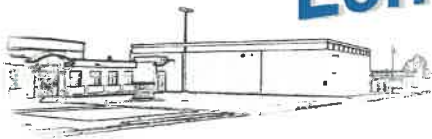


SCHOOL STARTS

TUESDAY, SEPTEMBER 5TH, 2023!



LENA PUBLIC SCHOOL
DISTRICT NEWSLETTER
2023-2024



Lena Public School District

Small Community, Great Opportunity

Ben Pytleski – Superintendent
Matt Hanson – MS/HS Principal
Mike Nompleggi – Elementary Principal
James Torzala – Special Education Director

304 East Main Street
Lena, WI 54139
920-829-5703 (5) District Office
920-829-5959 (3) Elementary Office
920-829-5244 (4) H.S./M.S. Office
920-829-5122 Fax
www.lena.k12.wi.us

Board of Education
Lori Dufek – President
Ed Huberty – Vice-President
Charles Imig – Clerk
Dave McNurlen – Treasurer
Tim Goldschmidt – Member

Welcome Back for the 2023-24 School Year!

Dear Lena Wildcat Families,

I want to thank our students, staff, and families for a great 2022-23 school year. Our community support for our school and our programs is incredible and we have experienced so much success. We also look to continuously improve in and out of the classroom at all levels. I want to recognize our School Board for being a model of consistency and leadership for our district.

We were very calculated on how we have spent our ESSER dollars from federal relief aid in the past 3 years since the COVID pandemic. We put this money towards many “one-time” costs to improve our schools. All areas have received needed upgrades in boilers, air conditioning, and new efficient windows throughout the district. We have also been able to upgrade our curriculum in all core subject areas and we hope this will lead to more success and improvements in the classroom. We do our absolute best to make student-centered decisions and to keep politics out of our decision-making process.

We want to thank Saputo for recently awarding us with a \$50,000 Community Grant. This grant has been used to resurface the Softball/Little League Diamond and to purchase new scoreboards for our Softball and Football complexes. We thank Saputo for their generosity to our facilities which are used by the community at all ages.

We have done some restructuring with our administrative team and we want to welcome back Mr. Mike Nompleggi as our new Elementary Principal. Mike worked with us as a middle school teacher and weight room supervisor from 2018-2022 and he will have a positive impact on our students, programs, staff, and community. With Mr. Hanson leading the Middle/High School, and Mr. Nompleggi leading the Elementary, this will allow me to support ALL areas of the district, including Special Education. We are honored to serve you.

We are fully staffed to begin the school year. We want to welcome Mrs. Julie Dufek as our 1st Grade Teacher, Mrs. Michele DeBauch as our Family and Consumer Science/Health Teacher, and Mrs. Melissa Sanders as our High School English Teacher. Please welcome our new staff to our community with open arms, support, and guidance! Our Teaching Staff and Support Staff is so appreciated. The teacher shortage is real and it is getting more and more difficult to fill positions at all levels.

We have had a very busy summer as we continue to prepare for September 5th. Mr. Hermersmann and his maintenance crew have been working very hard on summer projects to get the school ready for the start of the school year.

We are looking forward to the start of the 2023-24 school year. The first day of Staff In-Service will be Tuesday, August 29th, with **Open House the evening of Wednesday, August 30th from 4:00pm-6:00pm**. The first day of classes for all students will be on Tuesday, September 5th. **It's a Great Day to be a Wildcat!**

Sincerely,

Ben J. Pytleski
Superintendent
Lena Public School District

LENA PUBLIC SCHOOL DISTRICT | 2023-2024 CALENDAR

30- OPEN HOUSE 4-6 PM
29TH -31ST –TEACHER IN-SERVICE
 (NO STUDENTS)

TEACHERS-3.50
 STUDENTS-0

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

9 – COMMON IN-SERVICE (NO STUDENTS)
 19-Presidents' Day

TEACHERS-21
 STUDENTS-20

1ST-NO SCHOOL
4-Labor Day (NO SCHOOL)
5TH – FIRST DAY OF SCHOOL

TEACHERS-19
 STUDENTS-19

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

6-End of Elementary 2nd Trimester
14- EARLY RELEASE 1 PM
 P/T CONFERENCE 2:00-6:00 PM
15- VACATION
28-End of 3rd Quarter
29- VACATION-Good Friday
31- Easter Sunday
 TEACHERS-19.50
 STUDENTS-19

