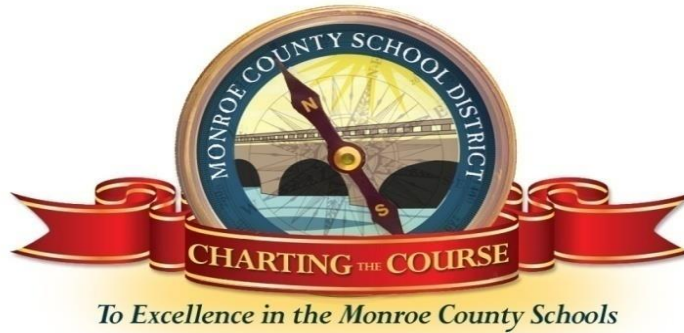


MARK T. PORTER
Superintendent of Schools



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School Year 2017 - 2018

Dear Parent/Guardian:

Children need healthy meals to learn. Monroe County School District offers healthy meals every school day. Your children may qualify for free meals or for reduced price meals.

1. **CAN I FILL OUT AN APPLICATION ONLINE?** Yes! Applying online is quick, confidential, and easy! Paper applications will **NOT** be sent out to all households this school year. Instead, you are encouraged to complete an online application if you are able. The online application has the same requirements and will ask for the same information as the paper application. To apply online, visit, <https://meals.monroe.k12.fl.us> and click "Begin Application". Contact **Neilany Montero at the Food Service District Office at 305-293-1400 X 53356** if you have any questions about the online application process.
2. **WHAT IF I DON'T HAVE A COMPUTER TO COMPLETE AN ONLINE APPLICATION?** The application can be completed easily with a smart phone. Computers are available for use at no cost at the local public library and at the Food Service District Office at 241 Trumbo Road, Key West, FL 33040. Your child's school may also have a computer that can be used to complete an application. Need information where to obtain a paper application? Contact **Neilany Montero at the Food Service District Office at 305-293-1400 X 53356**.
3. **WHO CAN GET FREE OR REDUCED PRICED MEALS?**
 - All children in households receiving benefits from **SNAP (food stamps)** or **TANF**, are eligible for free meals, regardless of income. Households receiving those benefits may exclude income information and the last four digits of the signer's social security number on their application. However, if you received a **NOTICE OF DIRECT CERTIFICATION** for free meals, **DO NOT** complete an application. Please read the entire notice and follow the instructions carefully or call **Food Service Department at 305-293-1400 X 53356**.
 - **Foster children** that are under the legal responsibility of a foster care agency or court are eligible for free meals. Foster children may be included as part of a household application, and are eligible for free meals, even if the household does not qualify.
 - Children participating in the school's **Head Start** program are eligible for free meals and need not apply. If you have another student please list head start student as a household member not a student.
 - Children who meet the definition of **homeless, runaway, or migrant**, are eligible for free meals and need not apply.
 - Children may be eligible to receive free or reduced price meals if the **household income** at or below the limits on the Federal Income Eligibility Guidelines below:

REDUCED Price Meals For School Year 2017-2018					
Household Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$22,311	\$1,860	\$930	\$859	\$430
2	\$30,044	\$2,504	\$1,252	\$1,156	\$578
3	\$37,777	\$3,149	\$1,575	\$1,453	\$727
4	\$45,510	\$3,793	\$1,897	\$1,751	\$876
5	\$53,243	\$4,437	\$2,219	\$2,048	\$1,024
6	\$60,976	\$5,082	\$2,541	\$2,346	\$1,173
7	\$68,709	\$5,726	\$2,863	\$2,643	\$1,322
8	\$76,442	\$6,371	\$3,186	\$2,941	\$1,471
For each additional family member, add	\$7,733	\$645	\$323	\$298	\$149

4. **HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?** Are your housing arrangements temporary? Does your family relocate on a seasonal basis? Have you taken in a runaway child? If you believe children in your household meet these descriptions, please contact Carolina Canton at 305-293-1400 x 53394 or Carolina.Canton@KeysSchools.com.
5. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR, DO I NEED TO FILL OUT ANOTHER ONE?** Yes. Your child's application is only good for one school year. A new application is required every school year to validate eligibility. However, if your child was free/reduced in one school year, they will be free/reduced for up to the first 30 operating days of the next school year until new application is submitted.
6. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Complete one online application for all the students in the household. We cannot approve an incomplete application, so be sure to complete all required information.
7. **I RECEIVE WIC. CAN MY CHILDREN GET FREE MEALS?** Children in household participating in WIC may be eligible for free or reduced price meals. You must submit an application to verify eligibility.
8. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes, and we may also ask you to send the written proof.
9. **IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year if there is a change in your household income, size, or if you become unemployed. If this applies please contact Neilany Montero at **305-293-1400 Ext 53356** for paper application.
10. **WHAT IF I DISAGREE WITH THE DECISION ABOUT MY APPLICATION?** Contact the Food Services Department at **305-293-1400 X 53356**. You may also ask for a hearing by writing to: **Executive Director of Operations and Planning, 241 Trumbo Road, Key West, FL 33040**.
11. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount you normally receive. If you receive overtime most pay periods, include it, but do not include it if you only receive overtime occasionally or seasonally. If you have lost a job, or had your hours or wages reduced, use your current income.
12. **WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** You must include all people living in your household, related or not, who share income and expenses.
13. **WE ARE IN THE MILITARY, DO WE REPORT OUR INCOME DIFFERENTLY?** If you get an off-base housing allowance, it must be included as income, but if housing is part of the Military Housing Privatization Initiative, do not include housing allowance as income. If combat pay is received in addition to basic pay because of deployment, and wasn't received prior, it is not included as income. Deployed members are part of the household and should be included on the application, but only report income that is made available to the family on their behalf.
14. **MY FAMILY NEEDS MORE HELP; ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for Florida SNAP or other assistance benefits, contact your local assistance office or call 866-762-2237.

If you have other questions or need help, please call 305-293-1400 X 53356

Si necesita ayuda para entender esta carta, por favor llame al telefono 305-293-1400 X 53356

Si vous voudriez d'aide contactez nous au numero 305-293-1400 X 53356

Sincerely,

Melissa Albright, SNS
Food Service Director

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: 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. This institution is an equal opportunity provider.