

DEAR PARENT OR GUARDIAN:

The Baltimore County Public Schools serve meals each school day, which may be purchased at the published school prices. For those who qualify, meals are also available free or at a reduced price. The reduced price is \$.40 for lunch and \$.30 for breakfast. All meals served meet nutrition standards established by the U.S. Department of Agriculture (USDA). However, if a child has been determined by a doctor to have a disability that would prevent the child from eating the regular school meal, the Office of Food and Nutrition Services will make any substitutions as prescribed by the doctor at no extra charge. If you believe your child needs substitutions due to a disability, please call 410-887-7855 for further information.

- Most children in households that receive Food Supplement Program (FSP – formerly known as the Food Stamp Program) benefits or temporary cash assistance (TCA) are eligible to receive free meals.
- Most foster children may receive free meals regardless of your income.
- If your total household income is the same or less than the amounts on the Income Chart below, your child(ren) qualifies for free or reduced price meals.
- Children in households participating in WIC may be eligible for free or reduced price meals.
- Children certified as homeless, runaway, or migrant qualify for free meals.

To apply for free or reduced price meals for your child(ren), you must complete a Household Meal Benefit Application for School Year 2009-2010 and return it to your youngest child’s school. Use one application for all children in your household. Be sure to fill out all required information since we cannot approve an application that is not complete. You or your children do not have to be a U.S. citizen to qualify for free or reduced price meals.

HOW TO APPLY:

If your household now receives food supplements or TCA, the application must have the food supplement or TCA case number for **EACH** child you are applying for and the signature of an adult household member.

If you are applying for a foster child, the application must have the child's name, the child's "personal use" income, and the signature of the foster parent/official representing the child.

If your household is homeless, contact the pupil personnel worker at your child’s(ren’s) school. The pupil personnel worker will complete and submit an application for your household.

If you do not list a food supplement or TCA case number for EACH child in the household for whom you are applying, then the application must have the names of all household members, the amount of income each person received last month, where it came from, the signature of an adult household member, and that adult's social security number. If the adult does not have a social security number, check the box indicating they do not have one.

INCOME CHART
(Effective July 1, 2009 to June 30, 2010)

Household Size	Year	Month	Week
1	\$20,036	\$1,670	\$ 386
2	\$26,955	\$2,247	\$ 519
3	\$33,874	\$2,823	\$ 652
4	\$40,793	\$3,400	\$ 785
5	\$47,712	\$3,976	\$ 918
6	\$54,631	\$4,553	\$1,051
7	\$61,550	\$5,130	\$1,184
8	\$68,469	\$5,706	\$1,317
For each add'l member add:	\$ 6,919	\$ 577	\$ 134

VERIFICATION: Your eligibility may be verified at any time during the school year. School officials may request you to send papers confirming that your children should receive free or reduced price meals.

APPEAL: You may call the Office of Food and Nutrition Services, 410-887-7860, if you have questions about your child’s(ren’s) eligibility determination. If you do not agree with your child’s(ren’s) eligibility determination, you may appeal by writing to Michele Prumo, Executive Director, Division of Business Services, Department of Planning and Support Operations, Baltimore County Public Schools, 1940-G Greenspring Drive, Timonium, MD 21093.

CONFIDENTIALITY: School officials will use the information on the application to determine eligibility of your child(ren). Please be advised that the name and eligibility status of your child(ren) may be:

- Given to local Title I officials for allocation and evaluation purposes.
- Used for the National Assessment of Educational Progress analyses or other authorized purposes.
- Given to other federal and state education or state health programs.

No other use of this information is permitted.

REAPPLICATION: You may apply for free and reduced price meals at any time during the school year. If you are not eligible now but have a change such as a decrease in household income, an increase in household size, become unemployed, or receive food supplements or TCA for your children, you may fill out an application at that time.

In accordance with federal law and USDA 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, S.W., Washington, DC 20250-9410, or call 800-795-3272 (voice) or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

The Maryland State Department of Education does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, or sexual orientation in matters affecting employment or in providing access to programs. For inquiries related to department policy, please contact: Equity Assurance and Compliance Branch, Office of the State Superintendent, Maryland State Department of Education, 200 West Baltimore Street, Baltimore, Maryland 21201-2595 – 410-767-0433 Voice – 410-767-0431 Fax – 410-333-6442 TTY/TDD

You will be notified about the results of your application.

Sincerely,
Karen Levenstein, Director

INSTRUCTIONS FOR COMPLETING HOUSEHOLD MEAL BENEFIT APPLICATION

If your household receives FOOD SUPPLEMENT Program (FSP – formerly known as the FOOD STAMP Program) benefits or TEMPORARY CASH ASSISTANCE (TCA), follow these instructions:

- PART 1 - List name, school, grade, and birth date for all students attending BCPS. (Do not include **foster children** as a part of your household. They are considered a separate household.) List the food supplement number and/or TCA number (must be a 9 digit number) for **each** child.
- PART 2 - Skip this part.
- PART 3 - If any child listed in Part 1 **does not** receive food supplements or TCA, you **must also complete Part 3**.
- PART 4 - Sign the application and return to your youngest child's school. A social security number is not required if **all** children listed in Part 1 have a food supplement or TCA number.

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

- PART 1 - Use a **SEPARATE application for EACH foster child**. List the name, school, grade, and birth date.
- PART 2 - Check the box and list the child's personal use monthly income, if any, or **"0"** if none.
- PART 3 - Skip this part.
- PART 4 - The foster parent/official representing the child must sign the application and return it to the child's school. A social security number is not required.

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

- PART 1 - List each name, school, grade, and birth date of all students attending BCPS. Do **not** include foster children.
- PART 2 - Skip this part.
- PART 3 - Follow these instructions to report **total household income** from last month.

Names of household members: List the first and last name of each person living in your household, related or not (such as grandparents, other relatives, or friends). Your household includes all those living as one economic unit. You must include yourself and all children living with you. Children listed in Part 1 must also be listed here. **Do not list foster children**. Complete a separate application for each foster child. If needed, attach another sheet of paper.

Gross Income: Next to each person's name, list each type of income received last month and how often it was received. **Gross income is the amount earned before taxes and other deductions, not take-home pay.** The amount should be listed on your pay stub, or your employer can tell you. Next to the amount, **completely darken the circle in the appropriate frequency column that indicates how often income is received ("W" for weekly, "B" for bi-weekly/every 2 weeks, "T" for 2 times a month, "M" for monthly).** If any person in your household receives TCA, child support, alimony, pensions, retirement, social security, workers compensation, unemployment, strike benefits, supplemental security income (SSI), disability benefits, veterans benefits, regular contributions from people who do not live in your household, or any other income not specified, list the amount and frequency in the appropriate section. You must also report net income for self-owned business, farm, or rental income. If you are in the Military Housing Privatization Initiative, do not include this housing allowance.

No Income Box: You **must** check the **"No Income"** box for **each** person in your household who has no income, including all children.

- PART 4 - An adult household member **must sign the application and list his or her social security number**, or mark the box if he or she does not have one. Return the application to your youngest child's school.

***PRIVACY ACT STATEMENT: This explains how the information you supply is utilized.**

The Richard B. Russell National School Lunch Act requires the information on this application. You are not required to supply this information. However, if you do not, your child(ren) cannot be approved for free or reduced price meals. The social security number of the adult household member signing the application must be included unless they do not have a social security number, the application is for a foster child, or a food supplement or TCA case number has been provided for the student(s). We will use your information to determine your child's(ren's) eligibility 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.

