



Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

School Food and Nutrition Services

P.O. Box 389
Manassas, VA 20108
703.791.7319
703.791.8142
703.791.7314

August 2011

Dear Parent or Guardian:

The employees in the Office of School Food and Nutrition Services of the Prince William County School Division look forward to serving you and your children during this school year. Children need healthy meals to learn. Therefore, nutritious high quality meals are available at school each day. Students may buy meals for the following prices:

| | | |
|-------------------|------------|----------|
| Breakfast: | - | \$1.35 |
| Lunch: | Elementary | - \$2.15 |
| | Middle | - \$2.30 |
| | High | \$2.40 |

All meals served in Prince William County Public Schools meet the standards established by the U.S. Department of Agriculture. If a child has been determined by a doctor to be disabled and the disability prevents the child from eating the regular school meal, the school will make substitutions prescribed by the doctor at no extra charge. If your child needs such a substitution, please contact the School Food and Nutrition Services Dietitian at 703.791.7480.

Meals are also available for free or at a reduced price for eligible students. You must apply for meal assistance every year. Your application from last year is only good for the first few days of school. Children from households that meet Federal Income Guidelines shown on the income chart below are eligible for a minimum of reduced price meals at 30¢ for breakfast and 40¢ for lunch and may be eligible for free meals. Children who are members of households participating in WIC may also be eligible for meal assistance based on their household's income.

| INCOME CHART For Free or Reduced Price Meals Effective July 1, 2011 to June 30, 2012 | | | |
|--|--------|---------|--------|
| Household Size | Annual | Monthly | Weekly |
| 1 | 20,147 | 1,679 | 388 |
| 2 | 27,214 | 2,268 | 524 |
| 3 | 34,281 | 2,857 | 660 |
| 4 | 41,348 | 3,446 | 796 |
| 5 | 48,415 | 4,035 | 932 |
| 6 | 55,482 | 4,624 | 1,067 |
| 7 | 62,549 | 5,213 | 1,203 |
| 8 | 69,616 | 5,802 | 1,339 |
| For Each Additional Family Member Add | +7,067 | +589 | +136 |

Foster children who are the legal responsibility of a welfare agency or court are eligible for free meals regardless of the income of the household with whom they reside. Children who are members of households receiving Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamp Program) or Temporary Assistance for Needy Families (TANF) are eligible for free meals regardless of income.

Households receiving SNAP or TANF for their children or who have foster children may not have to fill out an application. School officials will notify those households of the children who do not need to apply. If you do not receive notification by **September 6, 2011**, you must contact School Food & Nutrition Services or submit an application.

To get free and reduced price meal benefits for your children, complete and return the attached application. Please review the instructions carefully, as an incomplete or unsigned application must be returned for the required information.

If you have questions or need help in filling out the application, please contact the School Food and Nutrition Services office at 703.791.7319, 703.791.8142 or 703.791.7314. **For quicker processing you may also complete the application electronically by visiting the School Division's Web site @ www.pwcs.menus.schoolfusion.us.**

You may reapply for free and reduced price meal benefits at any time during the school year. If you are not eligible now but have a decrease in household income, an increase in your household size, become unemployed, or get SNAP or TANF for anyone in your household, fill out and complete the application at that time.

School officials use the information on the application to determine if your child is eligible for meal benefits and to verify eligibility. As authorized by the National School Lunch Act, the School Division may inform officials connected with other child nutrition, health, and education programs of the information to determine benefits for those programs or for funding and/or evaluation purposes.

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

School officials may check your eligibility at any time during the school year. They may ask you to send information to prove that your child(ren) should receive free or reduced price meals.

Sincerely,

Steven L. Walts
Superintendent of Schools

2011-12 USDA Non-discrimination Statement: "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 Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free 866.632.9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800.877.8339; or 800.845.6136 (Spanish). USDA is an equal opportunity provider and employer."

INSTRUCTIONS FOR COMPLETING THE WEB BASED HOUSEHOLD APPLICATION FOR FREE AND REDUCED PRICE MEALS

To apply for free or reduced price meals, complete **one application for ALL children in the household** who are in school, using the following **instructions**. Call the School Food and Nutrition Services office at 703.791.8142, 703.791.7319 or 703.791.7314 if you need assistance. A new application must be filled out each new school year.

Follow these steps as you complete your application online. The program will provide prompts to assist you in providing the required information.

