

Glenwood 2023-2024

School Food Service Packet

Breakfast

PK-12th Grade

Daily = \$2.00

Weekly (5 Days) = \$10.00

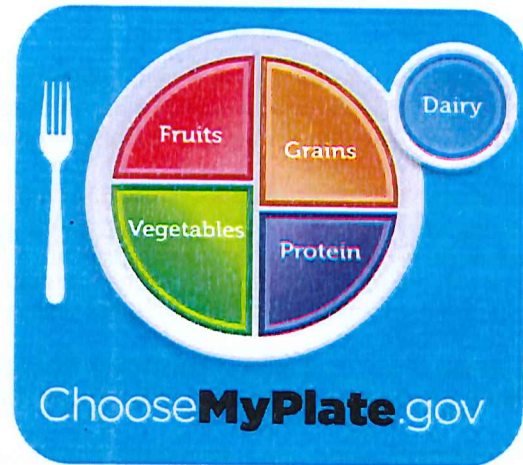
Monthly (20 Days) = \$40.00

Daily Reduced * = Free

(Reduced Price Waived 23-24 year)

Milk = \$.50 each

Daily Adult Breakfast = \$2.50



Lunch

PK-5th Grade

Daily = \$3.00

Weekly (5 Days) = \$15.00

Monthly (20 Days) = \$60.00

Daily Reduced * = Free

(Reduced Price Waived 23-24 year)

Milk = \$.50 each

Daily Adult Lunch = \$4.85

Lunch

6th-12th Grade

Daily = \$3.10

Weekly (5 Days) = \$15.50

Monthly (20 Days) = \$62.00

Daily Reduced * = Free

(Reduced Price Waived 23-24 year)

Milk = \$.50 each

Please read the Meal Charge Policy in this packet. In accordance with state and federal law, the Glenwood Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges.

* Free and reduced price meal applications are provided on the school website, or you may go to ezmealapp.com and complete an online application. Applications may be picked up anytime during the school year in the school offices. We encourage everyone to fill out a Free & Reduced application to see if you qualify for meal benefits. See attachments in this packet for income requirements.

Welcome to Glenwood Community Schools 2023-2024 Food Service Programs

Glenwood Community School District provides a computerized system that allows participants to deposit money into a Food Service account from which they may draw to purchase lunch, breakfast, and ala carte items using a Personal Identification Number (PIN). The Food Service Program will issue each student and school staff a PIN number And a Meal account id card with a barcode to use when purchasing meals or other food items. Please deposit money into your student's account the first day of school and when the account is low. You may also deposit money on the EZschoolPay.com website. Money left in accounts at the end of the year will stay in your student's account unless we receive a written request for a refund from the parent or guardian.

The Food Service Department must collect money for accounts in the early part of the school day. Due to time constraints during the lunch service time, we cannot accept money for deposit in the lunch line. Meals must be paid for in advance; therefore, money needs to be put into the account before purchasing can begin.

Account balance text notification – You can receive a text with account balance information by emailing the food service office at foodservice@glenwoodschoools.org requesting the service or fill out the text notification form on the school website. Account balance reminder emails will be sent out automatically with balance information when the balance gets low. Please make sure the correct cell phone numbers and email information is in power school or contact the food services office to update the parent contact information. This is very important in order to receive any information.

PLEASE READ THE 701.3 MEAL CHARGES POLICY INCLUDED IN THIS PACKET! This includes information on the State and Federal law, Payment of meals, Payment methods and Negative account balance procedures.

GCSD offers EZSchoolPay.com so parents can monitor their child's meal account balance and transactions online and set up a payment reminder email for FREE. Also, parents may make pre-payments into their child's account anytime using Visa or MasterCard (credit or debit). The convenience fee of \$3.00 is charged by the school district. The fee is designed to cover or offset the normal costs of processing credit card transactions and other costs associated with maintaining a credit card merchant account. If you wish to use this service, you may sign up at www.EZschoolPay.com.

The Food Service Clerk at your child's school or EZSchoolPay.com can provide you with a printout of your student's account. It will show when money was deposited, when money was deducted, and what was purchased from the account. Parents need to notify the clerk if they would like to "block" a student from receiving breakfast, lunch or ala carte items, or put spending limits on their account.

