

Steve Dionisio  
Superintendent



School Board

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July, 2018

Dear Parent / Guardian:

**If you have already submitted an online application, or if you have received a letter from Charlotte County Public Schools after July 1, 2018 stating your family has been approved for free meals through “Direct Certification” please disregard this letter and application.**

Children need healthy meals to learn. Charlotte County Public Schools offers healthy meals every school day. Breakfast costs \$1.20 at schools. Lunch costs \$2.80 at Charlotte High School and Lemon Bay High School. Your children may qualify for free meals or for reduced price meals. Reduced price is 30¢ for breakfast and 40¢ for lunch. **For students who owe money, please see Champ’s Café’s “Unpaid Meal Charge” policy by logging onto [www.yourcharlotteschools.net](http://www.yourcharlotteschools.net), follow Quick Links to “Payment Information” and “Forgot Lunch Money?”.**

To apply for free or reduced price meals on line, go to [www.yourcharlotteschools.net](http://www.yourcharlotteschools.net), follow the Quick Links to “Apply for Free or Reduced Meals”, or use the Free and Reduced Price School Meals Application that can be downloaded at the same web site. Meal Applications are also available in the Principal’s Office at your child’s school. We cannot approve an application that is not complete, so be sure to fill out all required information. **Return the completed application to Champ’s Café, 1016 Education Avenue, Punta Gorda, FL 33950. Information submitted on an application may be verified at any time during the year.**

If my child	Provide the following information:
<b>Receives TANF (Temporary Aid for Needy Families) or Food Stamps (SNAP)</b>	<ul style="list-style-type: none"> <li>• List each child’s name, school, and grade</li> <li>• TANF case number or Food Stamp number and the name of the household member who receives SNAP</li> <li>• Signature of adult household member.</li> <li>• A social security number is not necessary.</li> <li>• Free meal benefits will be extended to all children in a household when the application lists a SNAP number.</li> </ul>
<b>Does not receive Food Stamps or TANF</b>	<ul style="list-style-type: none"> <li>• List each child’s name, school, and grade – list all children together, if any or all children listed are foster children, please list the personal use income of the child.</li> <li>• List names of <b>each</b> person living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children.</li> <li>• Amount and source of each household member’s income received *</li> <li>• Signature of an adult household member and that adult’s last four digits of the social security number. If the adult household member signing the application does not have a social security number, check the box or write “none.”</li> </ul>
<b>Direct Certification</b>	<ul style="list-style-type: none"> <li>• If you receive notification that your child has been directly certified to receive <b>FREE</b> meals for the School year, you <b>DO NOT</b> need to apply for meal benefits.</li> </ul>

**\*List the types of income your household got and how often you got them.**

**Employment income:** List the **gross income** each person earned **OR** each person’s normal income. **Gross income is the amount earned before taxes and deductions—it is not the same as take home pay.** It 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).**

**Other Income:** List the total amount each person got from **all other sources and how often it was received.** Include welfare, child support, alimony, pensions, retirement, social security, 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. Other income includes cash amounts received or withdrawn from any source, including savings, investments, trust accounts, and other resources, which are available for payment of a child’s meals. Report net income for self-owned business, farm, or rental income.

**Next to the amount, write how often the person got it (weekly, every other week, twice a month, or monthly).**

1. **Do I need to fill out an application for each child?** No. Complete one Free and Reduced Price School Meals Application for all students in your household.
2. **Who can get free meals?** Children in households getting Florida Food Stamps, TANF or Food Distribution Program on Indian Reservations. Also, your children can get free price meals if your household income is within the free limits on the Federal Income Guidelines.
3. **Can Foster Children get free meals?** Yes, Foster children will receive free benefits regardless of the child’s personal use income or the income of the household. Foster children may be included as a member of the foster family if the foster family chooses to also apply for benefits. If the foster family is not eligible for free or reduced-price meals, it does not prevent a foster child from receiving free meal benefits.
4. **Can Homeless, Runaway, and Migrant Children get free meals?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven’t been told your children will get free meals, please call (941) 255-7480 to see if they 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. Any benefits approved will be good for an entire school year.
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 you got carefully and follow the instructions. Call **Champ's Café at 941-575-5400** if you have questions.
7. **My child's application was approved last year; do I need to fill out another one?** Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless you received a letter stating that your child is eligible for the new school year.
8. **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.
9. **Will the information I give be checked?** Yes, we may ask you to send written proof at any time during the school year.
10. **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.
11. **What if I disagree with the school's decision about my application?** You should talk to **Champ's Cafe, 941-575-5400**. You also may ask for a hearing by writing to Terri Whitacre, 1016 Education Avenue, Punta Gorda, FL 33950, or calling 941-575-5400.
12. **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
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). You must include yourself and all children who live with you.
14. **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, but down that you get \$1000 per month. If you normally get overtime include t, but not if you get it only sometimes.
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. **If a service member is deployed to a combat zone, is the combat pay counted as income and do I count them as a household member?** No, if the combat pay is received in addition to basic pay because of deployment and wasn't received before deployment, combat pay is not counted as income. Yes, you count them as a household member. Contact Champ's Café (941) 575-5400 for more information.
17. **My family needs more help. Are there other programs we might apply for?** To find out how to apply for Florida SNAP or other assistance benefits, contact your local assistance office or call 1-866-762-2237.

If you have other questions or need help, call 941-575-5400  
 Si necesita ayuda, por favor llame al telefono 941-575-5400  
 Si vous voudriez d'aide, contactez nous au numero 941-575-5400

We will contact you when your application is approved or denied. **If you have any questions, please call Champ's Café at (941) 575-5400 x109.**

Sincerely,

*Terri Whitacre*

Terri Whitacre  
 Director Food and Nutrition Services

### Federal Income Chart Effective July 2018 through June 2019

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

#### REDUCED-PRICE MEAL SCALE

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	22,459	1,872	936	864	432
2	30,451	2,538	1,269	1,172	586
3	38,443	3,204	1,602	1,479	740
4	46,435	3,870	1,935	1,786	893
5	54,427	4,536	2,268	2,094	1,047
6	62,419	5,202	2,601	2,401	1,201
7	70,411	5,868	2,934	2,709	1,355
8	78,403	6,534	3,267	3,016	1,508
For each additional family member, add	7,992	666	333	308	154

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)