

Warren Grigg

Director [804.743.3717](tel:804.743.3717)

Food and Nutrition Services Fax [804.275.6930](tel:804.275.6930)

September 2016

Dear Parent/Guardian:

Children need healthy meals to learn. Chesterfield County Public Schools offers healthy meals every school day. Student breakfast costs \$1.50 at all school levels and lunch costs: elementary schools - \$2.40, middle schools - \$2.50, and high schools - \$2.75. Your children may qualify for free or reduced price breakfast and lunch meals. Reduced price breakfast costs \$.30 and reduced price lunch costs \$.40. **For the 2016-2017 school year, families WILL NOT pay the cost of reduced price meals if approved at the reduced price level; meals will be free.**

All meals served must meet standards established by the U.S. Department of Agriculture. However, if a student has been determined by a doctor to be disabled and the disability prevents the student from eating the regular school meal, the school will make substitutions prescribed by the doctor. If a substitution is prescribed, there will be no extra charge for the meal. If your student needs substitutions because of a disability, please contact the nutritionist at [\(804\) 743-3728](tel:804.743-3728) for further information.

All children in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits or Temporary Assistance for Needy Families (TANF) are eligible for free meals. Foster children who are the legal responsibility of a foster care agency or court are eligible for free meals. Children who are members of households participating in WIC may also be eligible for free or reduced-price meals based on the household's income. If your total household income is at or below the Federal Income Eligibility Guidelines, shown on the chart below, your child(ren) may get free meals or reduced price meals. Your child(ren)'s application from last school year is only good for the first few days of this school year. **YOU MUST SEND IN A NEW HOUSEHOLD APPLICATION FOR EACH SCHOOL YEAR.**

FEDERAL INCOME GUIDELINES: Your child(ren) may be eligible for free meals or reduced price meals if your household income is within the limits on the Federal Income Eligibility Guidelines chart shown below.

INCOME CHART For Free or Reduced Price Meals			
Effective July 1, 2016 to June 30, 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	67,932	5,661	1,307
8	75,591	6,300	1,455
For Each Additional Family Member Add	\$7,696	\$642	\$148

NEW! Apply online at: www.MyChesterfieldSchools.heartlandapps.com or complete the paper application and return for processing. **Households that are receiving SNAP or TANF for their children as of July 1** may not have to fill out an application. School officials will notify

you in writing of your child(ren)'s eligibility for free meal benefits. Once notified your child(ren) will receive free meals unless you tell the school that you do not want benefits. **If you are not notified by August 31, 2016, you must submit an application.** The application must contain the names of all students in the household, the SNAP or TANF case number, and the signature of an adult household member.

James F. Lane, Ed.D. 7610 Whitepine Road mychesterfieldschools.com
Superintendent North Chesterfield, VA 23237 An equal opportunity employer

If you do not receive SNAP or TANF benefits for your child(ren) complete the application and return it to the school division. If you do not list a SNAP or TANF case number for the child(ren) you are applying for, then the application must have the names of all students, the names of all other household members, the amount of income each person received last month, and how often the income was received. An adult household member **must sign the application and include the last four digits of the social security number.** If the person does not have a social security number, check the box provided indicating none. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.

If you are applying for a foster child, who is the legal responsibility of a welfare agency or court, an application may not be required. Contact Rebecca Bryant at [\(804\) 743-3722](tel:8047433722) for more information. If you are applying for a homeless, migrant, or runaway child, an application may not be necessary. Contact the homeless liaison at your child's school for more information.

An application that is not complete cannot be approved. An application that is not signed is not complete. You must send in a new application each school year.

OTHER BENEFITS: Your child(ren) may be eligible for other benefits such as the Virginia children's health insurance program called Family Access to Medical Insurance Security (FAMIS) and/or Medicaid. The law allows the school division to share your free or reduced price meal eligibility information with Medicaid and FAMIS. These programs can only use the information to identify children who may be eligible for free or low-cost health insurance, and to enroll them in either Medicaid or FAMIS. These agencies are not allowed to use the information from your free or reduced price meal application for any other purpose. Medicaid officials or officials with FAMIS may contact you to get more information. You are not required to allow us to share this information with Medicaid or the FAMIS program. Your decision will not affect your children's eligibility for free and reduced price meals. If you do not want your information shared, please check the appropriate box in Section 6 of the application. You may qualify for other assistance programs. **To find out how to apply for SNAP or other assistance programs, contact the Department of Social Services at [\(804\) 748-1100](tel:8047481100).**

CONFIDENTIALITY AND NOTICE OF DISCLOSURE: School officials use the information on the application to determine if your child is eligible to receive free or reduced price meals and to verify eligibility. As authorized by the National School Lunch Act, the school division may inform officials connected with other child nutrition, health, and education programs of the information on your application to determine benefits for those programs or for funding and/or evaluation purposes.

VERIFICATION: School officials may check your eligibility at any time during the school year. School officials may ask you to send information to prove that your child(ren) should receive free or reduced price meals.

FAIR HEARING: If you do not agree with the decision on your application or the results of verification, you may wish to discuss it with officials in the school nutrition office at the telephone number below. If you wish to review the final decision on your application you also have the right to a fair hearing. You can request a hearing by calling or writing the following official: Nita Mensia-Joseph, 7610 Whitepine Road, North Chesterfield, VA 23237, [\(804\) 743-3717](tel:8047433717).

REAPPLICATION: You may reapply for free and reduced price meals any time during the school year. If you are not eligible now but have a change, such as a decrease in household income, an increase in household size, become unemployed or get SNAP or TANF for your child(ren), fill out an application at that time.

IF YOU NEED HELP FILLING OUT THE APPLICATION FORM, PLEASE CONTACT THE SCHOOL YOUR CHILD(REN) ATTENDS OR THE CENTRAL SCHOOL NUTRITION OFFICE. Return the complete, signed application to: Food and Nutrition Services, 7610 Whitepine Road, North Chesterfield, VA 23237, ATTN: F/R.

You will be notified when your child(ren)'s application is approved or denied. If you have questions or need help, call Rebecca Bryant at [\(804\) 743-3722](tel:8047433722).

Sincerely,

Dr. James F. Lane

Superintendent

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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](tel: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](http://www.ascr.usda.gov/complaint_filing_cust.html), (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](tel: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](tel:202-690-7442); or (3) email: program.intake@usda.gov.

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