature     | Date                |               | Confirming Official's Signature  | Date    | Verifying Official's Sig | gnature Date               |