FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED-PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. Fort Gibson Public Schools offers healthy meals every school day. Breakfast costs \$ 1.75MS/HS,1.50ELC/IE; lunch costs \$ 2.50MS/HS,ELC/IE\$2.25 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 Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance for Needy Families (TANF) are eligible for free meals.
 - Foster children who 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.

Household Size	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	25,142	2,096	1,048	967	484
2	33,874	2,823	1,412	1,303	652
3	42,606	3,551	1,776	1,639	820
4	51,338	4,279	2,140	1,975	988
5	60,070	5,006	2,503	2,311	1,156
6	68,802	5,734	2,867	2,647	1,324
7	77,534	6,462	3,231	2,983	1,492
8	86,266	7,189	3,595	3,318	1,659
Each additional person:	8,732	728	364	336	168

- 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 have not been told your children will get free meals, please call or e-mail Connie Melton.918-478-2191.ext7000.c melton@fortgibsontigers.org
- 3. DOTNEED 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 Connic Melton FortGibson PublicSchools. 500Ross, FortGibsonpublicSchools c-melton@fortgibsontigers.org ,918-478-2191ext,7000
- 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

 Connie Melton,c melton@fortgibsontigers.org,478-2191ext7000,500 Ross Fort Gibson OK, 74431 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

 N/A

 to begin or to learn more about the online application process. Contact 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 schools year, through SEPTEMBER21,2022. 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 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 call or writing to:

 Scott Farmer 500 Ross Fort Gibson, OK 74434@478-2474
- 11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A UNITED STATES (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 \$1000 each month but you missed some work last month and made only \$900, put down that you made \$1000 per month. If you normally get overtime, include it; do not include it if you work overtime only 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 θ 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, 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 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 (Connie Melton 500 Ross FortGibsonOK74434@918-478-2191ext.7000,c_melton@fortgibsontigers.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 or other assistance benefits, contact your local assistance office or call 1-866-411-1877.

If you have other questions or need help, call 918-478-2191ext.7000 Sincerely,

HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

district contact here; phone and email preferred]. completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the application per household, even if your children attend more than one school in School District]. The application must be filled out Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact [School/school

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

INCLUDING GRADE 12 STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND

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

- 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 (Fort Gibson Public Schools), regardless of age LIS) arch child shame Princeactive (B) is the child a student of the child shame Princeactive (B) is the child a student of the child shame Princeactive (B) is the child shame the child shame Princeactive (B) is the child shame the chi

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 meats:

- The Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF
- The Food Distribution Program on Indian Reservations (FDPIR

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.
- 0 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.
- 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 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
- 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

3.B REPORT INCOME EARNED BY ADULTS

Who should I list here?

- they do not receive income of their own 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
- Do NOT include:
- 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.

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FOR EACH ADULT HOUSEHOLD MEMBER: continued

- Write a θ in any fields where there is no income to report. Any income fields left empty or blank will be counted as zeroes. If you write θ or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have known or available information that your household income was reported incorrectly, your application will be verified for cause.
- Mark how often each type of income is received using the check boxes to the right of each field.
- 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. Refer to the chart titled Sources of Income for Adults in these instructions, and 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. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenues.
- D. Report income from public assistance/child support/alimony. Refer to the chart titled Sources of Income for Adults in these instructions, and report all income that applies in the Public Assistance/Child Support/Alimony field on the application. Do not report the value of any cash value public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only court-ordered payments should be reported here. Informal regular payments should be reported as Other income in the next part.
- E. Report income from pensions/retirement/all other income. Refer to the chart titled Sources of Income for Adults in these instructions, and 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 or reduced-price meals.
- G. Provide the last four digits of your social security number. The household's primary wage earner or another adult household member must enter the last four digits of his/her 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 member has a social security number, leave this space blank and mark the box to the right labeled Check if no SSN.

Sources of Income for Adults

Earnings From Work	Public Assistance/Alimony/ Child Support	Pensions/Retirement/ All Other Income
Salary, wages, cash bonuses NET income from self- employment (farm or business) 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	 Unemployment benefits Worker's compensation Supplemental Security Income (SSI) Cash assistance from state or local government Alimony payments Child support payments Veteran's benefits Strike benefits 	 Social Security (including railroad retirement and black lung benefits) Private pensions or disability benefits Regular income from trusts or estates Annuities Investment income Earned interest Rental income REGULAR cash payments from outside household

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 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, e-mail address, or both is optional, but helps us reach you quickly if we need to contact you.
- B. Print and sign your name. Print your name in the box Printed Name of Adult Completing the Form. Sign your name in the box Signature of Adult Completing the Form.
- C. Today's date. In the space provided, write today's date.
- 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.

2022-2023 Household Application for Free and Reduced Price School Meals Complete one application per household. Please use a pen (not a pencil).

Apply online:

