### LETTER TO PARENTS FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

### Dear Parent/Guardian:

Children need healthy meals to learn. The Wentzville School District offers healthy meals every school day. Breakfast costs \$2.00; lunch costs K-5 \$3.10:6-12 \$3.15. 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 the Food Stamp Program/Supplemental Nutrition Assistance
     Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) or Temporary
     Assistance/Temporary Assistance for Needy Families (TANF), are eligible for free meals.
  - 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 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.

Household Size	<u>Annually</u>	<u>Monthly</u>	Weekly
1	\$25,142	\$2,096	\$484
2	33,874	2,823	652
3	42,606	3,551	820
4	51,338	4,279	988
5	60,070	5,006	1,156
6	68,802	5,734	1,324
7	77,534	6,462	1,492
8	86,266	7,189	1,659
For each add'l person add	+ 8,732	+ 728	+ 168

- 2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Are you sharing the housing of others due to loss of housing, economic hardship, or a similar reason? Are you living in motels, hotels, trailer parks, or camping grounds due to the lack of alternatic adequate accommodations? Are you living in emergency or transitional shelters? Were you abandoned in a hospital? Does your family relocate on a seasonal basis? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **Dr. Janell Mueller, 636-327-3800 or janellmueller@wsdr4.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: Child Nutriton Services, 101 Support Service Dr., Wentzville, Mo. 63385.
- 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 got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Child Nutrition Services**, 101 Support Service Dr., Wentzville, Mo. 63385, 636-327-3858 ext. 21330 or marysanzottera@wsdr4.org immediately.
- 5. 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. You must send in a new application unless the school told you that your child is eligible for the new school year.
- 6. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC <u>may</u> be eligible for free or reduced price meals. Please send in an application.
- 7. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
- 8. 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.

- 9. 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: **Dr. Janell Mueller, 636-327-3800 or janellmueller@wsdr4.org.**
- 10. 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.
- 11. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you <u>normally</u> 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.
- 12. 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 <u>also</u> be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you <u>meant</u> to do so.
- 13. 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.
- 14. 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 Child Nutrition Services, 101 Support Service Dr., Wentzville, Mo. 63385, 636-327-3858 ext. 21330 or marysanzottera@wsdr4.org to receive a second application.
- 15. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for the Food Stamp Program/SNAP or other assistance benefits, contact your local assistance office or call 1-855-373-4636.

If you have other questions or need help, call 636-327-3858 ext. 21330. Sincerely,

**Child Nutrition Director** 

**USDA 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: <a href="http://www.ascr.usda.gov/complaint-filing-cust.html">http://www.ascr.usda.gov/complaint-filing-cust.html</a>, 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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# HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in Wentzville School District. The application must be filled out completely to certify your children 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 Child Nutrition Services, 636-327-3858 ext/ 21330 or marysanzottera@wsdr4.org.

# PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

# STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and 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 foster arrangement, or qualify as homeless, migrant, or runaway youth;
  - Students attending Wentzville School District, regardless of age.

than lines on the application, attach a second each child. When printing names, write one piece of paper with all required information List each child's name. Print each child's name. Use one line of the application for space. If there are more children present letter in each box. Stop if you run out of for the additional children.

Building name/Grade. If child is a student, list building name

listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for members of your household and should be listed on your application. If you are applying for both foster foster children, after finishing STEP 1, go to STEP 4. Do you have any foster children? If any children Foster children who live with you may count as and non-foster children, go to step 3.

Are any children homeless, migrant, or runaway? If you believe any child child's name and complete all steps Migrant, Runaway" box next to the description, mark the "Homeless, listed in this section meets this of the application.

# STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?

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)
  - Temporary Assistance for Needy Families (TANF)
- The Food Distribution Program on Indian Reservations (FDPIR).

listed programs:

Leave STEP 2 blank and go to STEP 3.

If no one in your household participates in any of the above | If anyone in your household participates in any of the above listed programs:

participate in one of these programs and do not know your case number, contact: State number 1-855. Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you 373-4636 -636-940-3170

Go to STEP 4.

# STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

### How do I report my income?

- Use the charts titled "Sources of Income for Adults" and "Sources of Income for Children," printed 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 0 0
- 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.

Information follows on the reverse side.)

