FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. Madison County Schools offers healthy meals every school day. Breakfast costs $1.75; lunch costs $2.25 K-8th, 2.50 9th – 12th. 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 Alabama SNAP, the Food Distribution Program on Indian Reservations (FDPIR) or Alabama TANF, 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 2020-2021**

<table>
<thead>
<tr>
<th>Household size</th>
<th>Yearly</th>
<th>Monthly</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$23,606</td>
<td>$1,968</td>
<td>$454</td>
</tr>
<tr>
<td>2</td>
<td>$31,094</td>
<td>$2,658</td>
<td>$614</td>
</tr>
<tr>
<td>3</td>
<td>$40,182</td>
<td>$3,349</td>
<td>$773</td>
</tr>
<tr>
<td>4</td>
<td>$48,470</td>
<td>$4,040</td>
<td>$933</td>
</tr>
<tr>
<td>5</td>
<td>$56,758</td>
<td>$4,730</td>
<td>$1,092</td>
</tr>
<tr>
<td>6</td>
<td>$65,046</td>
<td>$5,421</td>
<td>$1,251</td>
</tr>
<tr>
<td>7</td>
<td>$73,334</td>
<td>$6,112</td>
<td>$1,411</td>
</tr>
<tr>
<td>8</td>
<td>$81,622</td>
<td>$6,802</td>
<td>$1,570</td>
</tr>
<tr>
<td>Each additional person</td>
<td>$8,288</td>
<td>$691</td>
<td>$160</td>
</tr>
</tbody>
</table>

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 Keith Trawick, ktrawick@mcssk12.org or (256)852-2557 ext. 61715, homeless liaison or Kerri Bass, kbass@mcssk12.org or (256)852-2557 ext. 62227 migrant coordinator.

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: Amy Williams, PO Box 226 Huntsville, AL 35804, (256)852-2557 ext. 61203.

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 Amy Williams, PO Box 226 Huntsville, AL 35804, (256)852-2557 ext. 61703. 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 [https://payname.com/ApplyNowMadisonCountyK12](https://payname.com/ApplyNowMadisonCountyK12) to begin or to learn more about the online application process. Contact Amy Williams, PO Box 226 Huntsville, AL 35804, (256)852-2557 ext. 61703. lwhwilliams@mcssk12.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, through September 16, 2020. 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.

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: Allen Perkins, PO Box 226 Huntsville, AL 35804, (256)852-2557.

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 $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 also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

14. DO I HAVE TO PROVIDE MY SOCIAL SECURITY NUMBER? Only the last 4 digits of the social security number of the household's primary wage earner or another adult household member (or an indication of "none") is required.

15. 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.

16. 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 Amy Williams, PO Box 226 Huntsville, AL 35804, (256)852-2557 ext. 61703, lhwilliams@mcssk12.org to receive a second application.

17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for Alabama SNAP or other assistance benefits, contact your local assistance office or call 1-800-997-8888.

If you have other questions or need help, call (256)852-2557 ext. 61703.

Sincerely,

[Signature]

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.
Step 1: List All Household Members Who Are Infants, Children, and Students Up To and Including Grade 12

If you have any foster children, fill out the application and list them in the "Children" section if they are under 18 years old. If you have any foster children, list them in the application and list them in the "Children" section if they are under 18 years old.

Step 2: Do Any Household Members Currently Participate in SNAP, TANF, or Other Programs?

If you or any of your household members currently participate in SNAP, TANF, or other programs, fill out this section.

Step 3: Report Income for All Household Members

List all income sources for all household members, including wages, salaries, and other income. Use the chart below to determine if your household has income to report.

How do I report my income?

1. List all income sources.
2. Add all amounts in GROSS INCOME ONLY. Report all income in whole dollars, do not include cents.
3. Gross income is the income received before taxes.
4. This application requires information on all income, regardless of how it was earned.

Step 4: Write the Earned Income Sections

Write the earned income sections for "Sources of Income for Adults" and "Sources of Income for Children." Include the back side of the application form to determine if your household has income to report.
Complete Application and Adult Signature

**Step 1: Complete Information and Adult Signature**

All applications must be signed by an adult member of the household. By signing the application, the household member is certifying that all information has been truthfully provided.

