

## 2009-10 MEALS APPLICATION

### How Students Get Their Meals

Breakfast and lunch are served in every school. If a school bus is late, breakfast is still served and students are not penalized for being late to their homeroom. Lunch is available at a free or reduced price for those families whose income qualifies them for this benefit.

### Payment for Meals

For reduced price and full-pay lunch, prepayment can be made at all schools on a daily, weekly or monthly basis. The Food Services Department uses an electronic payment system. Most schools use electronic meal cards. Each card contains a unique bar code assigned to a student meal account, providing privacy regarding the price level of a student's meal. Prepayment is expected for full-pay and reduced price accounts. Contact your school office if you have questions regarding payment.

### Frequently Asked Questions About Applying for Free and Reduced Price School Meals

1. *Do I need to fill out an application for each child?* Yes.
2. *Who can get free or reduced price meals?* Children in households receiving Food Stamps or TANF and most foster children can receive free meals regardless of your income. If your household income is within the limits on the Federal Income Chart, your children can get free or reduced price meals. You do not have to be a U.S. citizen to qualify for free or reduced price meals.
3. *Will the information I give be verified?* We may ask you to send written proof of the information you provide. Approximately three percent of applications will be verified as spot checks.
4. *What if I stop getting Food Stamps or TANF?* If your child qualifies because you listed a Food Stamp or TANF case number, you must tell the school when you no longer receive Food Stamps or TANF.
5. *What if my household size or income changes?* Please call 617-349-6858 to let us know.
6. *If I don't qualify now, may I apply again later?* Yes. You may apply at any time during the school year.
7. *What if I disagree with the school's decision about my application?* You can request a hearing by calling (617-349-6858).
8. *Who should I include as members of my household?* You must include yourself and all people living in your household, related or not.

**Privacy Act Statement:** Section 9 of the National School Lunch Act requires that, unless your child's food stamp or OWF case number is provided, you must include the Social Security Number of the adult household member signing the application or indicate that the household member does not have a Social Security Number. Provision of a Social Security Number is not mandatory, but if a Social Security Number is not given or an indication is not made that the signer does not have such a number, the application cannot be approved. The Social Security Number may be used to identify the household member in carrying out efforts to verify the correctness of information stated on the application. These verification efforts may be carried out through program reviews, audits, and investigations and may include contacting employers to determine income, contacting a food stamp or welfare office to determine current certification for receipt of food stamps or OWF benefits, contacting the State Employment Security Office to determine the amount of benefits received and checking the documentation produced by household members to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims or legal actions if incorrect information is reported.

If you have other questions or need help, call 617-349-6858. Si necesita ayuda, por favor llame al teléfono: 617-349-6858.  
Si vous voudriez d'aide, contactez nous au numero: 617-349-6858.

## Cambridge Public Schools **Required Student Forms**

### **2009-10 MEALS APPLICATION**

Dear CPS Families,

In recent years, the Cambridge Public Schools, in collaboration with the School Health Program of the Cambridge Public Health Department, CitySprouts, and other partners, has made a concerted effort to improve the quality and nutritional value of our school meals. We have brought in more locally grown vegetables and fruits, substituted whole grains, introduced more freshly prepared entrees, soups, and side dishes and decreased the sugar and fat content in our prepared meals.

We want to be able to keep up the high quality of our meals, and due to the rising cost of food and utilities, the cost of meals has been raised for the first time in 6 years. School lunch is still a great value when compared to a similar meal from home, and so convenient! Even with the increase our prices are still slightly lower than surrounding districts, which charge on average \$2.70 for an elementary lunch and \$3.10 at the high school level.

#### **Meal Prices 2009-2010**

	Elementary Schools		High School	
	Standard	Reduced	Standard	Reduced
Breakfast	1.00	0.30	1.50	0.30
Lunch	2.50	0.40	2.75	0.40
Milk	0.35	0.25	0.50	0.30

Please fill out this school meals application at the start of each school year, regardless of whether you qualify for free or reduced lunch. This form assists us in planning our meals and can help us secure additional grant funding for food and other school-related expenses, even tutoring. If you have children at different schools, please use one form per child, making sure that ALL children in the household are listed on each form and the income information is the same on each form. The school department must receive the forms by September 15.

If you don't qualify for free meals, you can pay by cash or check. We encourage parents to pre-pay for meals, but will accept payment on a daily basis at the time your child purchases a meal. To prepay you may mail payment to the Food Service address below. You may also pay at your child's school by leaving payment in a special envelope with the food service staff.

