

FREE & REDUCED PRICE SCHOOL MEAL INFORMATION AND APPLICATION 2020/21

Berlin Area School District Food Service Department

Dear Parent/Guardian:

Children need healthy meals to learn and the Berlin Area School District offers healthy meals every school day. Breakfast costs \$1.25 at all schools; lunch costs \$2.20 at Clay Lamberton Elementary, \$2.50 at Middle School and \$2.75 at High School. Your children may qualify for free meals or for reduced price meals. The cost of reduced priced meals has been waived for the 2019/20 school year, which means if you qualify, you will not be charged for breakfast or lunch. This packet includes frequently asked questions and answers, a set of detailed instructions and an application (green) to use when applying for free or reduced priced meal benefits.

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, when listed on the application.
- 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 qualify to receive free or reduced price meals if your household’s income is at or below the limits on the Federal Income Eligibility Guidelines.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2020-2021			
Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)
1	23,606	1,968	454
2	31,884	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? Have any of the children living with you chosen to leave their prior family or household? If you believe children in your household meet these descriptions and you have not been told they will automatically get free meals, please email or call Carrie McCarthy at cmccarthy@berlin.k12.wi.us or phone at 920-361-5458. Questions on migrant status can be directed to Jodi Becker at: jbecker@berlin.k12.wi.us or phone at 920-361-2000 Ext 1009.
- 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 any school office.
- 4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS?** Please read the letter you received carefully and follow the instructions. If your letter indicated that you automatically qualify for free meals, then no application is needed. If any children in your household were missing from your eligibility notification, contact Cassandra Goldamer at (920) 361-2000 Ext. 1505 immediately. If your household was notified it qualified for reduced price meals, there will be no charge for school meals since the charge has been waived for the 2020/21 school year at Berlin Area Schools.
- 5. DO I NEED TO FILL OUT AN APPLICATION IF MY CHILD ATTENDS A COMMUNITY ELIGIBILITY PROVISION SCHOOL (CEP)?** The Berlin Area School District does NOT have any CEP schools. If your child attends a school, other than a Berlin School, (over

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. 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. Visit www.snacs.dpi.wi.gov/SchoolMealApplication to begin or to learn more about the online application process. Contact Cassandra Goldamer at: cgoldamer@berlin.k12.wi.us or by phone at (920) 361-2000 Ext 1505 if you have any questions about the application process.
7. 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 30 days of this school year (through October 13, 2020). You must send in a new application unless you received a letter from school telling you that your child is automatically eligible for the 2020/21 school year. If you do not send in a new application that is approved by the school, or you have not been notified by Berlin Schools that your child is automatically eligible for free meals, your child will be charged the full price for meals.
8. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals, but qualification is based on income. Please send in an application.
9. MY CHILD(REN) QUALIFIES FOR BADGERCARE PLUS OR MEDICAID. CAN MY CHILD GET FREE MEALS? Children with BadgerCare Plus, Medicaid, or subsidized insurance may be eligible for free or reduced price meals, but qualification is based on income. Please send in an application.
10. WILL THE INFORMATION I GIVE BE CHECKED? Yes, we may ask you to send written proof of the household income you report.
11. 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.
12. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? First, please contact Cassandra Goldamer at 920-361-2000 Ext 1505 for explanation of how the decision was made on the application you submitted. You may also ask for a hearing by writing to Dr. Carl Cartwright, 295 E. Marquette St., Berlin, WI, 54923 or by calling him at 920-361-2004.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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, please contact Cassandra Goldamer by email at: cgoldamer@berlin.k12.wi.us or by phone at: 920-361-2000 Ext 1505.