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**Step 2: Complete Application**

- **Section A:** Provide your full name and date of birth.
- **Section B:** List all household members (children and adults) and their relationships to you.
- **Section C:** Complete the section on household income, including all sources of income.
- **Section D:** Sign the application and date it.

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**Step 3: Report Income for All Household Members**

- **Income:** Include all sources of income, including wages, salaries, and any other income.
- **Expenses:** Include all expenses, including rent, utilities, and any other expenses.
- **Net Income:** Subtract expenses from income to determine net income.

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**Step 4: Contact Information and Adult Signature**

- **Name:** Provide your full name and contact information.
- **Address:** Provide your current address.
- **Signature:** Sign the application and date it.

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**Important Notes**

- **Household Size:** Include all members of the household, including children.
- **Income Reporting:** Report all income, including any income earned by children.
- **Expenses:** Include all expenses, including any expenses incurred by children.

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**Questions?**

- **Phone:** Call the number provided.
- **Website:** Visit the website provided for more information.

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**Review:** This application is due by [Date].
**2020-2021**

Madison County Schools

Household Application for Free and Reduced Price School Meals

Complete one application per household. Please use pen (not a pencil).

Apply ONLINE at https://paypams.com/ApplyNowMadisonCountyK12

**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).

<table>
<thead>
<tr>
<th>Definition of Household Member</th>
<th>Student’s SSN Number (Número de Seguro Social)</th>
<th>Child’s First Name (Nombre Del Niño)</th>
<th>Child’s Last Name (ApeDiz)</th>
<th>Date of Birth (Fecha de Nacimiento)</th>
<th>School Name (Escuela) (Optional/Optional)</th>
<th>Grade (Grados)</th>
<th>Student (Estudiante)</th>
<th>Foster Child (Ayudante)</th>
<th>Homeless, Migrant Runaway (hoyz, migrante, huérfano)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anyone who lives with you and shares income and expenses, even if not related.</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Children in foster care who meet the definition of homeless, migrant or runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.</td>
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</tr>
<tr>
<td>If the child you are applying for is homeless, migrant, runaway, headstart, or homeless liaison Keith Travels: 256-852-2557 ext 61175 or Kern Bass 256-852-2557 ext. 6222</td>
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</tr>
</tbody>
</table>

**STEP 2** Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR? (List any member of the family currently participating in one or more of the following assistance programs: SNAP, TANF or FDPIR.)

If No > Go to STEP 3.
If Yes > Write one case number here then go to STEP 4 (Do not complete STEP 3).
If Si > Complete PARTE 3.

**STEP 3** Report Income for ALL Household Members (Skip this step if you answered ‘Yes’ to STEP 2).

**3A** Child Income

- Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

**3B** 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 only (no cents).

**Total Household Members (Children and Adults)**

<table>
<thead>
<tr>
<th>Last Four Digits of Social Security Number (SSN) of Primary Wage Earnings or Other Adult Household Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Los últimos cuatro dígitos del número de seguro social (SSN) del proveedor de ingresos u otro miembro del hogar</td>
</tr>
</tbody>
</table>

**STEP 4** Contact Information and Adult Signature

Mail Completed Form to: Amy Williams, Child Nutrition Programs, PO Box 225, Huntsville, AL 35804 (256) 852-2557 ext. 61703

I certify (prometo) 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. (Certifico que la información dada en esta solicitud es verdadera y que todos los ingresos han sido declarados. Entiendo que la escuela recibirá fondos federales basados en la información que ha compartido según lo permita la ley.)

Signature of adult (Firma del adulto) (Name of parent or guardian)

Printed first name of adult signing the form (Nombre del padre/tutor) (Apellido del Padre/Tutor)

Printed last name of adult signing the form (Apellido del Padre/Tutor)

Today's date (Fecha de hoy) (Dirección postal)

Street Address (if available) / Dirección postal

City, State, Zip (Ciudad, Estado, Código postal)

Email (Correo electrónico) (optional/optional)

Home Phone (Número de teléfono de casa) (Optional/Optional)

Daytime Phone (Número de teléfono de día) (Optional/Optional)