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 CHILDREN

A) Report all income earned or received by children. Report 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 is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

### 3.B. 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.

### "Pensions/Retirement/All Other Income" pensions/retirement/all other income. Report all income that applies in the field on the application. Report income from

### chart. If income is received from child support or alimony, only Report income from public assistance/child support/alimony cash value of any public assistance benefits NOT listed on the Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the payments should be reported as "other" income in the next part. Adults)." This number MUST be equal to the number of household Report total household size. Enter the total number of household members listed in STEP 1 and STEP 3. If there are any members of the money received from working at jobs. If you are a selfthe "Earnings from Work" field on the application. This is members, as the size of your household affects your eligibility for 'I am seif-employed? Report income from that work as a ount. This is calculated by subtracting the total operating members in the field "Total Household Members (Children and earnings from work. Report all total gross income from your household that you have not listed on the application, go es of your business from its gross receipts or revenue. back and add them. It is very important to list all household ed business or farm owner, you will report your net

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

# STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

free and reduced price meals.

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 privacy and civil rights statements on the back of the application

available. If you have no permanent address, this does not both is optional, but helps us reach you quickly if we need school meals. Sharing a phone number, email address, or make your children ineligible for free or reduced price Provide your contact information. Write your current address in the fields provided if this information is

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# 2023-2024 Application for Free and Reduced Price School Meals

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

Date Received by LEA (LEA use only)

Homeless, Migrant, Runaway Write only one case number in this space Weekly Bi-Weekly 2x Month Monthly List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper) 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 List all 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 gross income (before taxes) for Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR? Circle one: Yes / No □Year 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 Check if no SSN How often? □ Month Grade Per: DWeek DEvery 2 Weeks DTwice a Month Pensions/Retirement/ Weekly Bi-Weekly 2x Month Monthly Mail Completed Form To. Child Nutrition Services, 101 Support Service Dr., Wentzville, Mo. 63385 All Other Income **Building Name** Date: Daytime Phone and Email (optional) Date Approved/Denied: Date withdrawn: ANNUAL INCOME CONVERSION: WEEKLY X 52, EVERY 2 WEEKS X 26, TWICE A MONTH X 24, MONTHLY X 12 (USE ONLY IF MULTIPLE FREQUENCY) Bi-Weekly 2x Month Monthly × Foday's date × How often? Child income × primary wage earner or other adult household member. Weekly If you answered NO > Complete STEP 3. If you answered YES > Write a case number here then go to STEP 4 (Do not complete STEP 3) Case Number. ₩ Last four digits of Social Security Number (SSN) of Sometimes children in the household earn income. Please include the TOTAL gross income earned by all children listed in Public Assistance/ Child Support/Alimony 5 Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2) ₩ ₩ Child's Last Name State Weekly Bi-Weekly 2x Month Monthly How often? Signature of adult completing the form Determining Official's Signature: Ξ otal income: Earnings from Work B. All Adult Household Members (including yourself) nformation, my children may lose meat benefits, and I may be prosecuted under applicable State and Federal laws. *≩* DO NOT FILL OUT THIS SECTION. THIS IS FOR SCHOOL USE ONLY. Contact information and adult signature Name of Adult Household Members (First and Last) Error Prone Application: 

Ves 

No (Optional – See FAQs) Sonfirming Official's Signature (For verification purposes only): Apt # Food Stamps/Temporary Assistance Household size: Total Household Members (Children and Adults) Eligibility: DFree DReduced DDenied Reason: Child's First Name A. Child Income Printed name of adult completing the form the page and review charts titled "Sources for Adults" chart will help you with the All Adult Household Members income" for more unsure what The "Sources of Income for Children" chart will help you with the Child The "Sources of Income Street Address (if available) eligible for free meals. Read How to Apply for Free and living with you and shares Are you unsure wha income to include here? Member: "Anyone who is Meals for more information. and children who meet the Migrant or Runaway are Definition of Household income and expenses, Children in Foster care Reduced Price School definition of Horneless, even if not related." Income section. Flip the page the charts titl of Income" information. STEP 3 STEP 1 STEP 4 STEP 2 section.

