

# CLOVER GARDEN SCHOOL

2454 Altamahaw-Union Ridge Road  
Burlington, NC 27217  
(336) 586-9440, Fax: (336) 586-9477

Dear Parent/Guardian:

*Children need healthy meals to learn. **Clover Garden School** offers healthy meals every school day. Breakfast costs **\$2.00**; lunch costs **\$3.50**. Your children may qualify for free meals or for reduced price meals. Reduced price is **.30** for breakfast and **.40** for lunch.*

**1. Do I need to fill out an application for each child?** No. Complete the application to apply for free or reduced price meals. Use one Free and Reduced Price School Meals 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. **Return the completed application to: Clover Garden School, Attn: Nina Miller, 2454 Altamahaw-Union Ridge Road, Burlington, NC 27217**

**2. Who can get free meals?** Children in households getting Food Stamps or TANF and most foster children can get free meals regardless of your income. Also, your children can get free price meals if your household income is within the free limits on the Federal Income Guidelines.

**3. Can homeless, runaway and migrant children get free meals?** Please call **Nina Miller at (336) 586-9440** to see if your child(ren) qualify, if you have not been informed that they will get free meals.

**4. Who can get reduced price meals?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Chart, shown on this application.

**5. Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced price meals?** Please read the letter you got carefully and follow the instructions. Call the school at **(336) 586-9440** if you have questions.

**6. I get WIC. Can my child(ren) get free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.

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

**8. If I don't qualify now, may I apply later?** Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Stamps, TANF or other benefits. If you lose your job, your children may be able to get free or reduced price meals.

**9. 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: **Renee Snyder, 2454 Altamahaw-Union Ridge Road, Burlington, NC 27217, (336) 586-9440.**

**10. May I apply if someone in my household is not a U.S. citizen?** Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced price meals.

**11. Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.

**12. What if my income is not always the same?** List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes.

**13. We are in the military, do we include our housing allowance as income?** If your housing is part of the Military Housing Privatization Initiative, do not include allowance as income. All other allowances must be included in your gross income.

If you have other questions or need help, call **336-586-9440**.

Sincerely,

**Nina Miller**  
**Director of Child Nutrition**

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 Food Stamp Program, 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.

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 to *USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## INSTRUCTIONS FOR APPLYING

### If your household gets FOOD STAMPS OR TANF, follow these instructions:

**Part 1:** List each child(ren)'s name, school, grade, and a Food Stamp or TANF Case Number.

**Note:** The EBT Card number is not acceptable. If you are unsure of your Food Stamp Case Number, contact your local Department of Social Services to get the number.

**Part 2:** Check the appropriate box, if any.

**Part 3:** Skip this part.

**Part 4:** Skip this part.

**Part 5:** Sign the form. A Social Security Number is not necessary.

**Part 6:** Answer this question if you choose to do so.

### Check the appropriate box and contact Nina Miller at (336) 586-9440.

### Fill out application by following instructions for ALL OTHER HOUSEHOLDS.

### If you are applying for a FOSTER CHILD, follow these instructions:

**Part 1:** Use a separate application for each foster child. List the child's name, school, and grade.

**Part 2:** Skip this part.

**Part 3:** Check the box and list the child's personal use monthly income, if any.

**Part 4:** Skip this part.

**Part 5:** Sign the form. A Social Security Number is not necessary.

**Part 6:** Answer this question if you choose to do so.

### ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

**Part 1:** List each child's name, school, and grade.

**Part 2:** Check the appropriate box, if any.

**Part 3:** Skip this part.

**Part 4:** Follow these instructions to report total household income from last month.

**Column 1–Name:** List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children living with you. Attach another sheet of paper if needed.

**Column 2 –Gross income last month and how often it was received.** Next to each person's name, list each type of income received last month, and how often it was received. For example, *Earnings from work:* List the **gross income** each person earned from work. This is not the same as take-home pay. **Gross income is the amount earned before taxes and other deductions.** The amount should be listed on your pay stub, or your boss can tell you.

Next to the amount, write how often the person got it (weekly, every other week, twice a month, or monthly). *All other income:* List the amount each person got last month from welfare, child support, alimony, (second column) pensions, retirement, Social Security (third column), and ALL OTHER INCOME SOURCES (fourth column). In the All Other column, include Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME. Report net income for self-owned business, farm, or rental income. Next to the amount, write how often the person got it. If you are in the Military Housing Privatization Initiative do not include this housing allowance.

**Column 3–Check if no income:** If the person, including a child, does not have any income, check the "no income" box. **If the box is not checked, the application will not be approved.**

**Part 5:** An adult household member must sign the form and list his or her Social Security Number, or mark the box if he or she does not have a social security number.

