

# Frequently Asked Questions About Free and Reduced-Price School Meals

#### Dear Parent/Guardian:

Children need healthy meals to learn. The Charles School offers healthy meals each school day. Breakfast costs \$2.00 and lunch costs \$4.10. **Your children may qualify for free meals or for reduced-price meals.** Reduced price meals will be provided at no cost to families. 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.

INCOME ELIGIBILITY GUIDELINES 2023-2024						
Household size	Yearly	Monthly	Weekly			
1	\$26,973	\$2,248	\$519			
2	36,482	3,041	702			
3	45,991	3,833	885			
4	55,500	4,625	1,068			
5	65,009	5,418	1,251			
6	74,518	6,210	1,434			
7	84,027	7,003	1,616			
8	93,536	7,795	1,799			
Each Additional Person:	9,509	793	183			

- 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 Rachel Girard at rgirard.1@thecharlesschool.org or 614.258.8588 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** Shanee Wilkerson,1270 Brentnell Avenue, Columbus Ohio, 43219 **or** office@thecharlesschool.org.
- 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 Shanee Wilkerson,1270 Brentnell Avenue, Columbus Ohio 43219 or office@thecharlesschool.org.
- 5. **Can I apply online?** Yes. If possible, you are encouraged to complete an online application instead of a paper application. The online application requirements are the same and will request the same information as the paper application. Visit www.gemsschool.org to begin or to learn more about the online application process. Contact Shanee Wilkerson,1270 Brentnell Avenue, Columbus Ohio, 43219, 614.258.8588 or office@thecharlesschool.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 notified 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: Cathy Baney,1270 Brentnell Avenue, Columbus Ohio, 43219, 614.258.8588.
- 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 Shanee Wilkerson,1270 Brentnell Avenue, Columbus Ohio, 43219, 614.258.8588 or office@thecharlesschool.org to receive a second application.
- 16. Why am I being asked to give my consent for an instructional fee waiver? Ohio public schools are required to waive the school instructional fees for children that quality for free meal benefits. School food service personnel must have parent consent to share the student meal application if your child(ren) quality for a fee waiver. If you agree to allow your child(ren)'s meal application to be shared with school officials to see if they qualify for a fee waiver then select yes in part 5. If you do not wish for that information to be shared, then select no in part 5. Answering no to this question will mean your child will not be considered for a fee waiver. Answering this question either way will not change your child(ren)'s free or reduced-price meal eligibility.
- 17. **My family needs more help. Are there other programs we might apply for?** To find out how to apply for Ohio Supplemental Nutrition Assistance Program (SNAP) or other assistance benefits, contact your local assistance office or call 877-852-0010.

If you have other questions or need help, call 614.253.4000. Si necesita ayuda, por favor llame al teléfono: 614.253.4000. Si vous voudriez d'aide, contactez nous au numero: 614.253.4000.

Sincerely, Shanee Wilkerson



# **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:** Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.

Part 6: Sign the form. The last four digits of a Social Security Number are not necessary.

Part 7: 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 Rachel Girard at rgirard.1@thecharlesschool.org or 614.258.8588 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: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.

**Part 6:** 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 7: 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 APPLY FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS:

## If <u>all</u> 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 that indicates the child is a foster child.

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Skip this part.

**Part 5:** Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.

Part 6: Sign the form. The last four digits of a Social Security Number are not necessary.

Part 7: 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 school name and school 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 Rachel Girard at rgirard.1@thecharlesschool.org or 614.258.8588 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 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:** Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.

Part 6: 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 does not have one).

Part 7: 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 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 Rachel Girard at rgirard.1@thecharlesschool.org or 614.258.8588 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 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:** Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.

Part 6: 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 does not have one).

Part 7: 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.



#### 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.

#### **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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, large 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.

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/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, 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:

#### 1. **mail:**

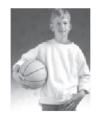
U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