An Iowa Eligibility Application (Free and Reduced) form must be filled out (renewed) each school year. You can fill out an application online at www.EZmealapp.com or pick one up a printed copy at any building office. There is also one in this meal packet. Students approved for FREE meals may eat both breakfast and lunch at no cost. Students approved for REDUCED priced meals may purchase breakfast at a cost of \$.00 and lunch at a cost of \$.00 daily. Reduced Meal fees will be waived for the 2023-2024 school year. Free, reduced, and full paying students may purchase milk for \$.50 to go with a sack lunch, but this is **not** part of the Free and Reduced meals program. There must be money in the account to purchase milk for a sack lunch. We ask that parents not send bottled/canned soda with sack lunches.

All Food Service forms are located on the Glenwood Schools Website www.glenwoodschoools.org – About GCSD – District Departments - Food Service tab – Visit GCSD Food Service Website – About GCSD Food Service – Food Service Documents.

Meal prices are as follows for the 2023-2024 school year:

Breakfast All Grades

Daily - \$2.00

Weekly (5 days) - \$10.00

Monthly (20 day) - \$40.00

Reduced Daily - \$.00

Extra Milk - \$0.50

Adult Daily Breakfast - \$2.50

Adult Daily Lunch - \$4.85

Lunch - PK-5th GRADE

Daily - \$3.00

Weekly (5 days) - \$15.00

Monthly (20 days) - \$60.00

Reduced Daily - \$0.00

Lunch - 6th-12th GRADE

Daily - \$3.10

Weekly (5 days) - \$15.50

Monthly (20 days) - \$62.00

Reduced Daily - \$0.00

If you have any questions regarding the Food Service Department or your child's account, you may contact the Food Service office at 712-527-5029

701.3 MEAL CHARGES

In accordance with state and federal law, the Glenwood Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals

Students have use of a Meal Account ID Card with a 4 digit pin number and Bar code for ease of use during the lunch service times. All meal purchases are to be prepaid before meal service begins. Due to time constraints cash is not accepted during the meal service time as this will slow down service and not allow students sufficient time to eat. Negative accounts are for emergencies only. When the balance reaches \$0.00 a student may charge no more than \$10.00 per student to this account. **The Glenwood District appreciates you keeping a positive balance at all times.** When an account reaches this limit, a student shall not be allowed to charge further meals until the negative account balance is paid. You can send a sack lunch to school with your student until the negative balance is taken care of. Students who do not have sufficient funds shall not be allowed to purchase any ala carte items until additional money is deposited in the student account.

We offer 2 payment methods:

1. Online payments at ezschoolpay.com so parents can monitor their child's meal account balance and transactions online and set up a payment reminder email for FREE. Also, parents may make pre-payments into their child's account anytime using Visa or MasterCard (credit or debit). The convenience fee of \$3.00 is charged by the school district. The fee is designed to cover or offset the normal costs of processing credit card transactions and other costs associated with maintaining a credit card merchant account. If you wish to use this service, you may sign up at www.ezschoollpay.com.

2. Cash or check deposits are accepted by the food service clerk or the school office at each school. You may send this deposit with your student or bring in yourself. We ask that you send it in a sealed envelope with the student's name and teacher's name on the envelope at the elementary levels.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal the day it is received. Please bring this in to deposit before serving time.

The Glenwood School District Superintendent or Director of Food Service may provide an exception to the negative balance limits due to hardship. Please contact the Food Service Office at 712-527-5029 to discuss options if the balance exceeds the negative \$10.00 limit.

Employees may not charge for meals, negative accounts are not allowed except for an emergency that is preapproved by the Food Service Director. When an account reaches a \$0.00 balance, an employee shall not be allowed to charge meals or ala carte items until the negative account balance is positive.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$0.00.

Elementary families will be notified by computer generated payment reminders, e-mails, phone calls and text.

Middle School and High School students upon request will be notified in the lunch line of lunch balances and families will be notified by e-mail, phone calls and text.

Families signed up for the ezschoolpay.com program can set up automatic reminders via e-mail at whatever dollar value the customer chooses for FREE.

Family negative balances of more than \$50.00, not paid prior to 30 days will be turned over to the Superintendent or Superintendent's designee for collection. Options may include any legal method permitted by law.