25TH – EARLY RELEASE 1PM
25TH –P/T CONFERENCES 1:30-7:30PM
26TH AND 27TH - VACATION

TEACHERS-21
 STUDENTS-20

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1- VACATION

TEACHERS- 21
 STUDENTS-21

3-End of 1st Quarter
11- Veterans Day
17TH – EARLY RELEASE 1:00 PM
20TH THRU 24TH – VACATION
23- Thanksgiving Day

TEACHERS-17
 STUDENTS-17

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12-Mother's Day
22- GRADUATION 7 PM
27- VACATION
27-Memorial's Day
31- LAST DAY WITH STUDENTS

TEACHERS-22
 STUDENTS-22

5-End of Elementary 1st Trimester
15-ELEMENTARY CHRISTMAS CONCERT AT 1:30 PM
25- Christmas
25TH THRU 29TH – VACATION

TEACHERS-16
 STUDENTS-16

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3- TEACHER IN-SERVICE (NO STUDENTS)
16- Father's Day

TEACHERS-1
 STUDENTS-0

01- New Year's Day (NO SCHOOL)
15- M.L. King Day
19-End of 1st Semester and end of 2nd Quarter
22ND – TEACHER IN-SERVICE (NO STUDENTS)
 TEACHERS-22
 STUDENTS-21

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

04 Independence Day

TEACHERS-183

STUDENTS-175

LENA PUBLIC SCHOOL DISTRICT EMPLOYEES 2023-2024 SCHOOL YEAR

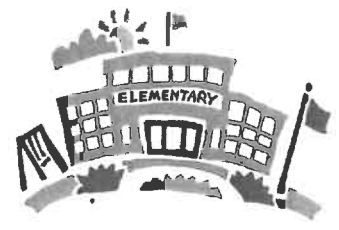
Pamela Alsteen	-Instructional Aide
Dan Auer	-Alternative School Coordinator/Coach
Nancy Benser	-Administrative Assistant Secretary
Tracy Berth	-Instructional Aide
Kathryn Beschta	-Elem.Secretary/SE/Food Service/Pupil Service
Nicholas Beschta	-Elementary Teacher
Samantha Beschta	-Elementary Teacher
Michele DeBauch	-Health/Family & Consumer Education Teacher
Ashley DeHut	-Elementary Teacher
Lisa Dellise	-Instructional Aide
Sierra Demmith	-Elementary Teacher
Julie Dufek	-Elementary Teacher
Michelle Ebben	-Instructional Aide
Emily Flint	-Assistant Cook
Karen Gard	-Elementary Teacher
Tom Gerschke	-Janitorial
Lisa Gruszynski	-Library/Media Coordinator/RTI Coordinator/Mentor
Carmen Gussert	-Assistant Cook
Matthew Hanson	-MS/HS Principal
Debra Heimke	-Instructional Aide/Guidance Secretary
Jeffry Heimke	-Bus.Ed./Lenada Advisor/AD Director/Coach
Chelsea Heise	-High School Math Teacher/Coach
Nickolas Herrmann	-Middle School Teacher
Jeff Hermersmann	-Maintenance Director/IT Technical Support
Roberta Hermersmann	-Instructional Aide
Amanda Hoffman	-Elementary Teacher
Kerry Imig	-Instructional Aide
Deborah Jagiello	-Title I Coord./Dist. Reading Spec./RTI Coord.
Denise Jagiello-Diehlmann	-Head Cook
Douglas Jahnke	-Technology Education Teacher
Stacy Juelich	-Choir Teacher/ELL Coordinator
Samantha Jo Kassien	-LD-Middle School Teacher
Tammy Klimpke	-Middle School Teacher
Lisa Kroeger	-Band Teacher
Adam LaFave	-Janitorial
Michael LaFave	-Middle School Teacher
Tara Larmay	-Middle School Teacher
Emily Lelinski	-Elementary Teacher
Melissa Madson	-Instructional Aide
Victoria Magee	-Art Teacher
Michelle Meisner	-Guidance Counselor, K-12
Chad Misco	-Physical Education Teacher/Coach
John Moe	-Elementary ED/LD Teacher/Coach
Abigail Montie	-Speech and Language Pathologist

Continued.....

