Dear Parent/Guardian:

Children need healthy meals to learn. Derby Public Schools offer healthy meals every school day. Breakfast costs $1.50 at all schools and lunch costs $2.50. Grammar schools/$2.75 high and middle schools. Your children may qualify for either free meals or reduced-price meals. The reduced price is $.30 cents for breakfast and $.40 cents for lunch. This packet includes an application for free or reduced-price meal benefits and detailed instructions.

NOTE: Children receiving Supplemental Nutrition Assistance Program (SNAP), Temporary Family Assistance (TFA) or Medicaid benefits may be directly certified and automatically eligible for free meals without applying for benefits. (Some children who receive Medicaid benefits may also be directly certified and automatically eligible for reduced-price meals as well.) Questions regarding SNAP/TFA/Medicaid and direct certification should be sent to the determining official Salvatore Giannotti 203-516-4066. If you have received a NOTICE OF DIRECT CERTIFICATION for free or reduced-price meals, do not complete the application unless instructed to do so by the district. Let the school know if any children in your household are not listed on the Notice of Direct Certification letter you received.

The answers to common questions below can help you with the application process.

1. **Who can get free or reduced-price meals?**
   - All children in households receiving SNAP or TFA benefits are eligible for free meals. Note: Some students receiving Medicaid benefits are eligible for free or reduced-price 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 or runaway are eligible for free meals.
   - Children may receive free or reduced-price meals if your household’s income is within the limits of 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:

<table>
<thead>
<tr>
<th>Household size</th>
<th>Yearly</th>
<th>Monthly</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>22,311</td>
<td>1,860</td>
<td>430</td>
</tr>
<tr>
<td>2</td>
<td>30,044</td>
<td>2,504</td>
<td>578</td>
</tr>
<tr>
<td>3</td>
<td>37,777</td>
<td>3,149</td>
<td>727</td>
</tr>
<tr>
<td>4</td>
<td>45,510</td>
<td>3,788</td>
<td>876</td>
</tr>
<tr>
<td>5</td>
<td>53,243</td>
<td>4,437</td>
<td>1,024</td>
</tr>
<tr>
<td>6</td>
<td>60,976</td>
<td>5,082</td>
<td>1,173</td>
</tr>
<tr>
<td>7</td>
<td>68,709</td>
<td>5,726</td>
<td>1,322</td>
</tr>
<tr>
<td>8</td>
<td>76,442</td>
<td>6,371</td>
<td>1,471</td>
</tr>
</tbody>
</table>

Each Additional Family Member: +7,733 + 645 + 149
2. How do I know if my children qualify as homeless 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 you have not been told your children will get free meals, please call or e-mail Dina Gotowala, 203-736-5027 dgotowala@derbyps.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 Derby Food Service 75 Chatfield Street, Derby Ct. 06418.

4. Should I fill out an application if I received a letter this school year saying my children are already approved for free or reduced-price meals? No, but please read the letter carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Salvatore Giannotti, Derby Food Service- 203-516-4066 sgiannotti@derbyps.org - immediately.

5. Can I apply online? Yes. You are encouraged to complete the electronic 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.derbyps.org to begin or to learn more about the online application process. Contact Salvatore Giannotti, Derby Food Service- 203-516-4066 - sgiannotti@derbyps.org 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. 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. 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.

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 Salvatore Giannotti, Derby Food Service- 203-516-4066 – sgiannotti@derbyps.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 normally receive. For example, if you normally make $1,000 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
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. When this happens, please write “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.

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, or receive Family Subsistence Supplemental Allowance payments, these 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 to your application. Contact Salvatore Giannotti, Derby Food Service - 203-516-4066 – sgiannotti@derbyps.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 SNAP benefits and to contact the Department of Social Services office in your town, contact United Way’s free referral number 2-1-1 (free call, statewide).

If you have other questions or need help, call. Salvatore Giannotti, Derby Food Service - 203-516-4066 – sgiannotti@derbyps.org

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly. 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: 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:

(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.
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, even if your children attend more than one school in Derby Public Schools. 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 the application. If at any time you are not sure what to do next, please contact Salvatore Giannotti, Derby Food Service - 203-516-4066 - sggiannotti@derbys.org

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

STEP 1: LIST ALL 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?** 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 or runaway youth;
- Students attending Derby Public Schools, 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, please print clearly. 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 in the district? List the name of the school, the grade and mark “Yes” or “No” under the column titled “Student” to tell us which children attend school in the district. If you marked “Yes,” write the grade level of the student in the “Grade” column.

**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, runaway or in a Head Start Program? If you believe any child listed in this section meets this description, mark the “Head Start or Homeless/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 or TFA?

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)
- Temporary Family Assistance (TFA)

**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:
- Write a case number for SNAP or TFA. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact your DSS social worker.