All negative balances must be paid in order for student to walk in commencement.

If you have any questions or we can help, please call the food service office at 712-527-5029

*Adopted: 06/12/17

*Revised: 06/26/18

Frequently Asked Questions

Q: How does EZSchoolPay work?

A: EZSchoolPay allows you to review transaction history, check balances, and receive low balance alerts from anywhere in the world at no cost 24x7x365. Depending on your child's school participation, you may make payments on your child's meal account, pay school fees and fines, and purchase items from the school store for a small convenience fee.

Q: How do I sign-up?

A: To create an account, go to www.ezschooldpay.com and click "Register". After answering a few questions, you will receive a confirmation e-mail. Click the link in the email and your registration is complete. Once logged in, you can associate your children using their school district name and child ID number.

Q: I forgot my password. How do I get a new one?

A: Click the Forgot Password link above the Password Box. Fill in your e-mail address and click "Submit". An e-mail will be sent to you with your new password. Click the link in the email and change your password to something more familiar to you.

Q: How will I benefit from EZSchoolPay?

A: You will not be left to wonder if the check or cash you sent to school actually made it to school (or perhaps was left in a book bag for two weeks!). Online payments may be done anytime, from any internet computer. Payments are typically available for use within ten minutes giving you peace of mind knowing that your child will get the school meals he/she needs.

Q: Can I also use EZSchoolPay to check my child's meal account balance?

A: Yes, balances are updated typically within ten minutes. There is no fee to simply check your child's meal balance.

Q: What forms of payment are accepted?

A: The payment types are determined by your school or school district; however typically Visa, MasterCard, and Discover Card are accepted.

Q: How do I know the EZSchoolPay site is secure?

A: EZSchoolPay has security measures in place to protect the loss, misuse, and alteration of the information under our control. The system is fully compliant with all security regulations and Payment Card Industry (PCI) requirements. All transactions use 256-bit encryption and your credit card information is protected by the most sophisticated internet security available.

Q: What do you do with my personal information?

A: We never sell or publish your personal information. The information provided is only used to receive credit card payments for your child's meal account and/or other school-related fees. Our complete Privacy Policy is available on www.ezschooldpay.com

Q: What is the Convenience Fee?

A: The convenience fee is charged by your school or school district. The amount is a flat dollar amount (not a percentage), regardless of the size of your payment, and is determined by your school or district. The fee is designed to cover or offset the normal costs of processing credit card transactions and other costs associated with maintaining a credit card merchant account. Because it is a flat dollar amount you can be sure you will get the most payment amount for the least fee.

The fee is included in your total transaction (the amount that will show on your statement). It is not deducted from the amount of your payment—you can be sure that your entire credit amount will be added to your child's meal account or other program.

Q: How do I request a refund or transfer money between my children?

A: All refunds and transferring of money must be done through your child's school. You can find the school contact using the school search on the left.



Sign up today by visiting



Public Release for Schools Operating the National School Lunch and Breakfast Program

2/2023

The Iowa Department of Education, Bureau of Nutrition and Health Services, has finalized its policy for free and reduced price meals for students unable to pay the full price of meals served under the National School Lunch Program, School Breakfast Program, Special Milk Program and the Afterschool Care Snack Program.

State and Local school officials have adopted the following family size and income criteria for determining eligibility:

INCOME ELIGIBILITY GUIDELINES (Effective 7-1-2023)

Household Size	Free Meals					Reduced Price Meals				
	Yearly	Monthly	Twice a Month	Every two weeks	Weekly	Yearly	Monthly	Twice a Month	Every two weeks	Weekly
1	18,954	1,580	790	729	365	26,973	2,248	1,124	1,038	519
2	25,636	2,137	1,069	986	493	36,482	3,041	1,521	1,404	702
3	32,318	2,694	1,347	1,243	622	45,991	3,833	1,917	1,769	885
4	39,000	3,250	1,625	1,500	750	55,500	4,625	2,313	2,135	1,068
5	45,682	3,807	1,904	1,757	879	65,009	5,418	2,709	2,501	1,251
6	52,364	4,364	2,182	2,014	1,007	74,518	6,210	3,105	2,867	1,434
7	59,046	4,921	2,461	2,271	1,136	84,027	7,003	3,502	3,232	1,616
8	65,728	5,478	2,739	2,528	1,264	93,536	7,795	3,898	3,598	1,799
For each additional family member add:	6,682	557	279	257	129	9,509	793	397	366	183