Lori Nesbitt	-Science Teacher
Mike Nompleggi	-Elementary Principal
Heidi Place	-LD Teacher/Coach/St. Council/RTI Coord.
Angela Potter	-Instructional Aide
Ben Pytleski	-Superintendent
Sylvia Rose	-Instructional Aide
Tina Rouer	-Administrative Assistant Secretary
Grant Russ	-Middle School Teacher
Melissa Sanders	-English Teacher
Shannon Schmit	-District Accountant
Chelsea Sherman	-High School Math Teacher/Coach
Ashley Stankevitz	-Elementary Teacher
James Sutherland	-Janitorial
James Torzala	-Special Education Director
Kristine Verduzco	-Instructional Aide
Theresa Voss	-Elementary Teacher
Fritz Weidner	-MS/HS Social Studies Teacher/Coach
Sarah Weidner	-Instructional Aide
Amber Whiting	-Elementary ECH Teacher
William Whiting	-Special Ed. Teacher
Roberta Windus	-Agriculture Teacher/FFA Advisor/Mentor
Jackilyn Wolford	-Middle School Teacher
Susan Wos	-Elementary Teacher
Amanda Wuhrman	-Janitorial
Vanessa Zeitler	-Instructional Aide



WELCOME BACK!!!



HOW DO YOU START THE FIRST DAY OF SCHOOL?

As in previous years, the **teachers in the elementary school will be available on opening day to help students find their rooms.** Often teachers will have the names of their students posted on or near their doors as a help to parents and children. The **2023-2024** school year will begin for all students, including 4-year old kindergarten, on **Tuesday, September 5, 2023** at approximately 8:00 a.m. As was the case last year, the school lunch/breakfast program will be in operation on the first day. On Thursday, the **elementary school students will report to their classrooms** and **high school/middle school students will report to the big gym.** We will collect fee payments on opening day for high school and middle school. There will be no refunds at the close of the school year. School will be in session from **September 5, 2023 through May 31, 2024.**

Location of Asbestos Management Plans

All building plans for the Lena School District will be located at:
District Office, 304 East Main Street, Lena, WI 54139
920-829-5703 (5)

Plan Accessibility

- A) The plan is available for public inspection during regular business hours at the above school office, by appointment only, when such appointment made with a Designated Person at least one working day in advance. Any request to view the plan must be honored by a Designated Person within five (5) working days of the receipt of such a request.
- B) Copies of the document are available, at \$1.00 for the first page, \$0.25 per page thereafter, from the District Office upon five (5) days written notice.

Notice of Non-Discrimination Policy

It is the policy of the **Lena Public School District** that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendment of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

Reasonable accommodations will be made for students' sincerely held religious beliefs with regard to examinations and other academic requirements.

Inquiries regarding discrimination or religious accommodations, address to Mr. Ben Pytleski, Lena Public School District, 304 East Main Street, Lena, WI 54139

What fees are due for this years High School and Middle School Students?

NOTE: DO NOT INCLUDE LUNCH PAYMENTS WITH THESE FEES. THANK YOU!

	<u>High School</u>	<u>Middle School</u> (Grades 6-7-8)
Registration FEES DUE First Day of School	\$ 30.00	\$ 15.00 (this includes admission to games)
Band Instrument Rental	\$ 30.00	\$ 30.00
Percussionists (drum fee)	\$ 30.00	\$ 30.00
*Driver Education (District Students)	\$150.00 (behind the wheel)	
*Fee for Drivers Education is due when student is ready to get temps.		

We will collect fees at **Open House, Wednesday, August 30, 2023, 4-6pm**
and on the 1st day of school Tuesday, September 5, 2023. Please make
checks payable to **LENA PUBLIC SCHOOL DISTRICT.**

STUDENTS NEED TO ASSUME COSTS FOR SPECIAL CLASS PROJECTS

We will explain these costs on the first day of participation in each of the classes or activities. The teachers will notify the students of the amount of each cost, and the date the cost is due.
Towels for extra-curricular activities or Physical Education classes ARE NOT furnished by the school. Students must use their own towels, and have them washed at home.

ANNUAL SCHOOL BOARD MEETING
MONDAY, OCTOBER 2, 2023
AT 6:30PM IN THE CAFETERIA

.....
.....
Lena Public School District web address: www.lena.k12.wi.us
Follow our Lena Public School Facebook page.

.....
In an effort to reduce paper costs, we are again giving parents/readers the option to receive our newsletter via e-mail. You may also pull it off our website, which is great because it is in color! Please consider this as a money saving effort and visit our website.

My e-mail address is _____
Please feel free to send this with your child to school.