Note: Do not use a HUSKY Medical Benefits number since this number is not a SNAP or TFA case number. It is also recommended (but not required) that you submit proof of this SNAP or TFA case number when you submit the application for processing. Proof does not include a copy of the CONNECT card.
- 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 Children” and “Sources of Income for Adult,” 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.
- Gross income is the total income received before taxes.
- 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.
### Contact Information and Adult Signature

<table>
<thead>
<tr>
<th>STEPS</th>
<th>INFORMATION</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Confirmation of Eligibility</strong>&lt;br&gt;Check if no SSN&lt;br&gt;Compare student's SSN with the box to the right.</td>
<td>Households who have a Social Security Number (SSN) do not need to apply for benefits.</td>
<td>Ensure your child's Social Security Number (SSN) is correct. If the number in the box on the right does not match your child's SSN, revisit the box.</td>
</tr>
<tr>
<td>2. <strong>Benefit Package</strong>&lt;br&gt;Report all income that applies to your household.</td>
<td>Include all sources of income from all family members.</td>
<td>Avoid double counting.</td>
</tr>
<tr>
<td>3. <strong>Income</strong>&lt;br&gt;Report income from financial aid or grants.</td>
<td>Include all income, even if it is small.</td>
<td>Income from outside your household is included.</td>
</tr>
<tr>
<td>4. <strong>Birth</strong>&lt;br&gt;Report the number and date of each child.</td>
<td>Include the number of children in your household.</td>
<td>Report only children living with you.</td>
</tr>
<tr>
<td>5. <strong>Annual Budget</strong>&lt;br&gt;Report the total household size.</td>
<td>Include all household members.</td>
<td>Do not include non-residents.</td>
</tr>
<tr>
<td>6. <strong>Additional Income</strong>&lt;br&gt;Report all other income.</td>
<td>Include all sources of income.</td>
<td>Include all sources of income.</td>
</tr>
</tbody>
</table>

### Reporting Income Earned by Children

- **Reporting children's income**: If you are applying for benefits, include all children living with you. This includes children living with you, even if they are not related and even if they are not living with you.

- **What is child income?** Child income is money received from outside your household that is paid directly to your child. Many households do not have any child income.
2017-18 Application for Free and Reduced-price School Meals or Free Milk
Complete one application per household. Please use a pen (not a pencil).

STEP 1
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).

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related."

Children in Foster care and children who meet the definition of Homeless or Runaway are eligible for free meals. Read How to Apply for Free and Reduced-price School Meals for more information.

STEP 2
Do any household members (including you) currently participate in one or more of the following Assistance Programs – SNAP or TFA? (This does not include medical (HUSKY) benefits.)

If NO, go to STEP 3
If YES, a household member does participate in SNAP or TFA, write a SNAP or TFA case number here and then go to STEP 4 (Do not complete STEP 3.) To quicken the approval process, it is strongly recommended that you submit proof of SNAP or TFA eligibility with this application. See instructions.

STEP 3
Report Income for ALL Household Members (Skip this step if you answered "Yes" to Step 2)

A. Child Income
Sometimes children in the household earn income. Please include the TOTAL income earned by all Child Household Members listed in STEP 1 here.

B. All Adult Household Members (including yourself)
List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write "0." If you enter "0" or leave any fields blank, you are certifying (promising) that there is no income to report.

STEP 4
Contact Information and Adult Signature. Mail Completed Form to: Derby Food Service 75 Chatfield Street, Derby Ct. 06418

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Printed name of adult signing the form

Signature of adult

Date of application

Apply online at www.derbyps.org
Apartment Number

Application No:

Case Number:

Write only one case number in this space.

Street Address (if available)

City

State

Zip

Daytime Phone and Email (optional)

Today's date

Check if no SSN

Last Four Digits of Social Security Number (SSN) of
Primary Wage Earsner Other Adult Household Member

How often?

Weekly Bi-Weekly Bi Monthy Annual

How often?

Weekly Bi-Weekly Bi Monthy Annual

Pensional/Retirement

How often?

Weekly Bi-Weekly Bi Monthy Annual
2017-18 Application for Free and Reduced-Price School Meals or Free Milk

Optional: Children's Racial and Ethnic Identities

<table>
<thead>
<tr>
<th>Source of Income for Adults</th>
<th>Source of Income for Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Employment</td>
<td>Paid Employment</td>
</tr>
<tr>
<td>Self-Employment</td>
<td>Self-Employment</td>
</tr>
<tr>
<td>Unemployment</td>
<td>Unemployment</td>
</tr>
<tr>
<td>Social Security (Retirement)</td>
<td>Social Security (Retirement)</td>
</tr>
<tr>
<td>Public Assistance/Money</td>
<td>Public Assistance/Money</td>
</tr>
</tbody>
</table>

Example:

1. Federal government program
2. State government program
3. Local government program
4. Non-profit organization
5. Private sector

Fill in the appropriate boxes based on your household's income sources.