**Part 6:** Answer this question if you choose to do so.

## FREE AND REDUCED PRICE SCHOOL MEALS FAMILY APPLICATION

### Part 1. Children in School (Use a separate application for each foster child)

Names of all children in school (First, Middle Initial, Last)	School Name	Grade	Food Stamp or TANF Case Number (EBT card number is NOT acceptable). Skip to Part 5 if you list a Food Stamp or TANF case #

**Part 2. If the child you are applying for is homeless, migrant, or a runaway check the appropriate box and call Nina Miller at (336) 586-9440** Homeless  Migrant  Runaway

### Part 3. Foster Child

If this application is for a child who is the legal responsibility of a welfare agency or court, check this box  and then list the amount of the child's personal use monthly income: \$\_\_\_\_\_. Skip to Part 5.

**Part 4. Total Household Gross Income**—If any child or adult in the household has no income, you **MUST** check the "No Income" Box in question 3 on the application; if the box is not checked, the application **will not** be approved.

1. Name (List <b>everyone</b> in the household)	2. Gross income and how often it was received. (Use exact income including cents.) <i>Example: \$100.15 per month \$100.97 twice a month \$100.76 every other week \$100.00 per week</i>				3. Check if NO income
	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	All Other Income	
<i>(Example)</i> Jane Smith	\$200.50 per week	\$100.75 per week	\$100.45 per month	\$____. per ____	<input type="checkbox"/>
	\$____. per ____	\$____. per ____	\$____. per ____	\$____. per ____	<input type="checkbox"/>
	\$____. per ____	\$____. per ____	\$____. per ____	\$____. per ____	<input type="checkbox"/>
	\$____. per ____	\$____. per ____	\$____. per ____	\$____. per ____	<input type="checkbox"/>
	\$____. per ____	\$____. per ____	\$____. per ____	\$____. per ____	<input type="checkbox"/>
	\$____. per ____	\$____. per ____	\$____. per ____	\$____. per ____	<input type="checkbox"/>
	\$____. per ____	\$____. per ____	\$____. per ____	\$____. per ____	<input type="checkbox"/>

### Part 5. Signature and Social Security Number (Adult must sign)

An adult household member must sign the application. If Part 4 is completed, the adult signing the form must also list his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on back of page.)

*I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.*

Sign here: X \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  I do not have a Social Security Number

### Part 6. Children's racial and ethnic identities (optional)

Mark one or more racial identities:

- Asian                       American Indian or Alaska Native  
 White                       Native Hawaiian or Other Pacific Islander  
 Black or African American    Other

Mark one ethnic identity:

- Hispanic or Latino  
 Not Hispanic or Latino

### Don't fill out this part. This is for school use only.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24 Monthly x 12

Total Income: \_\_\_\_\_ Per:  Week,  Every 2 Weeks,  Twice A Month,  Month,  Year Household size: \_\_\_\_\_

Categorical Eligibility: \_\_\_\_ Date Withdrawn: \_\_\_\_\_ Eligibility: Free \_\_\_\_ Reduced \_\_\_\_ Denied \_\_\_\_ Reason: \_\_\_\_\_

Temporary: Free \_\_\_\_ Reduced \_\_\_\_ Time Period: \_\_\_\_\_ (expires after \_\_\_\_ days)

Determining Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Confirming Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Follow-up Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FEDERAL INCOME CHART</b>					
For School Year 2009-2010					
Household size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	<b>20,036.00</b>	<b>1,670.00</b>	<b>835.00</b>	<b>771.00</b>	<b>386.00</b>
2	<b>26,955.00</b>	<b>2,247.00</b>	<b>1,124.00</b>	<b>1,037.00</b>	<b>519.00</b>
3	<b>33,874.00</b>	<b>2,823.00</b>	<b>1,412.00</b>	<b>1,303.00</b>	<b>652.00</b>
4	<b>40,793.00</b>	<b>3,400.00</b>	<b>1,700.00</b>	<b>1,569.00</b>	<b>785.00</b>
5	<b>47,712.00</b>	<b>3,976.00</b>	<b>1,988.00</b>	<b>1,836.00</b>	<b>918.00</b>
6	<b>54,631.00</b>	<b>4,553.00</b>	<b>2,277.00</b>	<b>2,102.00</b>	<b>1,051.00</b>
7	<b>61,550.00</b>	<b>5,130.00</b>	<b>2,565.00</b>	<b>2,368.00</b>	<b>1,184.00</b>
8	<b>68,469.00</b>	<b>5,706.00</b>	<b>2,853.00</b>	<b>2,634.00</b>	<b>1,317.00</b>
Each additional person:	<b>6,919.00</b>	<b>577.00</b>	<b>289.00</b>	<b>267.00</b>	<b>134.00</b>

**Your children may qualify for free or reduced price meals if your household income falls within the limits on this chart.**

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**Privacy Act Statement: This explains how we will use the information you give us.**

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**Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.**

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