

**National School Lunch Program/School Breakfast Program
Letter to Households - Elementary Schools**

Dear Parent/Guardian:

Children need healthy meals to learn. **The Diocese of Cleveland/Nutrition Services** offers healthy meals every school day. Breakfast costs **\$1.35**; lunch costs **\$2.25**. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$.30** for breakfast and **\$.40** for lunch.

To apply for free or reduced price meals, use the Free and Reduced Price School Meals Family Application, which is enclosed. We cannot approve an application that is not complete, so be sure to fill out all required information. **Return the completed application to the school.**

Here are answers to questions you may have about applying:

- 1. Do I need to fill out an application for each child?** No. You may use one Free and Reduced Price School Meals Application for all students in your household.
- 2. Who can get free meals?** Children in households receiving benefits through the Supplemental Nutrition Assistance Program (SNAP, formerly the Food Stamp Program), or Ohio Works First (OWF) benefits and most foster children can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Guidelines. Please fill out an application.
- 3. Can homeless, runaway and migrant children get free meals?** If you have not already been informed that they will get free meals for this school year, please call **Diocese of Cleveland / Nutrition Services (216) 696-6525 Ext. 5010** to see if your child(ren) qualify.
- 4. Who can get reduced price meals?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Chart. Please fill out an application.
- 5. Should I fill out an application if I received a letter THIS school year saying my children are approved for free meals?** Please read the letter you got carefully and follow the instructions. Please call **Diocese of Cleveland/ Nutrition Services (216) 696-6525 Ext. 5010** if you have questions.
- 6. My child's application was approved last year. Do I need to fill out another 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 you have already received a letter telling you that your child is eligible for the new school year.
- 7. I get WIC. Can my child(ren) get free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
- 8. Will the information I give be checked?** Yes, we may ask you to send written proof of the information.
- 9. If I don't qualify now, may I apply again later?** Yes. You may apply or re-apply at any time during the school year.
- 10. What if I disagree with the school's decision about my application?** You should talk to Nutrition Services officials. You may also ask for a hearing by calling or writing to:
**Carol Szabo
Diocese of Cleveland/Nutrition Services
1404 East Ninth Street, 2nd Floor
Cleveland, OH 44114-1722
(216) 696-6525 Ext. 3340**
- 11. May I apply if someone 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. Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.
- 13. What if my income is not always the same?** List the amount that you normally receive. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes.
- 14. My family needs more help. Are there other programs we might apply for?** To find out how to apply for Ohio SNAP or other assistance benefits, contact your local assistance office or call 877-852-0010.

If you have other questions or need help, call **(216) 696-6525 Ext. 5010** or **(800) 869-6525 Ext. 5010** (in-state long distance).

Sincerely,
Nutrition Services

2010-2011

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

FEDERAL INCOME CHART			
For School Year 2010-2011			
Household size	Yearly	Monthly	Weekly
1	20,036	1,670	386
2	26,955	2,247	519
3	33,874	2,823	652
4	40,793	3,400	785
5	47,712	3,976	918
6	54,631	4,553	1,051
7	61,550	5,130	1,184
8	68,469	5,706	1,317
Each additional person:	6,919	577	134

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 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 social security number of the adult household member who signs the application. 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, former Food Stamp Program), Ohio Works First (OWF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR 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.

Non-discrimination Statement: This explains what to do if you believe you have been treated

unfairly. “In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410* or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.”