

Dear Parent/Guardian:

Pelican Rapids Schools provide healthy meals each day. Your children may qualify for free or reduced-priced meals. Student who qualify for reduced-priced meals will receive free breakfast and lunches. Also, all elementary students qualify for free breakfasts, regardless of their free/reduced status. **Prices for school meals for the 2020-2021 school year are as follows: Breakfast---High School \$1.20, Elementary---Free. Lunch--- High School \$1.95, Elementary \$1.90. Second entrée price for high school students is \$1.55.**

To apply for free or reduced priced meals, complete the enclosed Application for Educational Benefits. **NEW THIS YEAR!!** The application can also be found on the Pelican Rapids School District 548 Website. This application may be completed and emailed to Emily Evenson at eevenson@vikes.us. A new application must be submitted every year. Only one application is required for the entire household. The application will not be approved unless application is complete. Please make sure you have the last four digits of your social security number and that the application is signed and dated. Income needs to be GROSS INCOME and denoted if payment is received weekly, bi weekly, two times a month, or monthly. If no box is checked, it will be assumed that payment is received *annually*. COMPLETING THE APPLICATION WITH AN HOURLY WAGE WILL NOT BE ACCEPTED. Only farm income or Self-Employment income is recorded as NET income.

Your application also helps Pelican Rapids School District qualify for additional educational funds and discounts.

Please return your application in one of the following ways:

- 1) By Mail to:
Pelican Rapids Schools
P.O. Box 642
Pelican Rapids MN 56572
C/O Emily Evenson
- 2) By email to:
eevenson@vikes.us
- 3) Drop it off at either Pelican Rapids High School or Viking Elementary School.
- 4) Fax it to 218-863-5915

Who can get free or reduced priced meals?

Children can get free or reduced priced meals if their household income is within the maximum income allowance. If you are not sure, fill out an application and you will be notified of your meal status. Children in households participating in SNAP, MFIP and FDPIR. Benefits are extended to all children in the household when an applicant enters a case number for any household. Foster children automatically receive free meals.

FREQUENTLY ASKED QUESTIONS

- 1) Will my children receive free meals if I am on WIC? Children MAY be eligible for free or reduced priced meals. Please fill out an application.
- 2) May I apply if someone in my household is not a U.S. Citizen? Yes. You OR your children do not have to be a U.S. citizen for your children to qualify for free or reduced priced meals.
- 3) When do I apply? You should apply as soon as you receive this application. Benefits will begin immediately. Applications are accepted at any time during the school year.
- 4) Who should I include as members of my household? Include yourself AND any other people living in the household whether they are related or not. College students should be listed as a household member.
- 5) What if my income is not always the same? List the amount that you normally get. For instance, if you normally receive overtime, list it. You MAY reapply any time your income changes.
- 6) Will the information I give be reviewed or checked? Yes, It may. A random sample is done every year.
- 7) What if I disagree with the school's decision about my application? Please contact the school. You may also ask for a hearing.
- 8) Do I have to fill out an application every year? Yes, but benefits carryover for 30 operating days into the next school year with the same eligibility status. After 30 days, a new application must be submitted if you have previously not done so during the current school year, at which time all children in the household will revert to a full pay status.

If you have any questions, or need help, please call Emily Evenson at 218-863-5910 ext. 4445.

Sincerely,

Emily Evenson

Pelican Rapids Schools

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 last four digits of the social security number of the adult household member who signs the application. The last four digits of 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.

At public school districts, each student's school meal status also is recorded on a statewide computer system used to report student data to MDE as required by state law. MDE uses this information to: (1) Administer state and federal programs, (2) Calculate compensatory revenue for public schools, and (3) Judge the quality of the state's educational program.

Nondiscrimination 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, audiotope, 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, you have two options: 1. Complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at [Filing a Program Discrimination Complaint as a USDA Customer](#), http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office; or, 2. Write a letter addressed to USDA; 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 one of the following methods:

- (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