Households may be eligible for free or reduced-price meal benefits one of four ways

- Households whose income is at or below the levels shown are eligible for reduced price meals or free meals, if they complete an application for free and reduced price school meals/milk. Households may complete one application listing all children and return it to your student's school. When completing an application, only the last four digits of the social security number of the household's primary wage earner or another adult household member is needed.
- Supplemental Nutrition Assistance Program (SNAP) households, students receiving benefits under the Family Investment Program (FIP) and students in a few specific Medicaid programs are eligible for free or reduced price meals. Most students from SNAP and FIP households will be qualified for free meals automatically. These households will receive a letter from their student's schools notifying them of their benefits. Households that receive a letter from the school need to do nothing more for their student(s) to receive free or reduced price meals. No further application is necessary. If any students were not listed on the notice of eligibility, the household should contact the school to have free or reduced price meal benefits extended to them. If you feel you would qualify for free meal benefits and received notification qualifying for reduced price benefits, complete an application for free and reduced price meals. Households must contact the school if they choose to decline meal benefits.
- Some SNAP and FIP households will receive a letter from the Iowa Department of Health and Human Services (DHHS) which will qualify the children listed on the letter for free meals. Parents must take this letter to the student's school to receive free meals.
- SNAP or FIP households receiving benefits that do not receive a letter from DHHS must complete an application with the abbreviated information as indicated on the application and instructions, for their students to receive free meals. When the application lists an assistance program's case number for any household member, eligibility for free benefits is extended to all students in a household.

Eligibility from the previous year will continue within the same school for up to 30 operating days into the new school year. When the carryover period ends, unless the household is notified that their students are directly certified or the household submits an application that is approved, the students must pay full price for school meals and the school

will not send a reminder or a notice of expired eligibility. An application cannot be approved unless complete eligibility information is submitted. Applications may be submitted at any time during the year. If a family member becomes unemployed the family should contact the school to complete an application. Households notified of their student's eligibility must contact the school if the household chooses to decline the free meal benefits.

Foster children are eligible for free meal benefits. Some foster students will be qualified for free meals automatically through the state direct certification process. Their host family will receive notification of these benefits. Families that receive this notification from the school need to do nothing more for their foster students to receive free meals. If a family has foster students living with them and does not receive notification and wishes to apply for such meals, instructions for making application for such students are contained on the application form. A foster student may be included as a member of the foster family if the foster family chooses to also apply for benefits for other students. Including students in foster care as household members may help other students in the household qualify for benefits. If the foster family is not eligible for free or reduced price meal benefits, it does not prevent a foster student from receiving benefits. Special Supplement Nutrition Program for Women, Infants, and Children (WIC) participants may be eligible for free or reduced price meals based on a completed application.

When known by the school, households will be notified of any child eligible for free meals if the children are enrolled in the Head Start/Even Start program or are considered homeless, migrant or runaway. If any children are not listed on the notice of eligibility, contact the school for assistance in receiving benefits. If households are dissatisfied with the application approval done by the officials, they may make a formal appeal either orally or in writing to the school's designated hearing official. The policy statement on file at the school contains an outline of the hearing procedure. School officials may verify the information in the application, and that deliberate misrepresentation of information may subject the applicant to prosecution under applicable state and federal criminal statutes. Households should contact their local school for additional information.

There will be no discrimination against individuals with Limited English Proficiency (LEP) in the school meal programs.

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

This institution is an equal opportunity provider.

Declaración de no Discriminación del Departamento de Agricultura de los Estados Unidos

Iowa Nondiscrimination Notice. "It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."

HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

We encourage you to complete an online application at ezmealapp.com

Please use these instructions to help you fill out the application for free or reduced-price school meals/milk. You only need to submit **one** application per household, even if your children attend more than one school in Glenwood Community School District. Please follow these instructions in order. Each step of the instructions is the same as the steps on your application. The application must be filled out completely to certify your children for free or reduced price school meals. **Completed applications should be mailed or returned to any Glenwood School Office or mail to Food Service Office, 901 N. Vine St., Glenwood, IA 51534.** If at any time you are not sure what to do next, please contact Food Service Office at 712-527-5029 or Email: foodservice@glenwoodschoools.org.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN AND STUDENTS UP TO AND INCLUDING GRADE 12.