**NEW TO THE DISTRICT and HAVE SMALL CHILDREN,
PLEASE CALL US!**

The school census is an ongoing project in our school. If you are NEW to the Lena Public School District and have children or you have a NEW baby in your home, you are encouraged to call us at 920-829-5959 (3) with your family information (name, address, phone, children's names and birth dates). We need this information so we can contact you regarding upcoming school events like kindergarten screening or 4-year-old kindergarten. If you have a new neighbor with small children, please encourage them to call the school with their information. It only takes a minute! Thank you!

Lena Public School District

SCHOOL CLOSINGS and DELAYS

*We will continue to utilize our School Messenger System to alert families of all weather and school-related emergencies. If weather conditions require delaying the busses or closing school, we will have the announcement on the following radio stations: **WOCO, WMAM/WLST, WIXX** and the following TV stations: **Channel's 2, 5, 11 and 26**. Announcements are usually on the air by 6:30 am to 6:45 am. At times however, weather conditions are uncertain and the cancellation may not be made until later. Should it become necessary to close school early, we will announce as time permits. Follow us on Facebook as well.*

The **Guidance Office** is the **PARENT RESOURCE CENTER**. We have an abundance of information in the form of books, videos, brochures and phone numbers for other resources. Please do not hesitate to contact us should you have a concern as we most likely have a resource to assist you. For more information, call the guidance office at (920)829-5224 option 5 and ask for the guidance office.

Welcome to the 2023-2024 school year! As the school year begins, assessment also begins. What does that mean for your child? The Response to Intervention team review the student's STAR assessment probe scores. The three scores are averaged and students who fall below the 50th percentile are placed in interventions based on scores. If your child is placed in an intervention, you will receive a letter explaining what will be happening for your child. As always, please contact the school with any questions you may have. Here is to a positive and successful school year!

Deb Jagiello
RTI Coordinator/Title One Coordinator/District Reading Specialist
jagiellod@lenak12.org

Lena Elementary/Title one Parent Tips

Routines are very important for a successful school year. The following are questions to think about for the start of the 2023-2024 school year:

- Have you set a regular bedtime and wake-up time so that your child receives enough rest?
- Do you read to/with your child 10-20 minutes daily?
- Do you talk with your child about what they are doing/learning about at school? Ask for examples....
- Do you limit TV/video/electronic time? Make sure they are getting some outside play time.
- Do you visit the local library? There are many wonderful resources available.

Athletic Events Price Information

The cost of the **Family Season pass is \$40.00**. Purchase passes in the District Office. Family Season passes include family members, if enrolled in a college, technical school, or University upon proof of enrollment. *Prices for tickets and passes may change. We will notify you concerning any changes as soon as we become aware of them.* **Season passes cannot admit anyone to any WIAA tournament contests.** Also available are: **Single pass-\$20.00, M&O Conference Athletic ticket prices will be-Adult-\$4.00, and Student-\$2.00.** As in the past, the school will issue **M&O Conference complimentary passes for senior citizens.** These passes are available in the District Office. Please bring proof of age when you pick up your pass.

2023-2024 School Year Continues with the Attendance Policy

Lena Public Schools will still be operating under the school wide attendance policy. The goal of **Lena Public Schools** is to have every student perform to his or highest-level possible. In order to achieve this goal, attendance, in turn, has to be of the highest priority.

NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Lena Public School District**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, **Lena Public School District** may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the **Lena Public School District** to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production;

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, this information is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories names, addresses and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the Legislation that provides funding for the Nation's armed forces.) If you do not want **Lena Public School District** to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by November 1, 2023. Lena School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Participation in officially recognized activities sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- The most recent educational agency or institution
- Dates of attendance
- Grade level attended

SCHOOL DISTRICT OF LENA ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES

2023-2024 SCHOOL YEAR

Upon request, the Lena School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools elementary school and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability, may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting, James Torzala, Director of Special Education, School District of Lena, at 920-829-5244, or by writing him at 304 East Main Street, Lena, WI 54139.

LENA PUBLIC SCHOOL DISTRICT BREAKFAST and LUNCH PROGRAM:

-Please make checks payable to: **Lena Public School District**

-Payments may be sent to: Lena Public School District

Food Service Program-Kathryn Beschta

304 East Main Street, Lena, WI 54139-9488

-E-Funds on-line payment option is also available-please see website for details.

*Or call Kathryn Beschta to make an E-Funds payment over the phone.

