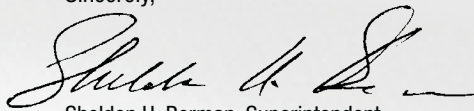


Dear Parent/Guardian:

Children need healthy meals to learn. Jefferson County Public Schools (JCPS) offers healthy meals every school day. Breakfast costs **\$1.75 (elementary)** and **\$1.85 (middle and high)**; lunch costs **\$2.30 (elementary)** and **\$2.40 (middle and high)**. Your children may qualify for free meals or for reduced-price meals. The reduced price is **\$.30** for breakfast and **\$.40** for lunch.

- Do I need to fill out an application for each child?** No, complete one Free and Reduced-Price 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:
School and Community Nutrition Services
Jefferson County Public Schools
3001 Crittenden Drive
Louisville, KY 40209
For your convenience, a postage-paid, self-addressed envelope is enclosed. You may call (502) **485-3681** with any questions.
- Who can get free meals?** All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Kentucky Transitional Assistance Program (K-TAP), and the Food Distribution Program on Indian reservations can get free meals regardless of income. Also, your children can get free meals if your household's gross income is within the free limits on the federal Income Eligibility Guidelines.
- Can foster children get free meals?** Yes, foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals, regardless of income.
- Can homeless, runaway, and migrant children get free meals?** Yes, children who meet the definition of *homeless*, *runaway*, or *migrant* qualify for free meals. If you haven't been told your children will get free meals, please call the **JCPS Homeless Education Office**, (502) **485-3650**, to see if they qualify.
- 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 Eligibility Guidelines chart included in this information.
- Should I fill out an application if I received a letter this school year saying my children are approved for free meals?** Please carefully read the letter you got, and follow the instructions. Call the **JCPS Nutrition Services Office** at (502) **485-3681** if you have questions.
- 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 receive a notification letter stating that your child is eligible for the new school year.
- 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.
- Will the information I give be checked?** Yes, and we may also ask you to send written proof.
- 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/guardian who becomes unemployed may become eligible for free and reduced-price meals if the household income drops below the income limit.
- What if I disagree with the district's decision about my application?** You should talk to someone in the JCPS Nutrition Services Office. You also may ask for a hearing by calling or writing to: **Application Review Committee, School and Community Nutrition Services, 3001 Crittenden Drive, Room 133, Louisville, KY 40209**. The phone number is (502) **485-3681**.
- 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 U.S. citizens to qualify for free or reduced-price meals.
- Whom 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), who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people whom you do not support, who do not share income with you or your children, and who pay a prorated share of expenses), do not include them.
- 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, put down that you made \$1,000 a 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.
- We are in the military. Do we include our housing allowance as income?** If you get an off-base housing allowance, it 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.
- My spouse is deployed to a combat zone. Is combat pay counted as income?** No, if the combat pay is received in addition to his or her basic pay because of his or her deployment and it wasn't received before he or she was deployed, combat pay is not counted as income. Contact the **JCPS Nutrition Services Office** at (502) **485-3681** for more information.
- 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 at (502) **595-4732** or call **1-800-372-2973**.

Sincerely,



Sheldon H. Berman, Superintendent
June 24, 2011

If you have other questions or need help, call (502) **485-3681**.

Si necesita ayuda, por favor llame al teléfono: (502) 485-3681.

Si vous voudriez d'aide, contactez nous au numero: (502) 485-3681.

You will be notified by mail when your application is approved or denied.

www.jcpsky.net

Equal Opportunity/Affirmative Action Employer Offering Equal Educational Opportunities

APPLICATION INSTRUCTIONS for SCHOOL YEAR 2011-12

To apply for free and reduced price meals, complete the application using the instructions for your household. Sign the application and return the application to **Jefferson County Public Schools, School & Community Nutrition Services, 3001 Crittenden Drive, Louisville, Kentucky 40209**. If you need help call **502-485-3681**.

