



SCHOOL DISTRICT OF SOUTH MILWAUKEE

901 -15th Avenue • South Milwaukee, WI 53172

Food Service Secretary
Telephone: 766-5023
Fax: 766-5029
Office hours: 7:30am to 3:15pm

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. The School District of South Milwaukee offers healthy meals every school day. Breakfast costs \$1.15; lunch costs \$2.10 at the elementary level and \$2.50 at the middle and high school levels. Your children may qualify for free meals or for reduced price meals. Reduced price is FREE for breakfast and \$.40 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
Table with 4 columns: Household size, Yearly (\$), Monthly (\$), Weekly (\$). Rows include household sizes 1 through 8 and 'Each additional person:'.

- 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 Tom Vogel at 414-766-5026 or tvogel@sdsd.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: Donna Mildebrandt, Food Service Secretary.
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 Donna Mildebrandt, Food Service Secretary at 414-766-5023 or dmildebrandt@sdsd.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, through **October 7, 2016**. 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 calling or writing to: **Blaise Paul, Director of Business Services at 901 15<sup>th</sup> Avenue, South Milwaukee, WI 53172, 414-766-5027 or bpaul@sdsdm.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 **Donna Mildebrandt at 414-766-5023** to receive a second application. Applications are also posted on the SDSM website at [www.sdsdm.k12.wi.us/students/lunch\\_program.cfm](http://www.sdsdm.k12.wi.us/students/lunch_program.cfm)
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 414-766-5023.

Sincerely,

Blaise Paul, Director of Business Services

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify. For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.

- Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with the **Recreation/Athletic Departments** for the purpose of reducing program fees or setting up a payment plan.
- Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **the Guidance Department** for the purpose of determining scholarship eligibility or setting up a payment plan for student fees.
- Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **the Music Department** for the purpose of determining rental of a school instrument.

No! I **DO NOT** want information from my Free and Reduced Price School Meals Application shared with the **Recreation/Athletic Departments** of the School District of South Milwaukee.

No! I **DO NOT** want information from my Free and Reduced Price School Meals Application shared with the **Guidance Department** of the School District of South Milwaukee.

No! I **DO NOT** want information from my Free and Reduced Price School Meals Application shared with the **Music Department** of the School District of South Milwaukee.


**If you checked no, your information will not be shared.**

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

**We must have your signature here** 

**Signature** of Parent/Guardian: \_\_\_\_\_ **Date:** \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address, City, State, Zip Code \_\_\_\_\_

Return this form with your application for Free & Reduced Priced Meals.

For more information, you may call **Donna Mildebrandt** at **414-766-5023** or e-mail at [dmildebrandt@sdsm.k12.wi.us](mailto:dmildebrandt@sdsm.k12.wi.us)

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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](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](mailto:program.intake@usda.gov).

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