-We will send outstanding balance notices via school messenger or you can check at any time through family access on line www.lena.k12.wi.us

If you have, any questions contact Kathryn Beschta at 920-829-5959(3)

Breakfast and lunch prices per day are as follows:

Breakfast -4K-12 = \$1.00 Reduced 4K-12 = \$.30

-Adult = \$1.45

Reduced 4K-12 = \$.30

Lunch

-4K-5 = \$2.85

Reduced K-12 = \$.40

$$-6 - 12 = \$3.35$$

(Extra milk 4K-12th is \$.30 per carton)

-Adult = \$4.10

(Extra milk \$.30 per carton)

Any extra milks must be paid for by all students at \$0.30 per carton.

NSF CHARGE of \$15.00 ON ALL RETURNED CHECKS EFFECTIVE IMMEDIATELY

As banks need to collect fees to help offset their rising costs, we as customers bear those fees. The one, which affects many, is the NSF (non-sufficient funds) charge. When we deposit a check that is NSF, not only does it come back out of our account but we are then charged for that service. The school cannot meet the expense of these fees and must pass them on to the individual who wrote the check, that fee is \$15.00, beyond what the check was written for.

The procedure to recover NSF monies is as follows:

1. Phone call to payer letting them know of NSF status.
2. Letter of information to payer
3. Collections through court system

Thank you for your cooperation with this matter, do not hesitate to call with any questions or concerns.

[illegible]

STUDENT IMMUNIZATION LAW

AGE/GRADE REQUIREMENTS

The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law. These requirements can be waived for health, religious or personal conviction reasons. Additional immunizations may be recommended for your child depending on his or her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

Grade/ Age		Number of Doses				
Pre-K (ages 2 -4 yrs)		4 DTaP/DTP/DT	3 Polio	3 Hepatitis B	1 MMR	1 Varicella
Kindergarten- Grade 5		4 DTaP/DTP/DT/Td	4 Polio	3 Hepatitis B	2 MMR	2 Varicella
Grades 6-12	4 DTaP/DTP/DT/Td	1 Tdap	4 Polio	3 Hepatitis B	2 MMR	2 Varicella

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS FOR SCHOOL YEAR 2023-24

Dear Parent/Guardian:

Children need healthy meals to learn. Lena Public School offers healthy meals every school day. Breakfast costs **\$1.00**; lunch costs **\$2.85 for elementary students, \$3.85 for HS/MS students**. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$.30** 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, 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 2023-2024			
Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)
1	26,973	2,248	519
2	36,482	3,041	702
3	45,991	3,833	885
4	55,500	4,625	1,068
5	65,009	5,418	1,251
6	74,518	6,210	1,434
7	84,027	7,003	1,616
8	93,536	7,795	1,799
Each additional person:	9,509	793	183

- 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 **Lena Public School, Ben Pytleski, 920-829-5244 x 5 or email pytleskib@lenak12.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: **Kathryn Beschta, 304 E Main St., Lena WI 54139**
- 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 you qualify for free meals, then no application is needed. If any children in your household were missing from your eligibility notification, contact **[Kathryn Beschta, 920-829-5959 x 3, or email beschta@lenak12.org** immediately. If your household was notified it qualified for reduced price meals, we encourage you to complete an application to potentially qualify for free meals based on household size and income.
- 5. DO I NEED TO FILL OUT AN APPLICATION IF MY CHILD ATTENDS A COMMUNITY ELIGIBILITY PROVISION (CEP) SCHOOL?** 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 **Oct. 13, 2023**, or when a new eligibility is determined. You must submit a new application unless the school told you that your child is eligible for the new school year. If you do not submit 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, but it is based on income. Please submit an application.
8. 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 it is based on household income and household size. Please submit an application to determine if your household qualifies.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
10. 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 or experience a financial hardship may become eligible for free and reduced price meals if the household income drops below the income limit.
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: **Ben Pytleski, Lena Public School, 304 E Main St, Lena WI 54139, 920-829-5244 x 5 or pytleskib@lenak12.org**
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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 920-829-5959 x 3

Sincerely,

Kathryn Beschta

Lena Public School/ Food Service

PUBLIC RELEASE
NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS, SPECIAL MILK PROGRAM
COMMUNITY ELIGIBILITY PROVISION (CEP) AND NON-CEP SITES

This is the public release that we will send to **Peshtigo Times Newspaper, Lena Food Pantry, and the District Newsletter sent on 8/23/2023**

RELEASE STATEMENT

Non-CEP Sites

The **Lena Public School District** today announced its policy for children unable to pay the full price of meals served under the National School Lunch Program and School Breakfast Program or milk for split-session students served under the Special Milk Program. Each school office and the central office has a copy of the policy, which may be reviewed by any interested party.

