

Dear Parent/Guardian:

Pelican Rapids Schools provide healthy meals each day. Your children may qualify for free or reduced-price meals. STUDENTS WHO QUALIFY FOR REDUCED-PRICE MEALS WILL RECEIVE FREE BREAKFASTS AND LUNCHES. ALSO, ALL ELEMENTARY STUDENTS QUALIFY FOR FREE BREAKFASTS. Prices for school meals are as follows: Breakfast—High School \$1.10, Elementary \$0.00. Lunch—High School \$1.85, Elementary \$1.80.

To apply for free or reduced-price meals, complete the enclosed Application for Educational Benefits. A new application must be submitted every year. Only one application is required for all children in the household. Application will not be approved unless application is complete. Please make sure that you have the last four digits of your social security number and that the application is signed. Also, income needs to be gross income and denoted if payment is received weekly, bi-weekly or two times a month. If no box is checked, it is assumed that payment is received *annually*. **DO NOT WRITE IN AN HOURLY WAGE.** Only Farm income or Self-Employment income is recorded as *NET* income.

Your application also helps our school 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 Wendy Hoadley
- 2) Drop it off at either Pelican Rapids High School or Pelican Rapids Elementary School.
- 3) Fax it to 218-863-5915

Who can get free or reduced-priced meals?

- 1) Children can get free or reduced-priced meals if their household income is within the maximum income allowance shown on the Application for Educational Benefits. (Attached)
- 2) Children in households participating in the Supplemental Nutrition Assistance Program (SNAP), Minnesota Family Investment Program (MFIP) or Food Distribution Program on Indian Reservations. (FDPIR) Benefits are extended to all children in the household when application enters a case number for any household member.
- 3) Foster children can get free school meals without reporting household income.

Frequently asked questions:

I get WIC. Can my children get free meals? Children in households participating in the WIC program may be eligible for free or reduced-priced meals. Please fill out an application.

May I apply if someone in my household is not a U.S. citizen? Yes. You OR your children do not have to be U.S. citizens for your children to qualify for free or reduced-priced meals.

When do I apply? You should apply as soon as you receive this letter/application. Benefits will begin as soon as the application is received at the district office. Applications are accepted at any time during the school year.

Who should I include as members of my household? Include yourself and all other people living in the household, related or not (such as grandparents, other relatives or friends). Also include a household member who is temporarily away; such as a college student.

What if my income is not always the same? List the amount that you normally get. For instance, if you normally get overtime, include it. Do not include overtime if it is occasionally received. You may reapply any time if your income changes.

How will the information I provide be kept? Information you provide on the form and your child's approval for school meal benefits will be protected as private data. See the back page of the application for more information about how the information is used.

Will the information I give be checked? Yes, it may. We **may** ask you to send written proof.

What if I disagree with the school's decision about my application? You should talk to school officials. You may also ask for a hearing.

Do I have to fill out an application every year? Yes, but benefits carry-over into the next school year for 30 operating days with the same eligibility status as the previous year. When the carry-over period ends, a new application must be completed, or the children must pay full price for school meals.

If you have any questions, or need help, please call Wendy Hoadley at 218-863-5910 extension 4484.

Sincerely,

Wendy Hoadley

Pelican Rapids Public Schools

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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

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