

Wonewoc-Center School District

Food Service Program

Phone: (608)464-3165 ext 125 or ext 110

Family payments: Families can make a payment to their family lunch account by stopping in the school office or by sending a check to the following address:

Attn: Food Service Account
Wonewoc-Center School District
101 School Rd
Wonewoc, WI 53968

St Paul's Lutheran School Families: Payments may be left at St. Paul's Lutheran School. Only one account will be set up for families with students enrolled at both St. Paul's Lutheran School and Wonewoc-Center School.

Free/Reduced Lunch Application: To apply for free or reduced price meals, complete and return the Free and Reduced Price School Meal Application.

We encourage you to complete and return the application. The school district's Title 1 funding, as well as other state and federal grants, is based on the number of qualified free and reduced families. By completing the lunch application and qualifying you will increase your disposable income and greatly help the district's funding.

Key Pad Number: Wonewoc-Center students in grades K-12 will be issued a four-digit key pad number. This number will remain the same while your child is enrolled at Wonewoc-Center. The same four-digit key pad number is used for breakfast and lunch. Students will be responsible for memorizing their number. The student will enter the number on a key pad to debit the purchase from the family account.

Lunch Notices: When lunch accounts reach \$15.00 or less, families will be emailed a lunch notice to notify them that the lunch account is getting low and a deposit is requested.

Family Balance: If you have questions regarding your lunch account or you would like to know what your family balance is, log into your Family Access account and go to Food Service. You can also call for food service information or if you need your login and password for Family Access.

Family balances are required to be kept current. If the family food service account should become overdrawn the account can be locked and food service purchases not be allowed.

Lunch, Breakfast, Milk Price Information

	<u>Lunch</u>	<u>Reduced</u>	<u>Breakfast</u>	<u>Reduced</u>	<u>Milk</u>
Wonewoc-Center EC – 5	\$2.40	.40	*Free	*Free	.30
Wonewoc-Center 6-12	\$2.65	.40	*Free	*Free	.30
St Paul's Lutheran 4K-5	\$2.40	.40	\$1.10	.30	.30
St Paul's Lutheran 6-8	\$2.65	.40	\$1.10	.30	.30

*Qualifies for USDA Severe Need Breakfast Program.

PUBLIC RELEASE
NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS, SPECIAL MILK PROGRAM

RELEASE STATEMENT

The Wonewoc-Center School District today announced its policy for children unable to pay the full price of meals served under the National School Lunch Program and School Breakfast Program. Each school office and the central office has a copy of the policy, which may be reviewed by any interested party.

The following household size and income criteria will be used for determining eligibility. Children from families whose annual income is at or below the levels shown are eligible for free and reduced price meals.

FAMILY SIZE INCOME SCALE
For Determining Eligibility for Free and Reduced Price Meals or Milk

Family (Household) Size	ANNUAL INCOME LEVEL		MONTHLY INCOME LEVEL	
	Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>	Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>
1	\$15,444	\$ 15,444.01 and \$21,978	\$ 1,287	\$ 1,287.01 and \$1,832
2	20,826	20,826.01 and 29,637	1,736	1,736.01 and 2,470
3	26,208	26,208.01 and 37,296	2,184	2,184.01 and 3,108
4	31,590	31,590.01 and 44,955	2,633	2,633.01 and 3,747
5	36,972	36,972.01 and 52,614	3,081	3,081.01 and 4,385
6	42,354	42,354.01 and 60,273	3,530	3,530.01 and 5,023
7	47,749	47,749.01 and 67,951	3,980	3,980.01 and 5,663
8	53,157	53,157.01 and 75,647	4,430	4,430.01 and 6,304
For each additional household member, add	+ 5,408	+ 5,408 and +7,696	+ 451	+ 451 and + 642

Application forms are being sent to all homes with a notice to parents or guardians. To apply for free or reduced price meals or free milk, households must fill out the application and return it to the school (unless notified at the start of the school year that children are eligible through direct certification). Additional copies are available at the office in each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by agency or other program officials. Applications may be submitted at any time during the year.