The following household size and income criteria will be used for determining eligibility. Children from families whose annual income is at or below the levels shown are eligible for free and reduced price meals or free milk if a split-session student does not have access to the school lunch or breakfast service. Each school office and the central office has a copy of the policy, which may be reviewed by any interested party.

FAMILY SIZE INCOME SCALE
For Determining Eligibility for Free and Reduced Price Meals or Milk

Family (Household) Size	ANNUAL INCOME LEVEL			MONTHLY INCOME LEVEL		
	Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>		Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>	
1	\$16,237	\$ 16,237.01	and \$23,107	\$ 1,354	\$1,354.01	and \$1,926
2	21,983	21,983.01	and 31,284	1,832	1,832.01	and 2,607
3	27,729	27,729.01	and 39,461	2,311	2,311.01	and 3,289
4	33,475	33,475.01	and 47,638	2,790	2,790.01	and 3,970
5	39,221	39,221.01	and 55,815	3,269	3,269.01	and 4,652
6	44,967	44,967.01	and 63,992	3,748	3,748.01	and 5,333
7	50,713	50,713.01	and 72,169	4,227	4,227.01	and 6,015
8	56,459	56,459.01	and 80,346	4,705	4,705.01	and 6,696
For each additional household member, add	+ 5,746	+ 5,746	and +8,177	+ 479	+ 479	and + 682

Application forms are being sent to all homes with a notice to parents or guardians. To apply for free or reduced price meals or free milk, households must fill out the application and return it to the school (unless notified at the start of the school year that children are eligible through direct certification). Additional copies are available at the office in each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by agency or other program officials. Applications may be submitted at any time during the year.

To obtain free or reduced price meals or free milk for children in a household where one or more household members receive FoodShare, FDIPIR, or Wisconsin Works (W-2) cash benefits, list the FoodShare, FDIPIR or W-2 case number, list the names of all school children, sign the application, and return it to the school office.

For the school officials to determine eligibility for free or reduced price meals or free milk of households not receiving FoodShare, FDIPIR or W-2 cash benefits, the household must provide the following information requested on the application: names of all household members, total number of household members, and the adult signing the application form must also list the last four digits of his or her Social Security Number or mark the box to the right of "Check if no SSN". Also, the income received by each household member must be provided by amount and source (wages, welfare, child support, etc.).

Under the provisions of the free and reduced price meal and free milk policy **Kathryn Beschta-Administrative Secretary**

will review applications and determine eligibility. If a parent or guardian is dissatisfied with the ruling of the official, he/she may wish to discuss the decision with the determining official on an informal basis. If the parent/guardian wishes to make a formal appeal, he/she may make a request either orally or in writing to: **Ben Pytleski, Superintendent, Lena Public School District, 304 East Main Street, Lena, WI 54139.**

If a hearing is needed to appeal the decision, the policy contains an outline of the hearing procedure.

If a household member becomes unemployed or if the household size changes, the family should contact the school. Such changes may make the household eligible for reduced price meals or free meals or free milk if the household income falls at or below the levels shown above, and they may reapply at that time.

Children formally placed in foster care are also eligible for free meal benefits. Foster children may be certified as eligible without a household application. Households with foster children and non-foster children may choose to include the foster child as a household member, as well as any personal income available to the foster child, on the same application that includes their non-foster children.

The information provided by the household on the application is confidential. Public Law 103-448 limits the release of student free and reduced price school meal eligibility status to persons directly connected with the administration and enforcement of federal or state educational programs. Consent of the parent/guardian is needed for other purposes such as waiver of text book fees.

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.

Any questions regarding the application should be directed to the determining official.

How To Apply for Free and Reduced Price School Meals

Please use these instructions to help you fill out the application for free and reduced price school meals. You only need to submit one application per household, **even if your children attend more than one school in the [Insert School District]**.

The application must be filled out completely to determine the eligibility of your child(ren) for free or reduced price school meals.

Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact [Insert school/school district contact here; phone and email preferred].

Please use a pen (not a pencil) when filling out the application and do your best to print clearly.

Step 1: List ALL children, infants, and students up to and including grade 12

Tell us how many infants/toddlers, children not in school, and elementary/middle/high school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a formal foster arrangement through a court or state/local agency, or qualify as homeless, migrant, or runaway youth;
- Students attending (regardless of age) [school/school system here].

