

**\*2018 - 2019 Free & Reduced Meal Applications will be mailed to ALL student households by August 17, 2018**

**Caswell County Schools  
Child Nutrition Program  
2018 - 2019  
Meal Application Information**

Attention Parents/Guardians:

If you have not completed a 2018 - 2019 Meal Application, and are interested in applying for Free/Reduced Priced Student Meals; please submit a new application for eligibility determination.

Student eligibility for free and reduced meals must be approved by letter or application each school year.

**If you have not completed an application for the 2018 - 2019 school year, the  
2017 - 2018 meal status will expire on October 9, 2018**

To reapply for free or reduced-price meals, households must complete the 2018 - 2019 application and return it to the school or to the Caswell County Schools Child Nutrition Office, PO Box 160, Yanceyville, NC 27379 or contact Mrs. Kimberly F. Mims, Director of Child Nutrition ([kmims@caswell.k12.nc.us](mailto:kmims@caswell.k12.nc.us)) or Michelle P. Adkins, Bookkeeper/Eligibility ([mpadkins@caswell.k12.nc.us](mailto:mpadkins@caswell.k12.nc.us)) at (336) 694-4116 Ext. 96 or 97.

**Eligibility for Free or Reduced-Price Meals in the National School Lunch Program**

The North Carolina Department of Public Instruction today announced the 2016-2017 United States Department of Agriculture (USDA) policy for free and reduced price meals for children enrolled in North Carolina's schools. The USDA's school meals programs help ensure all students have access to wholesome, nutritious, appealing meals at school.

"Research indicates that eating habits affect student performance and health," said State Superintendent, Dr. June Atkinson. "Children who are hungry or poorly nourished have difficulty learning and do not perform as well in the classroom as students who are well-nourished. Meals and snacks at school are healthier and more appealing than ever before." Healthy school meals and quality classroom instruction are top priorities in North Carolina because they help prepare students for success.

The federal income eligibility guidelines for July 1, 2018 through June 30, 2019 are listed below:

<b>FEDERAL INCOME CHART</b>					
Effective For School Year July 1, 2018-June 30, 2019					
Household size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	<b>22,459</b>	<b>1,872</b>	<b>936</b>	<b>864</b>	<b>432</b>
2	<b>30,451</b>	<b>2,538</b>	<b>1,269</b>	<b>1,172</b>	<b>586</b>
3	<b>38,443</b>	<b>3,204</b>	<b>1,602</b>	<b>1,479</b>	<b>740</b>
4	<b>46,435</b>	<b>3,870</b>	<b>1,935</b>	<b>1,786</b>	<b>893</b>
5	<b>54,427</b>	<b>4,536</b>	<b>2,268</b>	<b>2,094</b>	<b>1,047</b>
6	<b>62,419</b>	<b>5,202</b>	<b>2,601</b>	<b>2,401</b>	<b>1,201</b>
7	<b>70,411</b>	<b>5,868</b>	<b>2,934</b>	<b>2,709</b>	<b>1,355</b>
8	<b>78,403</b>	<b>6,534</b>	<b>3,267</b>	<b>3,016</b>	<b>1,508</b>
Each additional person:	<b>7,992</b>	<b>666</b>	<b>333</b>	<b>308</b>	<b>154</b>

The household size and income criteria identified above will be used to determine student eligibility for free and reduced price meal benefits. Children from households whose income is at or below the levels shown are eligible for free or reduced price meals. Children who are members of households that are eligible to receive Supplemental Nutrition Assistance Program (SNAP) benefits or Cash Assistance, CA) are automatically eligible for free meals. SNAP/CA families will be certified by the determining official by direct certification. Foster children that are the legal responsibility of a social services agency or court are considered categorically eligible for free meal benefits regardless of the income of the household with whom they reside.

(Note: The SNAP was formerly known as the "Food Stamp" Program. In North Carolina, the SNAP is called "Food and Nutrition Services" or FNS. The CA program was formerly known as Temporary Assistance to Needy Families or TANF).

