

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **Warren County Career Center** offers healthy meals every school day. Breakfast costs **\$1.30**; lunch costs **\$3.15**. **Your children may qualify for free meals or for reduced price meals.** Reduced price is **\$.30** for breakfast and **\$.40** for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?
 - All children in households receiving benefits from **State SNAP, the Food Distribution Program on Indian Reservations (FDPIR)** or **State TANF**, are eligible for free meals.
 - Foster children that 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.
2. 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 arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **Kim Gambill, homeless liaison or migrant coordinator at 513-932-5677 ext.5240 or kim.gambill@mywccc.org**.
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *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: **Michelle Brown, 3525 N. State Route 48, Lebanon, OH 45036-1099, 513-932-5677 ext.5281.**
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Michelle Brown, 513-932-5677 ext. 5281, michelle.brown@mywccc.org** immediately.
5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit **www.mywccc.org**, click on the "Cafeteria Menu" tab at the bottom of the page, and then click on the "Meal Assistance" tab. You will see a tab "Application Instructions," please print the instructions before getting started. **BEFORE GETTING STARTED you will need the student's ID number. To complete the online application simply click on "Application" under the "Meal Assistance" tab.** to begin or to learn more about the online application process. Contact **Michelle Brown at 513-932-5677 ext.5281 or michelle.brown@mywccc.org** if you have any questions about the online application.
6. 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 that school year and for the first few days of this school year, through [date]. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC **may** be eligible for free or reduced price meals. Please send in an application.

8. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof of the household income you report.
9. **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 reduced price meals if the household income drops below the income limit.
10. **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: **Cathy McMenigle, 3529 N. State Route 48, Lebanon, OH 45036-1099, 513-932-5677 ext., 5205. 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.
11. **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.
12. **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. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
13. **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, 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.
14. **WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?** List any additional household members on a separate piece of paper, and attach it to your application. Contact **Michelle Brown, 3525 N. State Route 48, Lebanon, OH 45036-1099, 513-932-5677 ext.5281.**
15. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for **Ohio SNAP** or other assistance benefits, contact your local assistance office or call **800-221-5689**.

If you have other questions or need help, call **513-932-5677 ext.5281.**

Sincerely,

Michelle Brown

SHARING INFORMATION WITH OTHER PROGRAMS

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify. **For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced priced meals.**

No! I DO NOT want information from my Free and Reduced Price School Meals Application shared with any of these programs.

Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application with **Warren and Butler County Schools.**

Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application with **Warren and Butler County Schools.**

Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application with **Warren and Butler County Schools.**

If you checked yes to any or all of the boxes above, fill out the form below. Your information will be shared only with the programs you checked.

Child's Name: _____ School: _____

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Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For more information, you may call **Michelle Brown at 513-932-5677.**

Return this form to your child's school

Start Smart Every Morning With Breakfast!

Warren County Career Center

(This institution is an equal opportunity provider)

Invites ALL students to enjoy
Breakfast in the cafeteria every day!
Check the website for the latest breakfast menu.

Every breakfast meal includes an entree of choice,
fruit (fresh/chilled/juice) and/or a milk.

Breakfast meal only \$1.30

All students that qualify for free/reduced
lunch meals can enjoy breakfast meals, too!

Reduced breakfast meal only \$.30

If you receive your meals free at school
breakfast meal is **free** as well

*Wondering if your family may qualify for assistance
with receiving breakfast / lunch meals,*

please don't hesitate to access our on-line free / reduce application

on-line free/reduce application can be found at www.wcvc.org
click on cafeteria menu tab, then click on the meal assistance tab