<p>A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper (or a second application if completing electronically) with all required information for the additional children. This also applies to adults in Step 3. "MI" is short for middle initial. Print the first letter of each child's middle name in the box.</p>	<p>B) Is the child a student? If "Yes," write the grade level of the student in the "Grade" column to the right.</p> <p>C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing Step 1, go to Step 4.</p> <p>Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to Step 3. Note: Adopted children are not considered foster children. A foster child is a minor child who has been taken into state custody and placed with a state-licensed adult, who cares for the child in place of their parent or guardian.</p>	<p>D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application. Homeless, Migrant, Runaway status must be confirmed with the appropriate program staff. If the school district cannot confirm your student's homeless, migrant, or runaway status, then the school district will contact you to complete an income-based application. <u>You may choose to provide income information now in order to prevent the school district from potentially needing to contact you later.</u></p>
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Step 2: Do any household members currently participate in SNAP, TANF, or FDIPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP) or FoodShare
- Temporary Assistance for Needy Families (TANF) or W-2 Cash Benefits
- The Food Distribution Program on Indian Reservations (FDPIR).

A) If no one in your household participates in any of the above listed programs:

- Check "No" in Step 2 and go to Step 3.

B) If anyone in your household participates in any of the above listed programs:

- Write a case number for SNAP, TANF, or FDIPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: <https://www.dhs.wisconsin.gov/forwardhealth/imagency/index.htm>
- Go to Step 4.

Step 3: List ALL household members and income for each member

How do I report my income?

- Use the lists titled "Sources of Income" & "Examples of Income for Children," on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
 - Gross income is the total income received before taxes and deductions.
 - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write "0" or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

3.A. Report income earned by adults

Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- **Do NOT include:**
 - People who live with you but are not supported by your household's income AND do not contribute income to your household.
 - Infants, children and students already listed in Step 1.

Step 3: List ALL household members and income for each member

1) List adult household members' names.

Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Include college students, unless they are declared independently on taxes (all college students are considered adults). Do not list any household members you listed in **Step 1**.

2) List earnings from work.

List all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. Net income is your income after taxes and deductions have been subtracted.

- **What if I have multiple jobs?** List each job separately by entering your name and income from each job on a new line. Add an additional sheet of paper if necessary.
- **What if I am self-employed?** List income from your business as a net amount. This net amount is calculated by subtracting the total operating expenses of your business from its gross receipts (revenue). Gross receipts or revenue are all the income earned from the sale of any products or services offered.

If a child listed in **Step 1** has income, follow the instructions in **Step 3, Part B**.

3) List income from public assistance/child support/alimony.

List all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.

4) List income from pensions/retirement/all other income.

List all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

- **What if I receive income from multiple sources in this category?** List each source separately by entering your name and income from each source on a new line. Add an additional sheet of paper if necessary.

5) List total household size.

Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number **MUST** be equal to the number of household members listed in **Step 1** and **Step 3**. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.

6) Provide the last four digits of your Social Security Number.

An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no Social Security Number."

3.B List income earned by children

List all income earned or received by children.

List the combined gross income for ALL children listed in **Step 1** in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

- **What is Child Income?** Child income is money received from outside your household that is paid **DIRECTLY** to your children. Many households do not have any child income.

Step 4: Contact information and adult signature

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the statements on the back of the application.

<p>A) Provide your contact information. Write your current mailing address in the fields provided, if this information is available. If you have no permanent address, that is okay. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.</p>	<p>B) Print and sign your name and write today's date. Print the name of the adult signing the application and that person signs in the box "Signature of adult."</p>	<p>C) Mail completed application to: Insert School/District address here</p>
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Optional

Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced-price school meals. This information is requested solely for the purpose of determining the State's compliance with Federal civil rights laws, and your response will not affect consideration of your application, and may be protected by the Privacy Act. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner.

Please return the application directly to your child's SCHOOL. DO NOT mail, fax, or email completed applications or questions about applications to the USDA Office of the Assistant Secretary for Civil Rights or your child's eligibility for free or reduced-price meals will be delayed.

APPLY ONLINE:

RETURN TO (School/District Name): Lena Public School

Complete one application per household. Please use a pen (not a pencil). In Community Eligibility Provision Schools (CEP),

ADDRESS: 304 E Main St. Lena WI 54139

STEP 1 List ALL children, infants, and students up to and including grade 12. Attach another sheet of paper if you need space for more names.

List ALL children in the household. Do not forget to list infants, children attending other schools, children not in school, and children not applying for benefits. This includes children not related to you in your household.

