

# Letter to Households

Dear Parent/ Guardian:

To apply for free or reduced-price meals, please complete the attached Free and Reduced-Price School Meals Family Application and return to:

Houston County Schools  
Food Service Department  
404 West Washington Street  
Dothan, Alabama 36301

Children need nutritious meals to learn. Houston County Schools serve nutritious meals every day.



Lunch Cost- \$2.00 High School and Elementary School Students



Breakfast Cost- \$1.25 High School and Elementary School Students



Children may qualify for free meals or reduced-price meals. Reduced price for lunch is \$.40. Reduced price breakfast is \$.30.

All meals served meet nutritional standards established by the U. S. Department of Agriculture. If a child has been determined by a physician to have a disability and the disability prevents the child from eating the regular meal, we will make modifications or substitutions as prescribed by the physician.



## Free and Reduced-Price School Meals-Questions and Answers



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 meal application for all students in your household. We cannot approve an application that is incomplete, so please be sure to fill out all the required information. If you have questions or need help with the application process, please contact your local school's lunchroom manager or you may call 334-792-8331. **Return the completed application to: Beth Pittman, Houston County Schools, 404 West Washington Street, Dothan, Alabama 36301.**
2. **Who can get free meals?** Children in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits (formerly Food Stamps) or TANF and most foster Children can get free meals regardless of your income. Also, your children can get free meals if your household income is within the free income limits on the Federal Income Guidelines.
3. **Can foster children get free meals?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.

4. **Can Homeless, Runaway and Migrant Children get free meals?** Homeless, Runaway and Migrant Children can get free meals. Please call Mrs. Beth Pittman; Homeless, Runaway, Migrant Liaison at 334-792-8331, to see if your child/ children qualify.
5. **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.
6. **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 carefully and follow the instructions. Call the school your child attends or contact Mrs. Beth Pittman at 334-792-8331 if you have any questions.
7. **My Child's Application was approved last year. Do I need to fill out another application?** Yes. Your child's application is only good for that school year and for the first 30 school days of this school year. You must send in a new application unless you have been informed by the school that your child is eligible for the new school year.
8. **I get WIC. Can my child/children get free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
9. **Will the information I give be checked?** Yes, we may ask you to send written proof.
10. **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 priced meals if the household income drops below the income limit.
11. **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: **Mr. Tim Fitchford, Superintendent, Houston County Schools 404 West Washington Street, Dothan, Alabama 36301, Phone: 334-792-8331.**
12. **May I apply if someone in my household is not a U S citizen?** Yes. You or your child/ children do not have to be U. S. citizens to qualify for free or reduced meals.
13. **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) who share income and expenses. You must include yourself and all children who live with you.
14. **What if my income is not always the same?** List the amount 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.
15. **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 your housing allowance as income. All other allowances must be included in your gross income.
16. **My spouse is deployed to a combat zone. Is her combat pay counted as income?** No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.

17. My family needs more help. Are there other programs we might apply for? To find out how to apply for Alabama Supplemental Nutrition Assistance Program (SNAP) or other assistance benefits, contact your local assistance office or call 1-800-382-0499.

Notice: 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 USDA, Director, Office of Adjudication, 1400 Independence Ave., SW, Washington, D.C. 20250-9410 or call toll-free (866)632-9992 (Voice). Individuals who are hearing impaired, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an Equal Opportunity Provider and Employer.