To obtain free or reduced price meals or free milk for children in a household where one or more household members receive FoodShare, FDPIR, or Wisconsin Works (W-2) cash benefits, list the household member and the FoodShare, FDPIR or W-2 case number, list the names of all school children, sign the application, and return it to the school office.

For the school officials to determine eligibility for free or reduced price meals or free milk of households not receiving FoodShare, FDPIR or W-2 cash benefits, the household must provide the following information requested on the application: names of all household members and the adult signing the application form must also list the last four digits of his or her Social Security Number or mark the box to the right of "Check if no SSN". Also, the income received by each household member must be provided by amount and source (wages, welfare, child support, etc.).

Under the provisions of the free and reduced price meal and free milk policy the district secretary will review applications and determine eligibility. If a parent or guardian is dissatisfied with the ruling, he/she may wish to discuss the decision with the determining official on an informal basis. If the parent/guardian wishes to make a formal appeal, he/she may make a request either orally or in writing to: Cory Wohlrab, W7620 Hess Rd, Mauston, WI 53948.

If a hearing is needed to appeal the decision, the policy contains an outline of the hearing procedure.

If a household member becomes unemployed or if the household size changes, the family should contact the school. Such changes may make the household eligible for reduced price meals or free meals or free milk if the household income falls at or below the levels shown above, and they may reapply at that time.

Children formally placed in foster care are also eligible for free meal benefits. Foster children may be certified as eligible without a household application. Households with foster children and non-foster children may choose to include the foster child as a household member, as well as any personal income available to the foster child, on the same application that includes their non-foster children.

The information provided by the household on the application is confidential. Public Law 103-448 limits the release of student free and reduced price school meal eligibility status to persons directly connected with the administration and enforcement of federal or state educational programs. Consent of the parent/guardian is needed for other purposes such as waiver of text book fees.

Non-discrimination Statement:

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, audiotope, 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.

Any questions regarding the application should be directed to the determining official.

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. Wonevoc-Center School District offers healthy meals every school day. Breakfast is free for Wonevoc-Center students, the cost for St. Paul students is \$1.10; lunch costs \$2.40 for grades 4K-5 and \$2.65 for grades 6-12. Your children may qualify for free meals or for reduced price meals. Reduced price is .30 cents for breakfast and .40 cents 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 FoodShare, The Food Distribution Program on Indian Reservations (FDPIR)], or W-2 cash benefits 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 2016-2017			
Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)
1	21,978	1,832	423
2	29,637	2,470	570
3	37,296	3,108	718
4	44,955	3,747	865
5	52,614	4,385	1,012
6	60,273	5,023	1,160
7	67,951	5,663	1,307
8	75,647	6,304	1,455
Each additional person:	7,696	642	148

- 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 have not been told your children will get free meals, please call or e-mail Holly Nemec at 608-464-3165 ext 124; nemehol@wc.k12.wi.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: Faye Hubele, 101 School Rd, Wonevoc, WI 53968.
- 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 Faye Hubele at 608-464-3165 ext 110 or e-mail hubelfay@wc.k12.wi.us immediately.
- 5. DO I NEED TO FILL OUT AN APPLICATION IF MY CHILD ATTENDS A COMMUNITY ELIGIBILITY PROVISION SCHOOL (CEP)?** If your child attends a school that participates in CEP, receipt of free breakfast and lunch meals does not depend on returning this

application. However, this information is necessary for other programs and may be used to determine if your household is eligible for additional benefits.

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. 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 emailing or writing to: Cory Wolrab, W7620 Hess Rd, Mauston, WI 53948, email wohlor@wc.k12.wi.us.
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. 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. Do not include any combat pay resulting from deployment as 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 Faye Hubele, 101 School Rd, Wonewoc, WI 53968; 608-464-3165 ext 110; hubelfay@wc.k12.wi.us to receive a second application.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for FoodShare or other assistance benefits, contact your local assistance office or call 1-800-362-3002.

If you have other questions or need help, call 608-464-3165 ext 110.