Child's First Name

MI Child's Last Name

Grade

Entity	Child	Migrant	Runaway	Homeless
Entity				

Check all that apply	
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

STEP 2 Do any household members (including you) participate in: FoodShare (SNAP), W-2 Cash Benefits (TANF), or FDIPIR? Badgercare, Medicaid, Pandemic-EBT are not eligible.

☐ NO → Go to STEP 3.

☐ YES → Write case number here and proceed to STEP 4.

PROGRAM NAME:

CASE NUMBER (NOT EBT NUMBER):

Write only one case number in this space.

STEP 3 List ALL household members and income for each member (before taxes and deductions)

A. All Adult Household Members (Anyone who is living with you and shares income and expenses, even if not related, including you.)

List all Adult Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they receive income (before taxes and deductions) for each source in whole dollars (no cents) only, if they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work				How often received?				Public Assistance, Child Support, Alimony	How often received?				Pensions, Retirement, Social Security, SSI, VA Benefits, All Other	How often received?					
	\$				Weekly	Every 2 Weeks	2x Month	Annual		Weekly	Every 2 Weeks	2x Month	Monthly		Weekly	Every 2 Weeks	2x Month	Monthly		
	\$				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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	\$				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please see application's back for list of income sources.

B. Child Income

Sometimes children in the household earn or receive income.

Include the TOTAL income (before taxes and deductions) received by ALL children listed in STEP 1 here.

Required: Last Four Numbers of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member or Check Box if No SSN

Check Box if No SSN ☐

How often received?

Frequency	2 Weeks	Monthly	Annually
Weekly			
Every 2 Weeks			
Quarterly			
Annually			

Child Income

4

STEP 4

RETURN COMPLETED FORM TO YOUR CHILD'S SCHOOL: Insert school address here

"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 (confirm) 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."

Print Name of Adult Signing the Form

Required: Signature of Adult

Today's Date _____

Mailing Address (if available)

City

State

Zip

Phone (optional)

Email (optional)

Return completed form to your child's school.

SOURCES AND EXAMPLES OF INCOME

For additional information on income, please refer to the instructions that accompany this application.

Sources of Income

Earnings from Work

- Salary, wages, cash bonuses, tips, commissions
- Net income from self-employment (farm or business)

If you are in the U.S. Military:

- Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances)
- Allowances for off-base housing, food, and clothing

Public Assistance/Alimony/Child Support

- Unemployment benefits
- Workers' compensation
- Supplemental Security Income (SSI)
- Cash assistance from State or local government
- Alimony payments
- Child support payments
- Veterans benefits
- Strike benefits

Pensions/Retirement/All other sources of income

- Social Security/Disability (including railroad retirement and black lung benefits)
- Private Pensions or disability benefits
- Income from trusts or estates
- Annuities
- Investment income
- Earned interest
- Rental income
- Regular cash payments from outside household

Examples of Income for Children

- A child has a regular full or part-time job where they earn a salary or wages
- A child is blind or disabled and receives Social Security benefits
- A parent is disabled, retired, or deceased, and their child receives Social Security benefits
- A friend or extended family member regularly gives a child spending money
- A child receives regular income from a private pension fund, annuity, or trust

OPTIONAL

Children's ethnic and racial identities. This information is kept confidential and may be protected by the Privacy Act of 1974.

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 (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race)

☐ Not Hispanic or Latino

Race (check one or more): ☐ American Indian or Alaska Native

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ White

Return this completed form to your child's school. *Do not mail, fax, or email completed applications to the U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights.

DO NOT FILL OUT

For school use only. If all students listed on this application attend CEP schools, the processing of this application cannot be paid for by the nonprofit school food service account.

Annual Income Conversion: Weekly $\times 52$, Every 2 Weeks $\times 26$, Twice a Month $\times 24$, Monthly $\times 12$. Do not annualize income to determine eligibility unless more than one income frequency is listed.

Total Income

How often?
Weekly ☐ Every 2 Weeks ☐ 2x/Month ☐ Monthly ☐ Annual ☐

Household size

Eligibility
Free ☐ Reduced ☐ Denied ☐

Categorical Eligibility ☐

Determining Official's Signature

Date

Confirming Official's Signature

Date

Verifying Official's Signature

Date

Use of Information Statement

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met.

Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, check if no Social Security Number Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number.

Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

The contact information below is solely to file a complaint of discrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

*MAIL: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

FAX:

EMAIL: program.intake@usda.gov

(833) 256-1665 or (202) 690-7442; or

*Do not mail applications to this address, only complaints of discrimination.

Return completed form to your child's school.

This institution is an equal opportunity provider.