Please take a look at the new Food Services section in the CPS Schools at a Glance, or learn more about the food we serve and our partnerships with CitySprouts and the School Health Program of the Cambridge Public Health Department at <http://www.cpsd.us/cpsdir/FoodServices.cfm>.

Don't hesitate to contact me if you have any questions about payment or school meals.

Thank you,

Jack Mingle, Director of Food Service

Food Service Department, Kennedy Longfellow School  
158 Spring Street  
Cambridge, MA 02141  
617-349-6858  
jmingle@cpsd.us

## 2009-10 MEALS APPLICATION

**1. ALL FAMILIES MUST COMPLETE THIS SECTION.** List all children in your household who attend school and enter their school and current grade. Please use a separate application for EACH foster child. (Do not include foster children with the family application.)

STUDENT (Last, First, MI)	SCHOOL	GRADE
1.		
2.		
3.		
4.		
5.		

**IF YOU ARE NOT APPLYING FOR FREE OR REDUCED MEALS, SKIP TO STEP 5.**

**2. IF YOU CURRENTLY RECEIVE FOOD STAMPS OR TANF:**

APPLICATION CAN NOT BE PROCESSED  
WITHOUT FOOD STAMP OR TANF CASE #.

CHECK THIS BOX AND ENTER CASE #

(12-digit # on bottom right of MASS EDTA stamp card), THEN SKIP TO STEP 5.

**3. FOSTER PARENT(S):** If this application is for a child who is the legal responsibility of a welfare agency or court, check the box below and enter the amount of the child's personal use monthly income:

\$  THEN SKIP TO STEP 5.

**4. IF YOU ARE APPLYING FOR FREE/REDUCED PRICE LUNCH:** List ALL other persons living in the home.

<b>1. NAME (LAST, FIRST)</b>		
<b>INCOME:</b>	FROM WORK (BEFORE DEDUCTIONS)	TOTAL OTHER (NON-WORK) INCOME **
<b>CHECK IF NONE</b> <input type="checkbox"/>	\$ _____ PER <span style="border: 1px solid black; padding: 2px;">CIRCLE ONE: W B M A*</span>	\$ _____ PER <span style="border: 1px solid black; padding: 2px;">CIRCLE ONE: W B M A*</span>
<b>2. NAME (LAST, FIRST)</b>		
<b>INCOME:</b>	FROM WORK (BEFORE DEDUCTIONS)	TOTAL OTHER (NON-WORK) INCOME **
<b>CHECK IF NONE</b> <input type="checkbox"/>	\$ _____ PER <span style="border: 1px solid black; padding: 2px;">CIRCLE ONE: W B M A*</span>	\$ _____ PER <span style="border: 1px solid black; padding: 2px;">CIRCLE ONE: W B M A*</span>
<b>3. NAME (LAST, FIRST)</b>		
<b>INCOME:</b>	FROM WORK (BEFORE DEDUCTIONS)	TOTAL OTHER (NON-WORK) INCOME **
<b>CHECK IF NONE</b> <input type="checkbox"/>	\$ _____ PER <span style="border: 1px solid black; padding: 2px;">CIRCLE ONE: W B M A*</span>	\$ _____ PER <span style="border: 1px solid black; padding: 2px;">CIRCLE ONE: W B M A*</span>
<b>4. NAME (LAST, FIRST)</b>		
<b>INCOME:</b>	FROM WORK (BEFORE DEDUCTIONS)	TOTAL OTHER (NON-WORK) INCOME **
<b>CHECK IF NONE</b> <input type="checkbox"/>	\$ _____ PER <span style="border: 1px solid black; padding: 2px;">CIRCLE ONE: W B M A*</span>	\$ _____ PER <span style="border: 1px solid black; padding: 2px;">CIRCLE ONE: W B M A*</span>

Listing NO  
INCOME makes  
your status  
TEMPORARY. This  
application then  
expires in 45 days.

\* FREQUENCY:  
W=Weekly,  
B=Bi-weekly  
(every 2 weeks),  
M=Monthly,  
A=Annually

\*\* OTHER INCOME:  
child support,  
welfare, pension,  
Social Security,  
second job, etc.

**5. ALL FAMILIES MUST COMPLETE THIS SECTION:** I certify that all the 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 the information. I understand that if I purposely give false information, my children may lose meal benefits and I may be prosecuted.

An adult household member must sign the application. You must also supply your Social Security number (or check the box indicating that you do not have a Social Security number) for your application to be processed.

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

SOCIAL SECURITY NUMBER (if applying) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

OR:  I do not have a Social Security number  I am not applying

OFFICE USE ONLY: VERIFICATION SIGNATURE \_\_\_\_\_