PART 1 - HOUSEHOLDS RECEIVING SNAP OR TANF BENEFITS

If any member of your household receives SNAP or TANF benefits, list the person's name and case number. Only one name and number is needed. Click the "next" button to continue with parts 3, 5, & 6.

PART 2 - If this application is for a homeless, migrant or runaway student, click yes, then the appropriate box or boxes. If applicable, contact your school's homeless, migrant, and runaway coordinator. Click the "next" button to continue with Part 3,4,5, & 6 of the application.

PART 3a – HOUSEHOLDS WITHOUT FOSTER CHILDREN

1. Complete the requested data for all children in your household who attend Prince William County Public Schools.
2. You may enter your student's information by either the student's ID number, or by using the student's date of birth & name.
 - a. To locate the student using the Student ID number, type the number in the yellow field below "student ID", and then click the "Locate by using Student ID" button above.
 - b. To locate the student using the date of birth and name, type in the "birthdate", "first name" and "last name" fields, and then click on the "Locate by using Student DOB and Name" button above.
3. To enter additional students, click the button with the "+" symbol located on the far right of the page after each student, and then repeat steps 2 & 3 of this section.
4. Once all students in the household and their information have been entered, click the "Next" button.

PART 3b – HOUSEHOLDS WITH FOSTER CHILDREN

1. Same as above.
2. Same as above.
3. Same as above.
4. If any of the children in the home are foster children, check the box next to their name(s) indicating they are foster children. You will notice that required field will appear yellow, while fields that are not required will appear gray. Please complete all required fields, then click the "next" button to continue.

PART 4 – HOUSEHOLD INFORMATION

1. Enter information about the parent or guardian completing the form on the first row of Part 4.
2. Provide the first & last name of the parent or guardian followed by any income received. To chose the income frequency, click on the down arrow button next to the dollar amount to chose between (W)=Weekly (B)=Biweekly (T)=Twice a Month (M)=Monthly or (Y)=Yearly. If that person has no income, check the "No Income" box at the end of the row with their name on it.
3. The names of students listed in Part 3 will automatically appear in Part 4. Indicate any income associated with these students.
4. Click the "+" button on the far right of the page to add all household members not already listed on the form.
5. Follow the above steps to mark the income for each member of the household.
6. Once all household members are entered along with their incomes click the "Next" button to continue.
7. Military families: If you get a Basic Allowance for Housing (BAH) to live off-base this MUST be included as income. If your housing is part of the "Military Housing Privatization Initiative," do not include this housing allowance as income.
8. If combat pay is received in addition to basic pay because of deployment and it was not received before deployment, do not count as income.

PART 5 – SIGNATURE AND SOCIAL SECURITY NUMBER (Adult MUST sign)

1. Enter the last 4 digits of the social security number for the parent or guardian in the space provided. If the parent or guardian does not have a SSN, check the "I do not have a SSN" box.
2. Enter the contact information for the parent or guardian.
3. Your child(ren) may be eligible for other benefits such as the Virginia children's health insurance program called Family Access to Medical Insurance Security (FAMIS) and/or Medicaid. The law allows the school division to share your free or reduced price meal eligibility information with Medicaid and FAMIS. These programs can only use the information to identify children who may be eligible for free or low-cost health insurance, and to enroll them in either Medicaid or FAMIS. These agencies are not allowed to use the information from your free and reduced price meal application for any other purpose. Medicaid officials or officials with FAMIS may contact you to get more information. You are not required to allow us to share this information with Medicaid or the FAMIS program. Your decision will not affect your children's eligibility for free and reduced price meals. If you do not want your information shared, please check the appropriate box in Section 5 of the application. In addition, you may qualify for other assistance programs. To find out how to apply for SNAP or other assistance programs, contact the local social service office in your area.

PART 6 – DIGITAL SIGNATURE AND COMPLIANCE AFFIRMATIONS

You must read each of the statements below and indicate your acceptance of them by clicking the "Agree" button on the left. If you select "Decline" on either statement, your application will not be processed.

1. After accepting each section of the statements, a pop up will come up saying "To complete the application, click the Yellow Guardian Signature box. Then click the submit button."
2. When you click the "Guardian Signature" box your name will appear with today's date and time. Click "OK" to confirm the information.
3. Then select "Submit" from the drop down on the right of the page, and then click the "Submit" button.
4. You will receive an application number for reference purposes and an estimated processing time.

Privacy Act Statement: 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 Supplemental Nutrition Assistance Program (SNAP), 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.

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[Go to online application.](#)