## Instructions for completing Free or Reduced Price Meals



Please use **black ink** to fill out the application

### Section 1- Students Living in Household Attending Houston County Schools

1. List Student ID Number **-FOR SCHOOL USE ONLY. (Please do not write in this section).**
2. List Date of Birth. This information is not required for determination of meal benefits, but is used to ensure that the correct benefits are given to student(s).
3. List the names of all children in the household **attending Houston County Schools.**
4. List grade.
5. School Code. Enter the code for the school in which your child attends from the chart on back of the application. **(See Back of Application for School Codes).**
6. **Foster Child.** If you are applying for a Foster Child, follow these instructions:
  1. **Follow the same directions in Section 1.**
  2. List the child's personal use monthly income, if any.
  3. **Skip to Section 4a.**
  4. Enter last four digits of the Adult household member's social security number, sign application, print name in boxes below signature.
  5. **Complete section 4-b.** Enter your mailing address, city, state & zip code and a daytime telephone number.
3. **Skip to Part 5.**
4. Enter Adult household member's Social Security Number, Sign Application, Print Name in Boxes below Signature.
5. Complete section 4-b. Enter your mailing address, City , State & Zip Code and a Daytime Telephone Number.

### Section 2 - Homeless, Runaway, Migrant

If the child you are applying for is Homeless, Runaway, or Migrant child, check the appropriate box on the application and contact your homeless liaison, migrant coordinator at **1-877-792-8331**. Fill out application by following instructions on **Sections 1 and 2.**

### Section 3- Adults and Children Not Attending Houston County Schools

1. List the last and first name of each Adult and Child (Not attending Houston County Schools) living in your household. This includes anyone related or not related (such as grandparents, other relatives or friends). **You Must include yourself.**
2. **Report Gross Monthly Income (before deductions) and how often it was received.** Next to each person's name, list each type of income received monthly. Gross income is the amount earned before taxes and other deductions. This amount should be listed on your pay stub. List all other monthly income received last month from Welfare, Child Support, Alimony, Pensions, Retirement and/or Social Security. List other Income such as Worker's Compensation, Unemployment, Strike Benefits, regular contributions from people who do not live in your household and any other income. Report net income from self -owned business, farm or rental income. **If you are in the Military Housing Privatization Initiative, do not include this housing allowance.**
3. If you do not have any income, check the appropriate box and skip to **Section 4a.**

### Section 4a- Signature and Social Security Number of Adult Household Member

An adult household member must enter the last four digits of their social security number and sign the application. If he/she does not have a social security number, he/she must mark the appropriate box. Print their name and complete the date signed.

**4b.** Complete mailing address, city, state, zip code and a daytime telephone number in the appropriate places.

### Part 5- Race Identity. ( Optional)

1. Please mark one or more racial identities. **(This information is not required for determination of meal benefits).**

## HOUSTON COUNTY SCHOOLS 2011-2012 School Lunch Prices

<b>BREAKFAST</b>	<b>Student</b>	<b>\$1.25</b>
	<b>Adult</b>	<b>\$1.75</b>
	<b>Visitor</b>	<b>\$2.25</b>
<b>LUNCH</b>	<b>Student</b>	<b>\$2.00</b>
	<b>Adult</b>	<b>\$2.75</b>
	<b>Visitor</b>	<b>\$3.25</b>
<b><i>REDUCED PRICES</i></b>		
<b>BREAKFAST</b>		<b>.30</b>
<b>LUNCH</b>		<b>.40</b>

<b>A LA CARTE PRICING</b>			
		<b>Drinks:</b>	
Breakfast Entrée	\$ .75	Milk 8 oz. carton	.50
Lunch Entrée	\$1.50	Juice 4 oz	.50
		Water 16 oz	.50
Vegetables	.75	Water - Flavored	\$1.00
Pickles, Dill	.50	Gatorade	.75
French Fries	.75	Tea	\$1.00
Breads	.50		
<b>Snacks:</b>		<b>Desserts:</b>	
Baked Chips – Small Bag	.50	Cookies	.25
Fruit Snacks	.50	Animal Crackers	.50
Rice Krispy Treats	.75	Little Bites	.50
Yogurt	.50		

NOTE: For school menus, see individual school websites



## **Houston County Schools Child Nutrition Program**

**The submission of bids for the item below is being requested from interested vendors. For more information, call Mrs. Beth Pittman, CNP Director for Houston County Schools, at 334-792-8331. Also, to examine specifications, or to obtain bid documentation, click on the item below.**

**(1) Combination Oven/Steamer**

**(2) Walk-In Freezer/Cooler**