

Academy School District 20
2020-2021 Information about Applying for Free or Reduced-Price School Meals

Dear Parent/Guardian:

Children need healthy meals to learn. **Academy School District 20** offers healthy meals every school day. **Breakfast costs for Elementary \$1.40, Middle School \$1.65, High School \$1.70. Lunch costs for Elementary \$2.60, Middle School \$2.80, and High School \$2.90. Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.00 for both breakfast and lunch.**

****Students in all grades who qualify for Reduced Price Meals will receive Breakfast and Lunch at NO COST. ****

This packet includes an application, and detailed instructions. You can find applications at **your student's school, EAC - the District Administration and Education Center** or you can **apply online by logging into your Parent Portal in Infinite Campus. (Click on a student, scroll down the left-hand side, and click on More, then on the next page click on Meal Eligibility. The next screen starts the online process. If you have any problems logging in or with your PIN number, please contact the Helpdesk at 234-1777 or help@asd20.org.**

**** Please Note: If you have students attending Pine Creek High School or Village High School these students will be household members on this application. For the determination of free and reduced eligibility for students attending, Pine Creek HS and Village HS, you must use the Family Economic Survey Application. Family Economic Surveys are available on the district website and at the EAC. ****

Below are common questions and answers to help you with the application process.

1. WHO CAN RECEIVE FREE OR REDUCED-PRICE MEALS?
 - a. All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance for Needy Family (TANF/Colorado Works – Basic Cash Assistance or State Diversion), are eligible for free meals.
 - b. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Foster children may be added as a household member of the foster family if the foster family chooses to apply. Including foster children as household members may help other children qualify for benefits. If the foster family is not eligible, it does not prevent a foster child from receiving benefits.
 - c. Children who qualify for their district's Head Start program are eligible for free meals.
 - d. Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
 - e. 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 2019 – 2020			
Household size	Yearly	Monthly	Weekly
1	\$23,606	\$1,968	\$454
2	\$31,894	\$2,658	\$614
3	\$40,182	\$3,349	\$773
4	\$48,470	\$4,040	\$933
5	\$56,758	\$4,730	\$1,092
6	\$65,046	\$5,421	\$1,251
7	\$73,334	\$6,112	\$1,411
8	\$81,622	\$6,802	\$1,570
Each additional person:	\$8,288	\$691	\$160

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 already been notified that your children will receive free meals, please call or e-mail **Rachel Lake, 719-234-1376** or rachel.lake@asd20.org

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: **Your student's school, the EAC - the District Administration and Education Center 1110 Chapel Hills Drive, CO 80920, fax 719-234-1408 or email to free-and-reduced@asd20.org**
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 received carefully and follow the instructions. If any children in your household are missing from your eligibility notification, contact Kim Price, 1110 Chapel Hills Drive, Colorado Springs, CO 80920, 719-234-1416, fax 719-234-1408 or email kim.price@asd20.org, or free-and-reduced@asd20.org **immediately.**
5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. **Apply online by logging into your Parent Portal in Infinite Campus. (Click on a student, scroll down the left-hand side, and click on MORE, on the next page click on Meal Eligibility. The next page starts the meal application. If you have any problems logging in or with your password, please contact the help desk at 719-234-1777 or help@asd20.org.** To learn more about the online application process contact **Kim Price, 1110 Chapel Hills Drive, Colorado Springs, CO 80920, 719-234-1416, fax 719-234-1408 or email kim.price@asd20.org, or free-and-reduced@asd20.org.**
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 valid for that school year and for the first 30 days of this school year. You must send in a new application unless the school notified you that your child is eligible for the new school year.
7. I RECEIVE WIC. CAN MY CHILDREN RECEIVE FREE MEALS? Children in households participating in WIC may be eligible for free or reduced-price meals. Please send in a completed free and reduced-price school meal application.
8. WILL THE INFORMATION I GIVE BE CHECKED? You may be selected to provide written proof of the household income you report on the application.
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: **Greg Stephens, 1110 Chapel Hills Drive, Colorado Springs, CO 80920, 719-234-1200 or greg,stephens@asd20.org.**
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. Immigration, migrant, citizenship or refugee status is not required to be provided during the application process, and families should continue to apply for free or reduced-price school meals. The application does require the last four numbers of a Social Security number or an indication that there is no Social Security number. Social Security number information is not reported to any organization outside of **ASD20**.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, put down that you made \$1,000 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. The last four digits of the Social Security Number of an adult household member (or an indication of "none") is required to process a complete income application.
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. The last four digits of the Social Security Number of an adult household member (or an indication of "none") is required to process a complete income application.