Applications for free and reduced price school meals are being made available to all households. Applications should be available in the principal's office at each school. To apply for free or reduced price meals, households must complete the application and return it to the school or to the School Nutrition

Office within the school district, charter school, non-public school or other institution participating in the National School Lunch Program. The information provided on the application for free and reduced price meal benefits will be used to determine student's eligibility for free or reduced price meals. Families receiving FNS or CA do not need to complete an application because they are automatically certified by the determining official via direct certification.

For school officials to determine eligibility for free and reduced price benefits, an adult household member must sign the application. Applications must include the names of all household members, the amount and source of income received by each household member, and the last four digits of the social security number of the adult household member who signs the application. If the household member signing the application does not have a social security number, he/she must indicate that a social security number is not available. All applications for free and reduced price meal benefits are subject to verification of income at any time during the school year by school or other program officials.

Under the provisions of the free and reduced price policy, the School Nutrition Administrator or designee in each school district will review applications and determine eligibility. Parents or guardians dissatisfied with the ruling of the official may wish to discuss the decision with the determining official on an informal basis. Parents wishing to make a formal appeal for a hearing on the decision may make a request either orally or in writing to the school district, charter school, non-public school or other participating institution.

If a household member becomes unemployed or if the household size increases, the household should contact the school. Such changes may qualify children of the household for school meals benefits if the household's income falls at or below the levels shown above.

## **Some of the most common Questions and Answers about free and reduced price meals are addressed below.**

### **1. WHO CAN GET FREE OR REDUCED PRICE MEALS?**

- All children in households receiving benefits from **Food and Nutrition Services (FNS, formerly known as Food Stamps), the Food Distribution Program on Indian Reservations (FDPIR) or Work First Cash Assistance (formerly Temporary Assistance for Needy Families or 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 Federally-funded 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.

- 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 **Caswell County Schools Homeless Liaison, Carol Boaz at (336) 694-4116 Ext. 32 or [cboaz@caswell.k12.nc.us](mailto:cboaz@caswell.k12.nc.us)** or our Migrant Coordinator, Suzanne Blackwell at (336) 694-4941 or [sblackwell@caswell.k12.nc.us](mailto:sblackwell@caswell.k12.nc.us).
- 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: **Caswell County Schools Child Nutrition Department, PO Box 160, Yanceyville, NC 27379 or call (336) 694-4116 Ext. 96 or 97.**
- 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 **Caswell County Schools Child Nutrition Department, PO Box 160, Yanceyville, NC 27379, call (336) 694-4116 Ext. 96 or 97 or email Kimberly F. Mims, Child Nutrition Director at [kmims@caswell.k12.nc.us](mailto:kmims@caswell.k12.nc.us) or Michelle P. Adkins, Bookkeeper/Eligibility at [mpadkins@caswell.k12.nc.us](mailto:mpadkins@caswell.k12.nc.us)** immediately.
- 5. 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.

6. **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.
7. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof of the household income you report.
8. **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.
9. **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: **Dr. Sandra Carter, Superintendent of Caswell County Schools, PO Box 160, Yanceyville, NC 27379, call (336) 694-4116 or email [sandra.carter@caswell.k12.nc.us](mailto:sandra.carter@caswell.k12.nc.us).**
10. **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.
11. **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.
12. **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, 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.
13. **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, 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.
14. **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 **Caswell County Schools Child Nutrition Department, PO Box 160, Yanceyville, NC 27379, call (336) 694-4116 Ext. 96 or 97 or email Kimberly F. Mims, Child Nutrition Director at [kmims@caswell.k12.nc.us](mailto:kmims@caswell.k12.nc.us) or Michelle P. Adkins, Bookkeeper/Eligibility at [mpadkins@caswell.k12.nc.us](mailto:mpadkins@caswell.k12.nc.us) to receive a second application.**
15. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for **Food and Nutrition Services (FNS, formerly Food Stamps)** or other assistance benefits, contact your local assistance office or call **The Careline at 1-800-662-7030**.

If you have other questions or need help, call **(336) 694-4116 Ext. 96 or 97 (collect charges will be accepted)**.

Sincerely,

*Kimberly F. Mims*  
Director of Child Nutrition

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 (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.

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For more information contact the Child Nutrition Services of the North Carolina Department of Public Instruction at (919) 807-3506 or contact the Child Nutrition Administrator in the school district, charter school or non-public school of other participating institution in which your child is enrolled.