2. fax: (833) 256-1665 or (202) 690-7442; or

email: program.intake@usda.gov



# 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 19) 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.



#### 2023-2024 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 Grade					Check if a foster child (legal responsibility of welfare agency or court) *If all children listed below are foster children, skip to Part 5 to sign this form.							Check if			
Part 2. BENEFITS: If any member of your henefits, provide the name and 7-digit case skip to Part 3.  NAME:				n w	ho re		efits	and								
Part 3. If any child you are applying for is had Rachel Girard at rgirard.1@thecharlesschool.com	org or 614.258	8.858	8 8	Hom	neles	s ☐ Migran	ıt 🗆	Rı	unav	way [						
Part 4. TOTAL HOUSEHOLD GROSS INC box for how often it is received. Record each				ions	s). L	ist all income	or	the	sa	me l	ne as the per	son	wh	o re	ecei	ves it. Check the
1. NAME (List all household members with income)	2. GROSS I			AN	D H	OW OFTEN	IT V	NAS	S RI	ECE	IVED					
	Earnings from work before deductions	V e k l y	Every2Weeks	i ce Monthly	M o n t h I y	Welfare, child support, alimony	V e e k I y	у 2 V е	i c e N o n t	M o n t h I y	Pensions, retirement, Social Security, SSI, VA benefits	V e e k l y	E v e r y 2 V e e k s	i c e M	N o n t	All Other Income (indicate frequency, such as "weekly" "monthly" "quarterly" "annually"
(Example) Jane Smith	\$200	$\boxtimes$				\$150		$\boxtimes$			\$0					\$ <u>50.00/</u> quarterly
	\$					\$					\$					\$/
	\$					\$					\$					\$/
	\$					\$					\$					\$/
	\$					\$					\$					\$/
	\$					\$					\$					\$/
Part 5. SCHOOL INSTRUCTIONAL FEE W Your permission is required to share your m Answering this question will not change who Please check a box:   No, I do not agree to Signature of Parent/Guardian:	neal application the street application to t	on in ildre <b>oplic</b>	form n wil atio	natic Il red <b>n u</b> s	on wi ceive <b>sed</b>	th school off free or redu to determin	icia uceo e if	ls to d-pr <b>my</b>	de ice chi	term mea ild(re	ine if your chi ls. en) qualifies child(ren) qu	ild(r	en) a fe	qua ee v	alifie <b>/aiv</b>	s for a fee waiver. er.



Part 6. SIGNATURE AND LAST FOUR DI	IGITS OF SOCIAL SECURITY NUMBER (ADUI	LT MUST SIGN)					
		igning the form must also list the last four digits of per" box. (See Privacy Act Statement on the back of this page.)					
funds based on the information I give. I und misrepresentation of the information may of statutes.	derstand that school officials may verify (check) cause my children to lose meal benefits and I ma	y be subject to prosecution under state and federal					
Sign here: XPrint name:Date:							
Address:Phone Number:							
Last four digits of your Social Security Num	nber: □ I do not have a Social Se	ecurity Number					
		out your children's race and ethnicity. This information is section is optional and does not affect your children's					
Choose one ethnicity:	Choose one or more (regardless of ethnicity):						
☐ Hispanic/Latino ☐ Not Hispanic/Latino	☐ Asian ☐ American Indian or Alas ☐ White ☐ Native Hawaiian or othe						
Total Income: Per: Week,	for school use only.  Every 2 Weeks x 26, Twice A Month x 24, Monthly  , Every 2 Weeks, Twice per Month, Month, Year  wn: Eligibility: Free Reduced	Household size:					
Determining/Approval Official's Signature:		Date:					
Confirming Official's Signature:							
Follow-up Official's Signature:		Date:					
If selected for Verification, Date Verification	Notice Sent: Response Date:	2 <sup>nd</sup> Notice Sent: Results Sent:					
Verification Result: No Change Free	e to Reduced Price Free to Paid Redu	iced Price to Free Reduced Price to Paid					

INCOME ELIGIBILITY GUIDELINES							
2023-2024							
Household size	Yearly	Monthly	Weekly				
1	\$26,973	\$2,248	\$519				
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7	84,027	7,003	1,616				
8	93,536	7,795	1,799				
Each Additional Person:	9,509	793	183				

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



# 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 <b>DO NOT</b> want information from m Application shared with any of these pr	
☐ Yes! I <b>DO</b> want school officials to share Price School Meals Application for <b>disc</b>	
If you checked yes to any or all of the boxe information will be shared only with the pre	•
Child's Name:	School:
Signature of Parent/Guardian:	Date:
Printed Name:	
Address:	

For more information, you may call Shanee Wilkerson at 614.258.8588 or swilkerson.1@thecharlesschool.org.

**Return this form to:** The Charles School with your Free and Reduced Lunch Application.



## 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 eligible for 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).

	mation from my Free and Reduced-Price Scho Medicaid or the <i>Healthy Start, Healthy Famili</i> es	
If you checked no, fill out the	form below.	
Child's Name:	School:	
Signature of Parent/Guardian:	Date:	
Printed Name:	Address:	