

# 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	\$2.65	.40	*Free	*Free	.30
Wonewoc-Center 6-12	\$2.80	.40	*Free	*Free	.30
St Paul's Lutheran 4K-5	\$2.65	.40	*Free	*Free	.30
St Paul's Lutheran 6-8	\$2.80	.40	*Free	*Free	.30

\*Qualifies for USDA Severe Need Breakfast Program.

# 2018-2019 Household Application for Free and Reduced Price School Meals

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

## STEP 1 List ALL infants, children, and students up to and including grade 12 who are Household Members

If more spaces are required for additional names, attach another sheet of paper.

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related."

Child's First Name	MI	Child's Last Name	Grade	School the child attends or NA if not in school	Check all that apply	Homeless, Migrant, or Runaway/Unsheltered

## STEP 2 Do any Household Members (including you) currently participate in any of the following assistance programs: FoodShare, W-2 Cash Benefits, or FDIPIR?

Case Number: \_\_\_\_\_ Program Name (Required): \_\_\_\_\_

If you answered NO > Complete STEP 3. If you answered YES > Write a case number here, then go to STEP 4 (Do not complete STEP 3). Write only one case number in this space. Medical & Badger Care does not qualify.

## STEP 3 Report Income for ALL Household Members (skip this step if you answered Yes to STEP 2)

Flip the page and review the charts titled "Sources of Income" for more information.

### A. Child Income

Sometimes children in the household earn income. Please include the TOTAL income earned by all infants, children and students up to and including grade 12 listed in STEP 1 here.

Name of Adult Household Member (First and Last Name)	Earnings from Work	Public Assistance/Child Support/Alimony/SSI/VA Benefit	Child Income Social Security/Other Income	Seasonal Workers, and others with fluctuating income, project the annual income and report here.

### G. Total Household Members (Children and Adults)—REQUIRED

Earner or Other Adult Household Member—REQUIRED or check box if no SSN

How often?	Weekly	Bi-Weekly	2x/Month	Monthly	How often?	Weekly	Bi-Weekly	2x/Month	Monthly

## STEP 4 Contact information and adult signature Return completed form to your school.

Royall Schools District Office, 1501 Academy Street Elroy, WI 53929

I certify (promise) 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.

Street Address (if available): \_\_\_\_\_ Apt #: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone and Email (optional): \_\_\_\_\_

Printed Name OR Signature of Adult Completing this Application—REQUIRED: \_\_\_\_\_ Today's Date Mo./Day/Yr.: \_\_\_\_\_

**INSTRUCTIONS** Source of Income

Sources of Child Income	Example(s)
Gross earnings from work	- A child has a regular full or part-time job where they earn a salary or wages
Social Security	- A child is blind or disabled and receives Social Security benefits
Disability payments	- A parent is disabled, retired, or deceased, and their child receives Social Security Benefits
Survivor's benefits	- A friend or extended family member regularly gives a child spending money
Income from person outside the household	- A child receives regular income from a private pension fund, annuity, or trust
Income from any other source	

**OPTIONAL** Children's Facial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

- Ethnicity *Check one*
- Hispanic or Latino
  Not Hispanic or Latino  
 American Indian or Alaskan Native
  Asian  
 Black or African American
  Native Hawaiian or Other Pacific Islander  
 White

Sources of Income for Children	Sources of Income for Adults
<ul style="list-style-type: none"> <li>Gross salary, wages, cash bonuses</li> <li>Net income from self-employment (farm or business); FARM—refer to line 18 of the 1040 or line 34 from Schedule F; BUSINESS—refer to line 12 of 1040 or line 31 from Schedule C.</li> <li>If you are in the U.S. Military:                     <ul style="list-style-type: none"> <li>Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</li> <li>Allowances for off-base housing, food and clothing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Unemployment benefits</li> <li>Worker's compensation</li> <li>Supplemental Security Income (SSI)</li> <li>Cash assistance from State or local government</li> <li>Alimony payments</li> <li>Child support payments</li> <li>Veteran's benefits</li> <li>Strike benefits</li> </ul>
<ul style="list-style-type: none"> <li>Earnings from Work</li> </ul>	<ul style="list-style-type: none"> <li>Public Assistance/ Alimony/ Child Support</li> <li>Pensions/ Retirement/ All Other Income</li> </ul>

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 (FDP/IF) case number or other FPIRF 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.