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, 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.
15. WHAT IF THERE ISN'T 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 **Kim Price at the number and address below** to receive a second application.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for other assistance benefits, contact your local assistance office. Colorado PEAK is an online service to screen and apply for medical, food and cash assistance programs. It can be accessed at <http://coloradopeak.force.com/>.

If you have other questions or need help, contact; Kim Price, 1110 Chapel Hills Drive, Colorado Springs, CO 80920, 719-234-1416, fax 719-234-1408 or email kim.price@asd20.org, or free-and-reduced@asd20.org

Sincerely,
Kim Price

Non-discrimination Statement:

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 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.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.

This institution is an equal opportunity provider.

ASD20 2020-2021 Household Application for Free and Reduced-Price School Meals

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

Apply online through your parent portal.

STEP 1 List ALL Students' attending ASD20 (if more spaces are required for additional names, attach another sheet of paper)

Student's First Name	MI	Student's Last Name	Birth Date					Grade	Foster Child	Head Start	Runaway	Homeless	Migrant
			M	M	D	D	Y						

Check all that apply. Read **How to Apply for Free and Reduced Price School Meals** for more information.

STEP 2 If any household members (including you) currently receive assistance from any of the following programs: SNAP, TANF or FDPIR list the case number below.

Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF/Colorado Works – Basic Cash Assistance or State Diversion), or Food Distribution Program on Indian Reservations (FDPIR). **Provide case number and skip to Step 4.**

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SNAP Case Number

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TANF Case Number

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FDPIR Case Number

STEP 3 Report income for ALL household members (skip this step if you provided a case number in STEP 2)

A. Student Income

Please include the **TOTAL** income, if any, received by all students listed above.

Student Income	How Often?				
	Weekly	Bi-Weekly	2x Month	Monthly	Annually
\$	<input type="radio"/>				

Please Note: Once this application is processed, the Approval / Denial Letter will be sent to the signer's Parent Portal Message inbox in Infinite Campus.

B. All Other Household Members (including yourself)

In the spaces below, list all other household members not listed in Step 1 (including yourself) even if they do not receive income. For each household member listed, if they do receive income, report **TOTAL GROSS INCOME (BEFORE TAXES AND OTHER DEDUCTIONS)** for each source in whole dollars only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying that there is no income to report.

Names of All Other Household Members (First and Last)	Earnings from Work	How Often?					Public Assistance/ Child Support/Alimony	How Often?					Pensions/Retirement/ All Other Income	How Often?				
		Weekly	Bi-Weekly	2x Month	Monthly	Annually		Weekly	Bi-Weekly	2x Month	Monthly	Annually		Weekly	Bi-Weekly	2x Month	Monthly	Annually
	\$						\$						\$					
	\$						\$						\$					
	\$						\$						\$					
	\$						\$						\$					

Total Household Members

(Students and Adults from Steps 1 and 3)

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Last four digits of Social Security Number (SSN) or mark "no SSN" of adult signing this form only if Step 3B has been completed.

XXX-XX-

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Check box if no SSN

STEP 4 Contact information and adult signature. Mail or bring to: ASD20, 1110 Chapel Hill Drive, Co. Springs, CO 80920, or fax 719-234-1418, email free-and-reduced@asd20.org

"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."

				CO						
Mailing Address or PO Box	Apt. # or Lot #	City	State	Zip Code	Email Address					
Home or Cell Phone Number		SIGNATURE of Adult Household Member (Required)			Printed First and Last Name of Signer			Today's Date		

STEP 5 Release of Information

Students that are eligible to receive free or reduced-price meals, may be eligible for a reduction and/or waiver of school/district program fees that your child(ren) might otherwise be required to pay. The school/district is not permitted to share your information with anyone else. You are not required to consent to the release of your information; this will not affect your student(s)' eligibility for school meals. **Please note, the only information shared is your approval status, we cannot share this information without the completion and signature on the Information Release form – (the last page of the application.)**

OPTIONAL Children's Racial 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

Race (check one or more): American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific White

You may also qualify for the Supplemental Nutrition Assistance Program! See more information below.

NEED HELP BUYING GROCERIES?

