



July 30, 2011

Dear Parent or Guardian:

With the beginning of the 2011-12 school year quickly approaching, I wanted to take a moment to provide you with some important information from your Food Service Department.

Enclosed you will find the federally-funded *Free and Reduced Price School Meals Family Application*. Please pay close attention to the “**Application Instructions**” located on the back of the second sheet. Applications that are not filled out completely will be returned to you for completion.

Grand Haven Area Public Schools’ elementary, middle and high school buildings receive federal and state funding based on the number of students who apply and qualify for free and reduced meal benefits. If you are eligible, your application will assist your child’s school with additional funding for reading, math and other school improvement programs, regardless of your decision to participate in this program.

The free and reduced meal benefit program is completely confidential. Your child’s teachers and classmates will not know if your family is a recipient of this meal benefit.

Please take a moment to fill out the application to see if your child(ren) are eligible for these benefits. Only one application is required per family. To ensure the privacy of your application, I have enclosed a return envelope for your convenience. You will be notified by mail if your child(ren) are eligible for meal benefits for the 2011-12 school year. Please send your completed application as soon as possible!

You can **fill out your application for Free and Reduced Meal Benefits on-line** using www.lunchapp.com. When using this site you will no longer need to send in the paper application and in most cases your application will be approved in one business day or less.

We offer online services for your convenience.

- Check your child's meal history and purchases and make deposits to their food service account on the Internet using **SendMoneyToSchool**. To begin, go to www.sendmoneytoschool.com. From there, click the "create a new account" link and follow the steps to set up your account. **Make one deposit for the whole family**, regardless of what buildings your children are in.
- You can always send cash, check or Money Order with your child(ren) to be deposited into their Food Service account if you wish.

Every student has an individual account, which is used for breakfast, lunch, milk, and á la Carte purchases. Money is only deducted from their account when the student goes through the line. Students will still have the option to pay with cash when they go through the line. We do, however, strongly encourage all students to use their account to make purchases so that parents can view account activity online.

We hope that you will find these features a valuable addition to your student's food service experience.

The Food Service staff looks forward to serving your child(ren) in the fall. If you have any questions or would like further information, please contact the Food Service Department at 616-850-6080.

Sincerely,

Mary Darnton
Food Service Director

Enclosures: Free and Reduced Meal Information and instructions
Free and Reduced Price School Meals Family Application
Return Envelope

Dear Parent/Guardian:

Children need healthy meals to learn. **Grand Haven Area Public Schools** offers healthy meals every school day. Students may buy lunch for **\$2.20 (K-5th) & \$2.45 (6th-12th)** and breakfast for **\$1.25 (K-12th)**. Your children may qualify for free meals or for reduced price meals. We sell reduced price lunches for **\$0.40** and breakfasts for **\$0.30**. If a doctor has determined that your child has a disability, and the disability would prevent the child from eating the regular school meal, the school will make *any substitution prescribed by a licensed physician* at no extra charge. The physician's statement, including prescribed diet and/or substitution, must be submitted to the food service department at your school. For further information, please call Mary Darnton at 616-850-6080.

1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Complete the application to apply for free and reduced price school meals. Use one Free and Reduced Price School Meals Family 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: **Grand Haven Area Public Schools, Food Service Department, 17001 Ferris St., Grand Haven, MI 49417.**
2. WHO CAN GET FREE MEALS? Children in households getting Food Assistance Program (FAP), Family Independence Program (FIP), or Food Distribution Program on Indian Reservations (FDPIR), can get free meals regardless of your income. Also, your children can get free meals if your household income is within the free limits on the Federal Income Guidelines.
3. CAN FOSTER CHILDREN GET FREE MEALS? Yes, foster children that 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.
4. 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 Cindy Benson, Homeless Liaison at 616-850-5045 or Janie Chavez, Migrant Coordinator at 616-850-5959 to see if your child(ren) qualify.
5. 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 Guidelines.
6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? Please read the letter you got carefully and follow any instructions if provided. Call the Food Service Office at 616-850-6080 if you have questions.
7. 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 the school told you that your child is eligible for the new school year.
8. I GET WOMEN, INFANTS, & CHILDREN (WIC). CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. An application must be filled out by WIC households.
9. WILL THE INFORMATION I GIVE BE VERIFIED? Yes, we may ask you to send written proof of any information provided on the application.
10. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting FAP, FIP, FDPIR, or other benefits. If you lose your job, your children may be able to get free or reduced price meals.
11. 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 calling or writing to: Donna Bylenga, 1415 S. Beechtree, Grand Haven MI 49417.
12. 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 a U.S. citizen to qualify for free or reduced price meals.
13. WHO 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 who you not support, who do not share income with you or your children, and who pay a pro-rated share of the expenses), do not include them.
14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
15. 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.
16. WHAT IF MY CHILD DOES NOT HAVE HEALTH INSURANCE? Your children may qualify for low cost or free health insurance through MIChild and Healthy Kids Program. To apply online, go to www.michigan.gov/michild or call 1-888-988-6300 for help or to request a paper application.
17. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HIS/HER COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to his/her basic pay because of his/her deployment and it wasn't received before he/she was deployed, combat pay is not counted as income. Contact your school for more information.
18. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for Food Assistance Program (FAP) or other assistance benefits, contact your local assistance office or call 1-800-481-4989.