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 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.asa.usda.gov/complaint\\_filing\\_cust.html](http://www.asa.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:

Mail: U.S. Department of Agriculture  
 Office of the Assistant Secretary for Civil Rights  
 1400 Independence Avenue, SW Washington, D.C. 20250-9410  
 Fax: (202) 690-7442; or  
 Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**Do not fill out** For School Use Only Annual Income Conversion: Weekly x 52, Bi-weekly (Every 2 Weeks) x 26, Twice a Month x 24, Monthly x 12

**Total Income**

Weekly	Bi-weekly	2x Month	Monthly	Yearly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**How often?**

**Household Size**  **Categorical Eligibility**

**Eligibility**

Free	Reduced	Denied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Determining Official's Signature** \_\_\_\_\_ **Date Mo./Day/Yr.** \_\_\_\_\_

**Confirming Official's Signature** \_\_\_\_\_ **Date Mo./Day/Yr.** \_\_\_\_\_

**Verifying Official's Signature** \_\_\_\_\_ **Date Mo./Day/Yr.** \_\_\_\_\_

Required for Verification process only

The above address is for discrimination complaint purposes only. Please return this complete application to your school, not to USDA.

# HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS for 2018-19 School Year

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in Wonevoc-Center School District. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order. If at any time you are not sure what to do next, please contact Wonevoc-Center School District, Attn: Faye Hubele, 608-464-3165 ext 110 or email [hubelfay@wc.k12.wi.us](mailto:hubelfay@wc.k12.wi.us). If your child attends a Community Eligibility Provision School (CEP), receipt of free breakfast and lunch meals does not depend on returning this application; however, this information is necessary for other programs.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

## STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income; and
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth, or enrolled in a Head Start program.

<p>A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.</p>	<p>B) Enter the grade and the name of the school the child attends or mark n/a if not in school. Enter the grade level of the student in the "Grade" column.</p>	<p>C) Do you have any foster children? If many children listed are foster children, mark the "Foster Child" box next to the children's names. If you are ONLY applying for foster children, after finishing STEP 1, go to STEP 4. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.</p>	<p>D) Are any children homeless, migrant, runaway or enrolled in a Head Start program? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway or Head Start" box next to the child's name and complete all steps of the application.</p>
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## STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN FoodShare, W-2 Cash Benefits OR FDIPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP) or FoodShare.
- Temporary Assistance for Needy Families (TANF) or W-2 Cash Benefits.
- The Food Distribution Program on Indian Reservations (FDPIR).

<p>A) If no one in your household participates in any of the above listed programs:</p> <ul style="list-style-type: none"> <li>• Leave STEP 2 blank and go to STEP 3.</li> </ul>	<p>B) If anyone in your household participates in any of the above assistance programs:</p> <ul style="list-style-type: none"> <li>• Write a case number and name of the assistance program you or any member of the household participates in for FoodShare, W-2 Cash Benefits, or FDIPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact your case worker. Medicaid and BadgerCare case numbers do NOT qualify for free meals.</li> <li>• Go to STEP 4.</li> </ul>
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## STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?

- Use the charts titled "Sources of Income for Children" and "Sources of Income for Adults," printed on the back side of the application form, to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents. Gross income is the total income received before taxes. Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.

- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write "0" or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the boxes to the right of each field.

### 3.A. REPORT INCOME EARNED BY CHILDREN

A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's personal income if you are applying for them together with the rest of your household.

What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

### 3.B. REPORT INCOME EARNED BY ADULTS

List adult household members' names.

- Print the name of each household member in the boxes marked "Name of Adult Household Members (First and Last)." When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- Do NOT include:
  - People who live with you but are not supported by your household's income AND do not contribute income to your household.
  - Infants, children and students already listed in STEP 1.

C) Report earnings from work: Report all total gross income (before taxes) from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.

What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

F) Fluctuating income. For seasonal workers and others whose income fluctuates and usually earn more money in some months than others. In these situations, project the annual rate of income and report that. This includes workers with annual employment contracts but may choose to have salaries paid over a shorter period of time; for example, school employees

D) Report income from public assistance/child support/alimony.

Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.

E) Report income from pensions/retirement/all other income.

Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.

G) Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.

H) Provide the last four digits of your Social Security Number (SSN). An adult household member must enter the last four digits of their SSN in the space provided. You are eligible to apply for benefits even if you do not have a SSN. If no adult household members have a SSN, leave this space blank and mark the box to the right labeled "Check box if no SSN."

## STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

An adult member of the household must sign the application. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

A) Provide your contact information. Write your current address in the fields provided. If this information is available, if you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

B) Print or sign your name.

The adult filling out the application must print or sign their name in the signature box.

C) Return completed form to:

Wanewoc Center School District  
101 School Rd  
Wanewoc, WI 53968

D) Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.