### INSTRUCTIONS Sources of Income

Sources of Inc.	Sources of Income for Children	
Sources of Child Income	Example(s)	
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages	- Salar
<ul> <li>Social Security</li> <li>Disability Payments</li> <li>Survivor's Benefits</li> </ul>	<ul> <li>A child is blind or disabled and receives Social</li> <li>Security benefits</li> <li>A Parent is disabled, retired, or deceased, and their child receives Social Security benefits</li> </ul>	employr employr if you ar
- Income from person outside the household	- A friend or extended family member regularly gives a child spending money	- Basic, included frousing
- Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust	- Allowa foodand

\$	Sources of Income for Adults	ults
Earnings from Work	Public Assistance/ Alimony/Child Support	Pensions / Retirement / All Other Income
<ul> <li>Salary, wages, cash bonuses</li> <li>Net income from self- employment (farm or business)</li> <li>If you are in the U.S. Military:</li> </ul>	Unemployment benefits     Worker's compensation     Supplemental Security Income (SSI)     Cash assistance from State or local government	- Social Security (including rairoad retirement and black lung benefits) - Private pensions or disability benefits - Regular income from trusts or estates - Annutiues
<ul> <li>Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</li> <li>Allowances for off-base housing, food and dothing</li> </ul>	- Allmony payments - Child support payments - Veteran's benefits - Strike benefits	- investrient income - Earned interest - Rental income - Regular cash payments from outside household

## OPTIONAL Children's Racial and Ethnic Identities

Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals. If ethnicity/race is not selected, a visual identification will be 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 determined

Race (check one or more): 

American Indian or Alaskan Native Asian Black or African American Indian or Other Pacific Islander In White Ethnicity (check one): 

Hispanic or Latino 

Not Hispanic or Latino

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.

Return completed form to your child's school.

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

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

17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: must contain the complainant's name, address, telephone number, and a written description of the alleged

\* MAIL: U.S. Department of Agriculture FAX: (833) 256-1665 or (202)
Office of the Assistant Secretary for 690-7442; or
Civil Rights EMAIL: <u>Program.intake@usda.gov</u>
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

this address, only

complaints

applications to

\* Do not mail

of discrimination.

This institution is an equal opportunity provider.

### **SHARING INFORMATION WITH OTHER PROGRAMS**

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Family Application

Dear Parent/Guardian:

may be shared with other programs for which your child(ren) may qualify. For the following programs, we must have your permission to share your information. Sending in this form will not change whether your child(ren) get free or reduced price meals. No! I DO NOT want information from my Free and Reduced Price School Meals Family Application shared with any of these programs. Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Family Application with Big Smiles(Dental Services provided in school). Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Family Application with Vision Van(Comprehensive Vision Exams). Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Family Application with ACT Test Fee Waiver Program (This applies to High School Juniors & Seniors Only) Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Family application with Holiday Assistance Adopt-a-Family Program(Not applicable for applications turned in after December 1, 2023). If you checked yes to any or all of the boxes above, fill out the form below. Your information will be shared only with the programs you checked. Child's Name: School: Child's Name: School: Child's Name: \_\_\_\_\_ School: \_\_\_\_\_ Child's Name: School:

### For more information, you may call **Child Nutrition Sevices at 636-327-3858 ext. 21330 Return this for to : Child Nutrition Services, 101 Support Service Dr., Wentzville, Mo. 63385**

Address:

Signature of Parent/Guardian: \_\_\_\_\_\_ Date: \_\_\_\_\_

USDA Non-discrimination Statement:

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: <a href="https://www.usda.gov/sites/default/files/documents/ad-3027.pdf">https://www.usda.gov/sites/default/files/documents/ad-3027.pdf</a>, 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:

l. mail:

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

2. fax

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

3. email:

Program.Intake@usda.gov

### REQUEST FOR INFORMATION

(Complete one form per family)

Please answer the question below by checking the appropriate box. The following information is a request adopted by the General Assembly in 2010 requiring school districts to determine whether or not all children in a family have health insurance.

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Does each child in your family have healthcare insurance?
YES
□ NO
MO HealthNet (Medicaid) is considered healthcare insurance.
f NO is checked the school district will provide the Does Your Child Need Healthcare Coverage form for the family.
Completion of this form is not a condition of determining meal eligibility. The Free and Reduced Price Meals Family Application will be reviewed regardless of your response to this Request for Information.
Submit this request with your Free and Reduced Price School Meals Family Application or return to your school/school district.
Printed name of parent/guardian:
Mailing Address:
City: State: Zip Code:

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Coursel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTTY 800-735-2966; email divilrights@dese.mo.gov.