Tell us how many infants, children and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include all members in your household who are:
 Children age 18 or under and are supported with the household's income;
 In your care under a foster arrangement or qualify as homeless, migrant or runaway youth;
 Students attending Glenwood Community School District *regardless of age*.

- A) **List each child's name and date of birth.** Print each child's first name, middle initial, last name and date of birth (optional). Use one line of the application for each child. If there are more children present than lines on the application, attach a Supplemental Worksheet, which can be obtained from the school, with all required information for the additional children.
- B) **Is the child a student?** Mark 'Yes' or 'No' under the column titled "student" to tell us which children attend Glenwood Community School District. If you marked 'Yes' write where the child attends school and write the grade level of the student in the "Grade" column to the right.
- C) **Do you have any foster children?** If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are *ONLY* applying for foster children, after finishing STEP 1, go to "STEP 4". Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.
- D) **Are any children homeless, migrant or runaway?** If you believe any child listed in this section may meet this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and **complete all steps of the application.**
- E) **Share children's racial and ethnic identities (optional).** Next to each child's name, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN the Supplemental Nutrition Assistance Program (SNAP), Family Investment Program (FIP) OR FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP-formerly Food Assistance in Iowa)
- The Family Investment Program (FIP)
- The Food Distribution Program on Indian Reservations (FDPIR)

- If 'NO', go to **STEP 3. (Leave the rest of STEP 2 blank)**
- If 'YES,' provide a case number for SNAP, FIP, or FDPIR. You only need to write **one** case number. Case numbers are located on your Notice of Decision. **Go to STEP 4.**

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents. Gross income is the total income received before taxes.

Many people think of income as the amount they “take home” and not the total, “gross” amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums or any other amounts taken from your pay.

Write a “0” in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write ‘0’ or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have known or available information that your household income was reported incorrectly, your application will be investigated.

- A) Report total household size.** Enter the total number of household members in the field “Total Household Members (Children and Adults).” This number **MUST** be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.
- B) Provide the last four digits of your Social Security Number.** An adult household member must enter the last four digits of their Social Security Number in the space provided.
- C) You are eligible to apply for benefits even if you do not have a Social Security Number.** If no adult household members have a Social security Number, leave this space blank and mark the box to the right labeled “Check if no SSN.”

FOR EACH ADULT HOUSEHOLD MEMBER:

- D) List all adult household member’s name.** Print the name of each household member in the boxes marked “Names of Adult Household Members (First and Last).” **Do not list any household members you listed in STEP 1.**

Who should I list here?

When filling out this section, please include **all** adult members in your household who are:

Living with you and share income and expenses, even if not related and even if they do not receive income of their own.

Do not include:

People who live with you but are not supported by your household’s income AND do not contribute income to your household.

Children and students already listed in Step 1.

Report earnings from work. Refer to the chart below titled “Sources of Income for Adults” and report all income from work in the “Earnings from Work” field on the application. This is usually the money received from working at jobs. If you are self-employed or farm owner, you will report your net income. If you need assistance with this, ask your children’s school for the Supplemental Worksheet which has self-employment calculations.

What if I am self-employed? If you are self-employed, report income from work as a **net** amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts and revenue. Ask your school for a Supplemental Worksheet to assist you in determining your monthly gross annual income before deductions.

Report income from public assistance/child support/alimony. Refer to the chart below titled “Sources of Income for Adults” and report all income that applies in the “Public Assistance/Child Support/Alimony” field on the application. Do not report the value of any cash value public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as “other” income in the next part.

Report income from pensions/retirement/all other income. Refer to Table 2 below titled “Sources of Income for Adults” and report all income that applies in the “Pensions/Retirement/All Other Income” field on the application.