Total Family Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$20,147	\$1,679	\$840	\$775	\$388
2	\$27,214	\$2,268	\$1,134	\$1,047	\$524
3	\$34,281	\$2,857	\$1,429	\$1,319	\$660
4	\$41,348	\$3,446	\$1,723	\$1,591	\$796
5	\$48,415	\$4,035	\$2,018	\$1,863	\$932
6	\$55,482	\$4,624	\$2,312	\$2,134	\$1,067
7	\$62,549	\$5,213	\$2,607	\$2,406	\$1,203
8	\$69,616	\$5,802	\$2,901	\$2,678	\$1,339
*Each additional household member add:	\$7,067	\$589	\$295	\$272	\$136

APPLICATION INSTRUCTIONS:

Your children may qualify for free and reduced price school meals if your household income falls within the limits on this chart.

IF YOUR ENTIRE HOUSEHOLD GETS FAP, FIP, OR FDP, FOLLOW THESE INSTRUCTIONS:

- Part 1: Skip this part.
- Part 2: List the name and case number for any household member (including adults) receiving FAP, FIP, or FDP.
- Part 3: List child(ren)'s name, grade, and building.
- Part 4: Skip this part.
- Part 5: Sign and date the form. A Social Security Number is not necessary.
- Part 6: Answer this question.

If you are applying for a homeless, migrant, or runaway child, check the appropriate category and contact your Homeless Liaison or Migrant Coordinator. Fill out application by following instructions for ALL OTHER HOUSEHOLDS.

IF YOU ARE APPLYING FOR ONLY FOSTER CHILD(REN), FOLLOW THESE INSTRUCTIONS:

- Part 1: Skip this part.
- Part 2: Skip this part.
- Part 3: List the foster child(ren)'s name, circle Yes for foster child, and list grade and building.
- Part 4: Skip this part.
- Part 5: Sign and date the form. A Social Security Number is not necessary.
- Part 6: Answer this question.

FOLLOW THESE INSTRUCTIONS FOR ALL OTHER HOUSEHOLDS: (Includes households with WIC, homeless, migrant, runaway, and households with both foster and non-foster children.)

- Part 1: Complete if applicable.
- Part 2: Skip this part.
- Part 3: Follow these instructions to report ALL household members:
 - Column 1 - Names: List the first and last name of each person living in your household, related or not (such as grandparents, other relatives, or friends). You *must* include yourself and all children living with you. Be sure to include all children. Attach another sheet of paper, if needed.
 - Column 2 - Circle Yes if Foster Child: Circle Yes if applicable.
 - Column 3 - Grade: Fill in the grade for each child attending school.
 - Column 4 - Building Name: Fill in the building name for each child attending school.
- Part 4: GROSS INCOME: Use this section to report all income in your household from the previous month:
 - Next to each person's first and last name, list each type of income received last month. *Next to the amount, circle how often the person got it (weekly, every 2 weeks, twice a month, or monthly).*
 - o All persons must claim some income, or indicate that they receive no income. If a person, including any child listed in part 3, does not have any income, then \$0 *must* be circled in the column labeled "Circle if NO Income."
 - o *Earnings from Work:* List the gross income each person earned from work. This is not the same as take-home pay. *Gross income is the amount earned before taxes and other deductions.* Net income should ONLY be reported for self-owned business, farm, or rental income.
 - o *Welfare, Child Support, and Alimony:* List the amount each person received last month.
 - o *Pensions, Retirement, and Social Security:* List the amount each person received last month.
 - o *All Other Income:* *All Other Income* includes Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Department of Veterans Affairs (VA) benefits, disability benefits, regular contributions from people who do not live in your household, personal income from foster children, and *any other income.*
- Part 5: An adult household member *must* sign and date the form, list the last four (4) digits of their *Social Security Number*, or check the box "I do not have a Social Security Number."
- Part 6: Answer this question.



