



WILSON SCHOOL DISTRICT

2601 Grandview Boulevard, West Lawn, PA 19609 | 610-670-0180 | wilsonsd.org

From the Office of Food Services

Dear Parent/Guardian:

July 30, 2018

Children need healthy meals to learn! We offer a wide variety of menu choices to meet the nutritional needs of your child. The meals we plan meet and exceed the requirements of the USDA School Breakfast and Lunch Program. Meal prices are:

Breakfast:	Elementary - \$1.85	Middle School - \$2.05	High School - \$2.25	Reduced Students - \$.30
Lunch:	Elementary - \$2.70	Middle School - \$2.90	High School - \$3.10	Reduced Students - \$.40

If your child qualifies for **FREE meals, their breakfast and lunch are at no cost.** Breakfast and Lunch will be served on Monday, August 27 when your child returns to school. A detailed menu is provided on the Food Service webpage. **Breakfast on Monday** will feature a choice of Whole Grain Cinnamon Bun, Assorted Cereals, Fruit, Juice and Choice of Milk. **Lunch includes** Chicken Nuggets, Pizza, Salads, Assorted Cold Sandwiches with Hot & Cold Vegetables, Fruit and Choice of Milk. **Practice your child's PIN number with them, it speeds the line.**

This packet includes information on the school meal program, how to apply using our new online system for free or reduced-price meal benefits, how to pay for meals, and what to do if your child has a food allergy or special diet.

1. WHO CAN GET FREE OR REDUCED-PRICE MEALS? Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart.

- All children in households receiving Supplemental Nutrition Assistance Program (SNAP) (formerly the Food Stamp Program) or Temporary Assistance for Needy Families (TANF) benefits are eligible for free meals.
- Foster children who 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.

FEDERAL ELIGIBILITY INCOME CHART FOR SCHOOL			
YEAR 2018-2019			
Household size	Annual	Monthly	Weekly
1	22,459	1,872	432
2	30,451	2,538	586
3	38,443	3,204	740
4	46,435	3,870	893
5	54,427	4,536	1,047
6	62,419	5,202	1,201
7	70,411	5,868	1,355
8	78,403	6,534	1,508
Each additional person	7,992	666	154

Note: Your information is kept strictly confidential, if you feel you might qualify we urge you to apply or call our office so we can answer any questions or provide more assistance.

2. HOW DO I APPLY FOR FREE OR REDUCED-PRICE MEALS? **NEW ONLINE APPLICATION PROCESS!** If you feel you might qualify for free or reduced-price meals, please go online to complete an application. We request you do this before the start of school to expedite application processing and parent notification. New this year is our online application process with Skyward Family. The online application is available at www.wilsonsd.org, in Skyward Family. After you enter Skyward Family, open the Free & Reduced Application link. From here you will be guided through the application completion process. Be sure to **SUBMIT** the application for processing. We are not able to view your application until you submit the application to us. You can also apply for free and reduced price meals at the PA Department of Human Services website www.compass.state.pa.us.

3. WHAT IF I HAVE PROBLEMS ENTERING INFORMATION ONLINE or I DON'T HAVE A COMPUTER? Please call our office if you need assistance. You can also come to the District Office where we have a Chromebook and a staff member who can assist you with completing the online application. Contact **Donna Gerhart, FSAA, 610.670.0180 x 1148, gerdon@share.wilsonsd.org** if you have questions or need additional assistance.

4. I RECEIVED A NOTICE OF DIRECT CERTIFICATION STATING MY CHILDREN GET FREE MEALS. WHAT DO I NEED TO DO? This letter means your child is qualified for free meals. Please **DO NOT** complete the online application if you receive this application. **DO** contact us if children in your household are not listed on the **Notice of Direct Certification** letter you received. Contact **Donna Gerhart, Food Service Administrative Assistant (FSAA), 610.670.0180 x 1148**, or by email - **gerdon@share.wilsonsd.org** immediately to add your other children.

5. HOW DO I PAY FOR MEALS? We encourage you to make deposits using e-Funds in Skyward Family, www.wilsonsd.org for your children. Depositing money in your child's individual account helps ensure your child has money in their account and eliminates lost or forgotten money in the cafeteria line. To deposit money, go to e-Funds in Skyward Family. Please set-up a low balance message to let you know when funds get low in your child's account. You can also send a check made payable to Wilson Food Service or send cash with your child. Please note, checks or deposits with non-sufficient funds are charged a processing fee of \$15.

6. **WHAT IF MY CHILD DOES NOT HAVE MONEY IN THEIR ACCOUNT, CAN THEY STILL GET A MEAL?** PA State Legislature requires the food service team to serve a meal to any student who comes through the line and does not have money. We will notify you by phone of negative balances. Should your balance **fall below \$25** you will be notified by mail. If we do not hear from you within 10 calendar days, we will call you directly to discuss repayment for served meals. Accounts in arrears for more than 2 months are sent to our collection agency. Additional fees for delinquent accounts will be added by the collection agency.
7. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** **NO.** *You can complete one Free and Reduced-Price School Meal 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 in Skyward and SUBMIT the application.
8. **HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, call or email, Dr. Kate Long, 610.670.0180 X1135, or email lonkat@wilsonsd.org .
9. **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 last school year. **You must complete a new application by Wednesday, October 10** unless the school told you that your child is eligible for the new school year.
10. **I GET WIC. CAN MY CHILDREN GET FREE MEALS?** Children in households participating in WIC **may** be eligible for free or reduced-price meals. Send in an application.
11. **WILL THE INFORMATION I GIVE BE CHECKED?** **YES.** We may also ask you to send written proof of the household income you report.
12. **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 or reduced-price meals if the household income drops below the income limit.
13. **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: **Christine Schlosman, CFO, 610.670.0180 x 1151, schchr@share.wilsonsd.org .**
14. **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.
15. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you **normally** 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.
16. **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. When this happens, write a 0 in the field. However, if any income fields are left empty or blank, those will **also** be counted as zeroes. Be careful when leaving income fields blank, as we will assume you **meant** to do so.
17. **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.
18. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for **SNAP** or other assistance benefits, visit www.compass.state.pa.us, contact your local assistance office, or call 1-800-692-7462.
19. **MY CHILD HAS A FOOD ALLERGY OR A SPECIAL DIET.** If your child requires a special diet due to a food allergy, is diabetic or has a medical situation impacting their diet we ask that you contact our office. You will need to have a recognized medical authority (Doctor, Physician's Assistant, Dentist) complete a Medical Plan of Care for your child. We cannot make changes to your child's diet plan without guidance from the medical authority. You can download the Medical Plan of Care on the Food Service page of the District website.

If you have other questions or need help, call Donna Gerhart at, **610.670.0180 x 1148.**

Sincerely,

Carol H Gilbert, Interim Food Service Director

Christine Schlosman, Chief Financial Officer

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- (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.