- Receive one-on-one assistance with applying for **food stamps**
- Referrals to **food pantries** and free meals
- Get information on child and senior **nutrition programs**

Food Resource Hotline

CALL US TODAY!

STATEWIDE, TOLL-FREE

855-855-4626

METRO DENVER

720-382-2920

¿NO LE ALCANZA EL DINERO PARA COMPRAR COMIDA?

- Reciba ayuda personalizada para solicitar las **estampillas de comida**
- Derivaciones a **bancos de comida** y comidas gratis
- Obtenga información sobre **programas de nutrición** para niños y ancianos



Línea Directa de Recursos de Comidas

¡LLÁMENOS HOY!

LÍNEA ESTATAL

855-855-4626

METRO DENVER

720-382-2920



HungerFreeColorado.org



Colorado PEAK is an online service for Coloradans to screen and apply for medical, food and cash assistance programs.

Visit coloradopeak.force.com to learn more.

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 submit all needed information, 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 primary wage earner or other adult household member who signs the application. 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 (FDPIR) case number or other FDPIR 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.

DISTRICT USE ONLY. DO NOT WRITE BELOW THIS LINE.

Annual Income Conversion: Weekly x 52; Bi-Weekly x 26; 2 Times per Month x 24; Monthly x 12

Application Type:
 Total Household Income: \$ _____ Household Size: _____
 Household Income Frequency - Weekly Bi-Weekly 2x/Month Monthly Annually

Categorical Eligibility - SNAP FDPIR TANF Foster
 Homeless/Migrant/Runaway/Head Start

Application Status:
 Approved - Free Reduced

Denied - Over Income Guidelines Incomplete/Missing: _____

Notes: _____

Determining Official Signature: _____

Approval/Denial Date: _____

Notification Sent: _____

Step 5 Release of Information

ASD20 – 2020-2021 FREE AND REDUCED PRICE SCHOOL MEALS APPLICATION RELEASE OF INFORMATION

Dear Parent/Guardian:

Purpose: By selecting from the programs listed below *and* signing this form, you are giving permission to share the **results** of your Free and Reduced-Price Meals Application. This eligibility status (Free, Reduced or Paid) may qualify your students for a reduction and/or waiver of fees in these programs. **We must have your written permission to share your eligibility**, before we may do so. **Submitting this form will not change whether your children get free or reduced-price meals. If you DO NOT wish to share STOP here, you do not need to turn this form in.**

Yes! I DO want school officials to share my eligibility from my Free and Reduced-Price School Meals Application with the appropriate personnel for consideration of elimination/reduction of the school/district fees associated with the items checked below. **I understand that sharing this information does not ensure that school/district fees for the items selected will be reduced or waived** and that I must contact the specific program at each of my student(s)' schools to determine if free and reduced meal status is a consideration for elimination/reduction of fees.

Check all that apply:

- | | | | | |
|--|---|--|---|--|
| <input type="checkbox"/> ACTIVITIES | <input type="checkbox"/> ATHLETICS (H.S) | <input type="checkbox"/> ATHLETICS (MIDDLE / ELE.) | <input type="checkbox"/> COLLEGE AND CAREER COUNSELOR | <input type="checkbox"/> COURSE BOOKS |
| <input type="checkbox"/> COURSE FEES | <input type="checkbox"/> ENRICHMENT | <input type="checkbox"/> EXAMS (IB) | <input type="checkbox"/> FIELD TRIPS | <input type="checkbox"/> GRADUATION |
| <input type="checkbox"/> HIGH TRAILS | <input type="checkbox"/> MUSIC EQUIP RENTAL FEE | <input type="checkbox"/> OPERATION SCHOOL BELL | <input type="checkbox"/> SCHOOL PLANNERS | <input type="checkbox"/> SCHOOL SUPPLIES |
| <input type="checkbox"/> SUMMER SCHOOL | | | | |

If you checked yes to any or all of the boxes above, then please fill out the information below. Your information will be shared only with the programs you checked. The receiving program will not share your information with anyone else.

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____ Phone: _____

Address: _____

Return this form with your Free and Reduced Priced Meal Application to: your school, or mail it to the Education and Administration Center, Business Services / F & R Meal Program, 1110 Chapel Hills Drive, Colorado Springs, CO 80920, or Fax to Kim Price at (719) 234-1408, or scan and email to free-and-reduced@asd20.org.

If you have any questions, contact Kim Price at (719) 234-1416.

Non-discrimination Statement: 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 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.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. This institution is an equal opportunity provider.