

Dear Parent/Guardian:

Children need healthy meals to learn. Suffolk City Public Schools offers nutritious meals every day. Students may purchase breakfast for eighty-five (.85) cents. Elementary students may buy lunch for (\$2.00). Middle and high school students may buy lunch for (\$2.10). Reduced price breakfast costs (.30) cents and lunch costs (\$.40) cents. 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 reasonable 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 disability, please contact the Food & Nutrition Services Office at 925-5789 for further information.

All children in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits or who receive 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. **Students who are eligible for Medicaid may also be eligible for free or reduced price meals based on the household's income.** 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 priced 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 FAMILY APPLICATION FOR THIS SCHOOL YEAR.** You may complete a paper application and return it to the school division or complete the online application at sps.heartlandapps.com. A paper copy of the application is also available on the SPS website under the "Department", "Student Services", "Food & Nutrition Services Page", and "Free & Reduced Meals".

| Income Chart for Free or Reduced Price Meals (Effective July 1, 2019 to June 30, 2020) | | | |
|--|---------|---------|--------|
| Household Size | Yearly | Monthly | Weekly |
| 1 | 23,107 | 1,926 | 445 |
| 2 | 31,284 | 2,607 | 602 |
| 3 | 39,461 | 3,289 | 759 |
| 4 | 47,638 | 3,970 | 917 |
| 5 | 55,815 | 4,652 | 1,074 |
| 6 | 63,992 | 5,333 | 1,231 |
| 7 | 72,169 | 6,015 | 1,388 |
| 8 | 80,346 | 6,696 | 1,546 |
| For Each Additional Family Member Add | \$8,177 | \$682 | \$158 |

How TO APPLY: 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. **If you are not notified by (August 31, 2019), 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.

If you do not receive SNAP or TANF benefits for your child(ren), complete a paper application and return it to the school division or complete the online application at sps.heartlandapps.com. 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** household members, the amount of income each person received last month, and how often the income is received. An adult household member **must sign the application** and include the last four digits of his/her 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 Foster care agency or courts, an application may not be required. Contact the Food & Nutrition Services Office at 925-5789 for more information. If you are applying for a homeless, migrant, or runaway child, an application may not be required. Contact your student's school for more information.

An incomplete application cannot be approved. An application that is not signed is not complete. Return completed applications to your child(ren)'s school or mail to Food and Nutrition Services at 119 Forest Glen Drive, Suffolk, VA 23434.

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 5 of the application. You may qualify for other assistance programs. To find out how to apply for SNAP or other assistance programs, contact the local social service office in your area.

CONFIDENTIALITY AND NOTICE OF DISCLOSURE: School officials use the information on the application to determine if your child (ren) 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 the officials at the Food & Nutrition Services office at 925-5789. If you wish to review the final decision on your application you have the right to a fair hearing. You can request a hearing by calling or writing Suzanne Rice at 100 N. Main Street, P.O. Box 1549 Suffolk, VA 23434, 925-6750.

REAPPLICATION: You may reapply for benefits at 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 have any questions or need help in filling out the application, please contact the Food & Nutrition Services Office at 925-5789 located at 119 Forest Glen Drive, Suffolk, VA 23434. You will be notified when the application is approved or denied.

Parents now may pre-pay for their child's meal online at MYSCHOOLBUCKS.COM

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](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. 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.

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