



POWER UP
FRESH, LOCAL, DELICIOUS



200 N. Bernard, Spokane, WA 99201 | phone 509 354-7270 | fax 509 353-3318

Please Submit Only ONE Application per Family

August 6, 2018

Dear Parent/Guardian:

Children need healthy meals to learn. Spokane Public Schools offer nutritious meals every school day. Your children may qualify for free or reduced-price meals.

Meal Prices Are:	Breakfast:	Elementary - \$1.65	Secondary - \$1.90	Reduced-Price – Free*
	Lunch:	Elementary - \$2.85	Secondary - \$3.50	Reduced-Price - \$0.40**

* Breakfast will be served at no cost to those children who qualify for free and reduced-price meals.

** Lunch will be served at no cost for students in grades K-3 who qualify for free and reduced-price meals.

All meals meet federal nutrition guidelines. Students who are identified as disabled by their doctor may need different foods. These substitute foods will be made available at no extra charge. If your child needs a food substitution, please contact Nutrition Services at 354-7270.

To apply for free or reduced-price meals complete ONE of the following:

- Use the free and reduced meal application which is enclosed and return to your local school or to Nutrition Services at 200 N. Bernard, Spokane, WA 99201. Be sure to complete **ONLY ONE** application per household. Nutrition Services will notify you if the application is approved or denied.
- **For the fastest application processing**, complete the on-line meal application at www.spokaneschools.org.

WHAT COUNTS AS INCOME? WHO IS CONSIDERED A MEMBER OF MY HOUSEHOLD?

Look at the income chart. Find your household size. Find your total household income. If members in the household are paid at different times during the month and you are unsure if your household is eligible, fill out an application and we will determine your income eligibility for you. The information you give will be used to determine your child's eligibility for free or reduced-price meals.

Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals regardless of personal use income. If you have questions about applying for meal benefits for foster children, please contact Nutrition Services at 509-354-7270.

INCOME CHART					
Effective From					
July 1, 2018 to June 30, 2019					
Household Size	Yearly Income	Monthly Income	Twice Per Month	Every Two Weeks	Weekly Income
1	\$ 22,459	\$ 1,872	\$ 936	\$ 864	\$ 432
2	30,451	2,538	1,269	1,172	586
3	38,443	3,204	1,602	1,479	740
4	46,435	3,870	1,935	1,786	893
5	54,427	4,536	2,268	2,094	1,047
6	62,419	5,202	2,601	2,401	1,201
7	70,411	5,868	2,934	2,709	1,355
8	78,403	6,534	3,267	3,016	1,508
For Each Additional Member Add:	+ 7,992	+ 666	+ 333	+ 308	+ 154

HOUSEHOLD is defined as all persons, including parents, children, grandparents, and all people related or unrelated who live in your home and share living expenses. If applying for a household with a foster child, you may include the foster child in the total household size.

HOUSEHOLD INCOME is considered to be the income each household member received **before** taxes. This includes wages, social security, pension, welfare, child support, unemployment, alimony, and any other cash income. If including a foster child as part of the household, you must also include the foster child's personal income. Do not report foster payments as income.

WHAT IF I'M NOT RECEIVING BASIC FOOD DOLLARS?

If you have been approved for Basic Food but do not actually receive Basic Food dollars, you must apply for free and reduced-price meal benefits by filling out a meal application and returning it to your child's school or Nutrition Services.

DO MY CHILDREN AUTOMATICALLY QUALIFY IF THEY HAVE A CASE NUMBER?

Yes. Children on TANF or Basic Food may get free meals without the household having to complete an application. These children are identified by the school using a data matching process. This matched list is then made available to your child's school food service staff. The students on this list get free meals if their schools have the free and reduced-price breakfast and/or lunch program (not all schools do). Please contact us immediately if you feel your children should be receiving free meals and are not. If you do not want your child to participate in the free meal programs using this method, please notify the school.

IF ANYONE IN MY HOUSEHOLD HAS A CASE NUMBER, WILL ALL CHILDREN QUALIFY FOR FREE MEALS?

Yes, if someone else in the household has a case number, other than a student or a foster child, you must fill out an application and send it either to your student's school or to Nutrition Services, 200 N. Bernard; Spokane, WA 99201. Please contact us immediately if you feel other children in your household should be receiving free meals and are not.

BASIC FOOD – CAN I QUALIFY FOR ASSISTANCE IN BUYING FOOD?

Basic Food is the state's food stamp program. It helps households make ends meet by providing monthly benefits to buy food. Getting Basic Food is easy! You can apply in person at the local DSHS Community Service Office, by mail or online. There are other benefits too. You can learn about Basic Food by calling 1-877-501-2233 or by logging on to http://www.foodhelp.wa.gov/basic_food.htm.

WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME?

Your basic pay and cash bonuses must be reported as income. If you get any cash value allowance 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.

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 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.

WHAT IF MY CHILD NEEDS SPECIAL FOODS?

If your child needs special foods, contact the school/district food service office.

PROOF OF ELIGIBILITY

The information you provide may be verified at any time. You may be asked to send additional information to prove your child is eligible to receive free and reduced-price meals.

FAIR HEARING

Please call Nutrition Services' officials for qualification information at 354-7270. You may also ask for a hearing by calling or writing to Dave Crump, Director, Student Services, 200 N. Bernard, Spokane, WA 99201, 509-354-7270.

REAPPLICATION

You may apply for benefits any time during the school year. If you should have a decrease in household income, an increase in household size, become unemployed, or receive Basic Food, TANF, or FDPIR (Food Distribution Program on Indian Reservations), you may be eligible for benefits and may fill out an application at that time.

NONDISCRIMINATION

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 the 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: 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 This institution is an equal opportunity provider.

WHAT MUST BE ON THE APPLICATION:

Part 1 List all children in Spokane Public Schools, including Foster children.

Part 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR?

If Yes - Check the appropriate box and enter the name and case number of any household member receiving benefits

If No – Go to Part 3

Part 3 Skip this step if you answered “Yes” to Part 2.

If you did not answer “Yes” to Part 2, please list the names of all household members. Enter income (in whole dollars) and darken the circle to show how often it is received. If any household member does not receive income, write 0.

Enter the last four digits of the Primary Wage Earner or Other Household Member’s Social Security Number or mark the “I do not have a Social Security Number” box.

Part 4 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.

Part 5 An adult household member must sign the application.