

Parent or Guardian
Address

DEAR PARENT OR GUARDIAN,

Duval County Public Schools serves nutritious meals every school day. Students may buy lunch for \$1.50 in Elementary Schools and \$2.00 in Middle/High Schools. Students may buy breakfast for \$1.00 in Elementary Schools and \$1.25 in Middle/High Schools. Qualified students may also receive meals for free, or at a reduced price of \$0.30 for breakfast and \$0.40 for lunch.

To apply for free or reduced price meals, please read the instructions for completing the application on the reverse side of this letter. **We cannot approve an application that is not complete**, so please be sure to fill out all of the required information and return it to the cafeteria manager of your student's school or fax the application directly to the Free and Reduced Department at 732-5157.

Please submit only ONE APPLICATION PER HOUSEHOLD!

Once you have been approved for benefits, they are good for the entire school year. However, the information on the application may be verified at any time during the year. If a household's circumstances change, the household may apply for benefits at any time during the year. Children of parents or guardians who become unemployed may be eligible for free or reduced price meals during the period of unemployment. WIC participants may also be eligible for free or reduced price meals. Foster children may be eligible for free or reduced price meals regardless of the household income.

The Free and Reduced Department's main number is 732-5145. Please call this number if you have questions regarding free or reduced price meals.

Households may request a hearing to appeal the application decision. Please call 732-5145 if you wish to appeal the decision.

Si surge la necesidad por una aplicacion en Espanol, el telefono de contacto es - **904-390-2202**.

Privacy Act Statement: This explains how we will use the information you give us.

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, we cannot approve your child for free or reduced price meals. You must include the social security number of the 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 Food Stamp Program, 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.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.

"In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (Voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer".

All meals served meet nutritional standards as set by the U.S. Department of Agriculture. If your child has a disability as defined by the **Americans With Disability Act**, and that disability prevents your child from eating the regular school meals, the school will make any substitutions prescribed by a medical professional at no extra charge. The school is not required to make a substitution for a food allergy unless the allergy meets the definition of disability. If you believe your child needs substitutions because of a disability, please contact the cafeteria manager at your child's school for further information.

~ INSTRUCTIONS ~

2009 - 2010 FAMILY APPLICATION FOR MEAL BENEFITS

PART 1 List all students in household currently attending Duval County Public Schools. You must include last name, first name, birth date and student income. Mark an (X) in the box if the student is New (to Duval County), a Pre-Kindergartner or a Kindergartner.

NO INCOME: If a student in your household has no income, mark an (X) in the box for NO STUDENT INCOME to the right of the student's birth date.

Please list gross income for each student living in the household including how much and how often, if applicable.

PART 2 List the food stamp or TANF case number (Temporary Assistance for Needy Families) for each student listed. This should be a ten digit number. Please do not use the Food Stamp or TANF card number. Households who are currently members of the certified food stamp or TANF programs may skip to Part 9 when completing the family application.

PART 3 You must complete one application for each Foster student. You must include last name, first name, birth date and student income. If this child is the legal responsibility of a welfare agency or court, list the amount of the child's personal use monthly income.

PART 4 Please check the appropriate box if student is Homeless, Migrant, or a Runaway. You will need to contact Tricia Pough, MSW at 390-2528 or Lisa Hubbard, MSW at 390-2546.

PART 5 List everyone living in the household who is not a student currently attending a Duval County Public School. Please list gross income for each member living in the household including how much and how often, if applicable.

HOUSEHOLDS WITH DEPLOYED SERVICE MEMBERS INSTRUCTIONS:
For the purpose of determining household size, families should include the names of the deployed service members on their application. Report only that portion of the deployed service member's income made available to them or on their behalf to the family. The determining official would count the service member as part of the household in establishing a child's eligibility for free and reduced price meals. The Military Housing Privatization Initiative states that you do not include the housing allowance.

NO INCOME: If a member of your household has no income, mark an (X) in the box on the far right of the page beside the household member's name.

TOTAL MEMBERS CURRENTLY LIVING IN HOUSEHOLD: Add the total household members in Part 1 and Part 5 and insert in the box below.

If you do not list any income on your application, it is only valid for 45 days. You must reapply in order to be eligible for benefits.

PART 6 All applicants must complete this section. The Free & Reduced Price Meal Department may need to contact you for additional information.

PART 7 Please sign and date your application because it cannot be processed without a signature.

FLORIDA INCOME ELIGIBILITY GUIDELINES FOR REDUCED PRICE MEALS

REDUCED PRICE MEAL SCALE Effective from July 1, 2009 to June 30, 2010

HOUSEHOLD SIZE	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY
1	20,036	1,670	835	771	386
2	26,955	2,247	1,124	1,037	519
3	33,874	2,823	1,412	1,303	652
4	40,793	3,400	1,700	1,569	785
5	47,712	3,976	1,988	1,836	918
6	54,631	4,553	2,277	2,102	1,051
7	61,550	5,130	2,565	2,368	1,184
8	68,469	5,706	2,853	2,634	1,317
For each additional family member, add	6,919	577	289	267	134

Remember: The total income before health benefits, social security, taxes, union dues, or other deductions, must be reported.

INCOME THAT MUST BE REPORTED

EARNINGS FROM WORK

Net Income from self-owned
Business or Farm
Strike Benefits
Unemployment Compensation
Wages/Salaries/Tips
Worker's Compensation

PENSION/RETIREMENT/SOCIAL SECURITY

Pensions
Retirement Income
Social Security
Supplemental Social Security Income
Veterans Payments

WELFARE/CHILD SUPPORT/ALIMONY

Alimony Payments
Child Support Payments
Public Assistance
Welfare Payments

OTHER INCOME

Annuities
Cash Withdrawn From Savings
Disability Benefits
Income from Estate/Trusts/Investments
Interest/Dividends
Net Rental Income
Regular Contributions from Persons Not Living in Your Home
Any Other Income

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