Grand Haven
Area Public Schools

Grand Haven High School • Food Service Department
17001 Ferris Street • Grand Haven, MI 49417
(616) 850-6080 • www.ghaps.org

SCHOOL YEAR 2011-2012 FREE AND REDUCED PRICE SCHOOL MEALS APPLICATION

Part 1 - If the child you are applying for is homeless, migrant or a runaway, check the appropriate category and verify with the district/school Homeless Liaison or Migrant coordinator at _____
 Homeless _____ Migrant _____ Runaway _____
List the Child's Name, Grade, and Building in Part 3.

Part 2 - If any member of your household received Food Assistance Program (FAP), Family Independence Program (FIP), or FDIPIR, provide the name and case number for the person who receives benefits.
 Name: _____ Case Number: _____
 Bridge Card Numbers and Medicaid Numbers are NOT ACCEPTABLE case numbers
If a case number is provided only students need to be listed in Part 3.

Part 3 - Household Names - List below *all* people living in your household, students and non-students, foster children, related or unrelated. For example, grandparents, other relatives, and/or friends, including yourself and children who live with you, *must* be listed.

Names Example: Jane Doe	Circle Yes if Foster Child	Grade (if applicable)	Building Name (if applicable)	Earnings from Work (before any deductions and taxes)			Welfare, Child Support, Alimony			Pensions, Retirement, Social Security			All Other Income			
				weekly	every 2 weeks	monthly	weekly	every 2 weeks	monthly	weekly	every 2 weeks	monthly	weekly	every 2 weeks	monthly	weekly
	Yes			\$600					\$250							
	Yes			\$0												
	Yes			\$0												
	Yes			\$0												
	Yes			\$0												
	Yes			\$0												
	Yes			\$0												
	Yes			\$0												
	Yes			\$0												

Part 5 - Signature and Last Four (4) Digits of Adult Social Security Number (Adult household member MUST sign and date.)
 If Part 4 is completed, the adult signing the form must also list the last four (4) digits of his or her Social Security Number or check the "I do not have a social security number box". See Privacy Act Statement on the back of this page.

I certify (promise) that all information on this application is true and that all income is reported. I understand that the sponsor will get federal funds based on the information I give. I understand that sponsor officials may verify (check) the information. I understand that if I purposely give false information, my child may lose benefits and I may be prosecuted.

Sign Here: X _____ Print Name: _____ Date: _____
 Last Four (4) Digits of Adult Social Security Number: XXX-XX-_____
 I do not have a Social Security Number

<small>Address</small>	<small>City</small>	<small>Zip Code</small>	<small>County</small>
<small>Home/Cell Phone</small>	<small>Work Phone</small>	<small>Email Address</small>	

By providing your email address you may be notified via email of your eligibility for free and reduced price school meals.

Part 6 - Child's Racial/Ethnic Identity (optional)

Check One or More Racial Identities:

American Indian or Alaskan Native
 Black or African American
 Native Hawaiian or Other Pacific Islander

Asian
 White
 Other

Check One Ethnic Identity:

Hispanic or Latino
 Neither Hispanic or Latino

Privacy Act Information: Social Security Number

The Richard B. Russell 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 (4) digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child; list a FAP or FIP case number or other FDP/IR identifier for your child, or 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.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

VERIFICATION - FOR SCHOOL USE ONLY

Date Selected for Verification: _____	Date Follow-up/Second Notice: _____	Date of Adverse Notice Sent: _____
Confirming Officials Signature: _____	Follow-up Official's Signature: _____	
Response Due from Household: _____	Verification Official's Signature: _____	
FAP/FIP/FDPIR/Foster Eligibility: Not confirmed	Income	Verification Result
Confirmed: Department of Human Services Notice of Eligibility	\$ _____ Weekly _____ Every 2 weeks _____ Twice a month _____ Monthly _____ Annual _____	Free to Reduced _____ Free to Paid _____ Reduced to Free _____ Reduced to Paid _____ No Change _____
	Wage Stubs _____ Written Documents _____ Collateral Contact _____ Agency Records _____ Other _____	Reason for Eligibility Change: Income _____ Household Size _____ Refused to Cooperate _____ Other _____

APPROVAL/DISAPPROVAL - FOR SCHOOL USE ONLY

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12

Household Size: _____	Reason for Denial: Income Too High _____ Incomplete Application _____ Other (specify) _____
Total Gross Income: \$ _____ Weekly _____ Every 2 Weeks _____ Twice a Month _____ Monthly _____ Annual _____	Number of Children Free _____ Number of Children Reduced _____ Number of Children Paid _____ Temporary Free - Time Period: _____ (expires after _____ days)

Determining Official's Signature: _____ Date: _____

Date Dropped/Withdrawn: _____