	Today's date	-		bdult	Signature of adult		the form	Printed name of adult signing the form
Email (optional)	Daytime Phone and Email (optional)	24	State		City	Apt #		Street Address (if available)
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igton, D.C. 20250-9410; or fax: (833)	Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; or email: program.intake@usda.gov	Assistant Secretary for Civil Rights, 1400 Independence Avenue, 256-1665 or (202) 690-7442; or email: program.intake@usda.gov		partment of Agricuture (U ating based on race, color bility, age, or reprisal or n	In ector centre more recens and inglies law and U.S., Lepharment or Agriculture (USDA) civit rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retailation for prior civil rights arrivery.
USDA-OASCR%20P-Complaint-Form-0508-0002-508-11:-28-17Fax/2Mail.pdf, from any USDA office, by calling (866) 532-992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by, mail: 11.5. Department of a facilities.	USDA-CASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by qailing (866) 532-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, addressed to inform the letter addressed to inform the alloged discriminatory action in sufficient detail to inform the Assistant Secretary for Criti Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by mail: 11.5. Department of Assistants.	SIDA-QASCRY&20P-Complaint-Form-0 56) 532-9992, or by writing a letter add ephone number, and a written descrip sistant Secretary for Civil Rights (ASC mpleted AD-3027 form or letter must!	th, and	re eligibility information we eligibility information we emitte benefits for their p p them look into violations	the funch and breakfast programs. We MAY share your eighbility 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.
To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at https://www.usda.gov/cites/defaut/files/documents/	To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at https://www.usda.com/cites/desat/files/desates/) file a program discrimination complai scrimination Complaint Form which ca		ur child or when you indic	If DUTIK) case number or other FUPIR 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 strictly for the control of the contr
Persons with disabilities who require le, large print, audiotape, American ranisters the program or USDA's the Federal Relay Service at (800)	Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, Jarge print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.	Program information may be made avail atternative means of communication to o Sign Language), should contact the resp TARGET Center at (202) 720-2600 (void 877-8339.	•	t requires the information cannot approve your chill security number of the ad ecurity number is not requirition Assistance Program of Distribution Program of	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) Program or Food Distribution Program on Indian Reservations
Pacific Islander White	Native Hawaiian or Other Pacific Islander	Black or African American		Amencan Indian or Alaskan Native	Amencan
			Not Hispanic or Latino		Ethnicity (check one): Hispanic or Latino
rving our community.	to make sure we are fully serving our community	mation is important and helps or reduced price meals.	ace and ethnicity. This infon ir children's eligibility for free	out your children's r I does not affect you	We are required to ask for information about your children's race and ethnicity. This information is important and helps Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.
				nic Identities	OPTIONAL Children's Racial and Ethnic Identities
Rental income Regular cash payments from outside household	Ourse generits	allowances for off-base housing, food and dothing	- A child receives regular income from a private pension fund, annuity, or trust	- A child receives private pension tu	-income iron any other source
rusts or estates - Annuities - Investment income	Child support payments Veteran's benefits	- Basic pay and cash bonuses (do NOT include combat pay,	regularly gives a child spending money	regularly gives a	31eca
- Private pensions or disability benefits - Regular income from	State or local government	If you are in the U.S. Military:	 A Farem is disabled, retired, or deceased, and their child receives Social Security benefits A friend or extended family member 	their child receives A friend or exter	-Income from person outside the household
retirement and black lung benefits)	Supplemental Security Income (SSI)	 Net income from self- employment (farm or business) 	- A child is blind or disabled and receives Social Security benefits	- A child is blind or Security benefits	Social Security Disability Payments Siminary Reposits
Social Security	· Unemployment benefits	 Salary, wages, cash bonuses 	where they earn a salary or wages	where they earn a salary or wages	Control work
Pensions / Retirement / All Other Income	Public Assistance / Alimony / Child Support	Earnings from Work	Example(s)	Exan	Sources of Cand Income
ults	Sources of Income for Adults	(0)	en n	Sources of Income for Children	Sources of Ir

SHARING INFORMATION WITH MEDICAID/SOONERCARE

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Dear Parent/Guardian	ı:	
cost health insurance	through Medicai	rice school meals, they MAY also be able to get free or low- id or Sooner Care. Children with health insurance are more e less likely to miss school because of sickness.
Because health insurant and Sooner Care that tell us not to. Medicabe eligible for their properties.	your children and aid and Sooner Corograms. Progration for Free and	nt to children's well-being, the law allows us to tell Medicaid re eligible for free or reduced-price school meals unless you have only use the information to identify children who may mofficials may contact you to offer to enroll your children. I Reduced-Price School Meals does not automatically enroll
		formation with Medicaid or Sooner Care, fill out the form m will not change whether your children get free or reduced-
	F 1994	rmation from my Application for Free and Reduced-Price Medicaid or Sooner Care.
If you checked No, fil child(ren) listed below		elow to ensure that your information is NOT shared for the
Outlier Milater	19	School:
Child's Name:	· ·	School
Child's Name:	E.	School:
	l la	
Child's Name:	No.	School:
Child's Name:	26	School:
Signature of Parent/Gu	uardian:	Date:
Printed Name:	ħ	
V		
Address:		
For more information,	vou may call vo	ur child's school.
1 of more information,	, 5 6 1112, 5 611. 9 6	
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Fort Gibson Schools Charge Policy

As stated in the Oklahoma State Department of Education Child Nutrition manual, the school district "is not required to provide meals if payment is not made for the current day's meal or if funds in a student's account are not sufficient to cover the cost of the meal." However, Fort Gibson Public Schools recognizing the link between nutrition and education will extend the following charge policy as a courtesy to students and parents:

Elementary Students: Students may not exceed a \$10 charge limit. Once the student can no longer accumulate additional charges, the student may be offered, as a courtesy, a complimentary sandwich and milk for lunch and toast and milk for breakfast.

Middle School and High School Students: Students may not exceed one charge. Once the student can no longer accumulate additional charges, the student may be offered, as a courtesy, a complimentary sandwich and milk for lunch and toast and milk for breakfast. Students are not allowed to charge ala carte items.

There will be no charges allowed in the month of May so that we may collect all past due funds by the end of the school year.

If you feel that your family may qualify for Free or Reduced —Price Meals, please submit an application as soon as possible. Applications may be picked up at any cafeteria or a link to the application may be found on the school website under Child Nutrition. You may call the Child Nutrition Office at 918-478-2191 if you need assistance.

Parents may pay on their child's account in the cafeteria, by sending cash or check with your child or you may pay online at myschoolbucks.com.