PART 1 STUDENT INFORMATION: ALL HOUSEHOLDS COMPLETE THIS PART.

1. Print the name of the child(ren) you are applying for.
2. List the child(ren)'s grade and school.

HOUSEHOLDS GETTING SNAP OR K-TAP: COMPLETE ALL OF PART 1 & PART 3. ONLY LIST THE NAMES OF EACH HOUSEHOLD MEMBER IN PART 2.

1. Enter a SNAP or K-TAP case number for any household member who has one.
2. Income does not need to be entered if you list a SNAP/K-TAP case number.
3. Complete all of PART 3 and include **Signature**. An adult household member must sign.
4. ONLY list names of each household member in PART 2.

HOUSEHOLDS WITH A RUNAWAY, MIGRANT, OR HOMELESS CHILD.

Check the appropriate box and fill out the application by following the instructions for **PART 2, HOUSEHOLD MEMBERS AND INCOME**.

HOUSEHOLDS WITH A FOSTER CHILD: COMPLETE THIS PART AND PART 3.

A foster child is the legal responsibility of the welfare agency or court.

1. List the foster child's monthly "personal use" income. Write "-0-" if the foster child does not get "personal use" income. SKIP PART 2. Do not list any other children, household members or income.
2. A foster parent or other official representing the child must sign the application in PART 3. A social security number is not necessary. "Personal use" income is money given by the welfare office identified by category for the child's personal use, such as money from his/her family and money from the child's full-time or regular part-time jobs.

PART 2 HOUSEHOLD MEMBERS AND INCOME: COMPLETE THIS PART AND ALL OF PART 3.

1. Write the names of everyone in your household, whether they get income or not. Include yourself, the child you are applying for, all other children, your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if you need more space.
2. Write the amount of income each household member got last month, before taxes or anything else is taken out, and where it came from, such as income from work, welfare, pensions, and other income. If any amount last month was more or less than usual, write that person's usual income and how often they receive it.
3. An adult household member must sign the application and give his/her social security number in PART 3, or check none.
To figure yearly income: Monthly = X 12 Weekly = X 52 Every 2 Weeks = X 26 Twice a Month = X 24

PART 3 SIGNATURE AND SOCIAL SECURITY NUMBER: ALL HOUSEHOLDS COMPLETE THIS PART.

1. All applications must have the signature of an adult household member.
2. The application must have the last four (4) digits of the social security number of the adult who signs. If the adult does not have a social security number, check the box labeled ***I do not have a Social Security Number***. If you listed a SNAP or K-TAP number for any household member, or if you are applying for a foster child, a social security number is not needed.

PART 4 Medicaid or K-CHIP BENEFITS:

Unless you tell us not to, we may share the information on this application with Medicaid and Kentucky Children's Health Insurance Program (K-CHIP) officials. They may use the information to determine if your child is eligible for Medicaid or K-CHIP benefits, such as health insurance, and may contact you with additional information. If you do not want us to share the information on this application with those officials for that limited purpose, check "No" and sign as the parent or guardian. You are not required to complete this part in order for your child to receive free or reduced price meals.

PART 5 RACIAL and ETHNIC IDENTITY:

Complete the racial and ethnic identity part if you choose. **You are not required to complete this part to get free or reduced price meals.**

INCOME TO REPORT

Gross Income From Work

Wages/salaries/tips
Strike benefits
Unemployment compensation
Workers' compensation
Net income from self-owned business or farm

Welfare/Child Support/ Alimony

Public assistance payments
Welfare payments
Alimony payments
Child support payments

Pensions/Retirement/Social Security

Pensions
Supplemental Security income
Retirement income
Veteran's payments
Social Security

Other Income

Earnings from second job
Disability benefits
Cash withdrawn from savings
Interest/Dividends
Income from Estates/Trusts/Investments
Regular contributions from persons not living in the household
Net royalties/annuities/net rental income
Any other monies that may be available to pay for child's meal