Table 1. Sources of Income for Adults

Earnings from Work	Public Assistance/ Alimony/Child Support	Pensions/Retirement/All Other Income
<ul style="list-style-type: none"> • Salary, wages, cash bonuses • Net income from self-employment (farm or business) <p>If you are in the U.S. Military:</p> <ul style="list-style-type: none"> • Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) <p>Allowances for off-base housing, food and clothing</p>	<ul style="list-style-type: none"> • Unemployment benefits • Worker's compensation • Supplemental Security Income (SSI) • Cash assistance from State or local government • Alimony payments • Child support payments • Veteran's benefits • Strike benefits 	<ul style="list-style-type: none"> • Social Security (including railroad retirement and black lung benefits) • Private Pensions or disability benefits • Regular Income from trusts or estates • Annuities • Investment Income • Earned interest • Rental income • Regular cash payments from outside household

E) Report all income earned or received by children. Refer to the table below titled "Sources of Income for Children" and report the combined gross income for ALL children listed in Step 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them with the rest of your household (income from a part-time job or from any funds provided to the child for the child's personal use). It is optional for the household to list foster children living with them as part of the household on an application for non-foster children.

What is Child Income?

Child income is money received from outside your household that is paid **directly** to your children. Many households do not have any child income. Use the chart below to determine if your household has child income to report.

Table 2. Sources of Income for Children

Sources of Child Income	Example(s)
<ul style="list-style-type: none"> • Earnings from work 	<ul style="list-style-type: none"> • A child has a regular full or part-time job where they earn a salary or wages. (Infrequent earnings, such as income from occasional babysitting or lawn mowing, are not counted as income.)
<ul style="list-style-type: none"> • Social Security <ul style="list-style-type: none"> ○ Disability Payments ○ Survivor's Benefits 	<ul style="list-style-type: none"> • A child is blind or disabled and receives Social Security benefits. • A parent is disabled, retired, or deceased, and their child receives social security benefits.
<ul style="list-style-type: none"> • Income from person <i>outside</i> the household 	<ul style="list-style-type: none"> • A friend or extended family member <i>regularly</i> gives a child spending money.
<ul style="list-style-type: none"> • Income from any other source 	<ul style="list-style-type: none"> • A child receives regular income from a private pension fund, annuity, or trust.
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. **Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.**

- A) **Provide your contact information.** Write your current address in the fields provided if this information is available. **If you have no permanent address, this does not make your children ineligible for free or reduced price school meals.** Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.
- B) **Print and sign your name and write today's date.** Print the name of the adult signing the application and sign in the box labeled "Signature of adult completing the form."
- C) **Mail or return completed form to: Please do not mail completed form to the Department of Agriculture as this will delay processing.**
- D) **Decline having your information released to Hawki.** If you do not want your household information shared with Hawki, **print, sign and date in the box provided.**
- E) **Obtaining translated applications.** If you need a translated application with instructions, they can be found in 49 languages at: <https://www.fns.usda.gov/school-meals/translated-applications>.

2023-2024 Iowa Application for Free and Reduced Price School Meals/Milk Complete one application per household. Use a pen (not a pencil).

Please read How to Apply for Free and Reduced Price School Meals for more information on completing this application.

STEP 1 List All Household Members who are infants, children, and students up grade 12 (if more spaces are required for additional names, attach the supplemental worksheet)

Definition of Household Member: "Anyone who is living with you and shares income related." Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for Free meals. We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community.	Child's First Name	MI	Child's Last Name	Date of Birth	Student		Child's School	Grade	Foster Child		Homeless, Migrant, Runaway	OPTIONAL	
					Yes	No			Check all that apply	Ethnicity		Race	
												H=Hispanic or Latino N=Non-Hispanic/Latino	A=Asian W=White F=American Indian/Alaskan Native B=Black/African American P=Native Hawaiian/Other Pacific Islander

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, FIP or FDIPIR? If No, go to STEP 3. If you answered Yes, write a case number here then go to STEP 4 (Do not complete STEP 3).

Write only one case number in this space. Medicaid and EBT card numbers are NOT acceptable.

Case Number: _____

STEP 3 Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2) Apply online:

A. Total Number of All Household Members (Children + Adults)		B. Last Four Digits of Social Security Number (SSN) of Adult Household Member (last 4 digits)	XXX-XX-	C. Check No SSN (adult):	
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D. All Adult Household Members (include yourself): List all Household Members not listed in STEP 1 even if they do not receive income. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report. Applications with blank income fields will be processed as complete. If more spaces are required for additional names, attach the supplemental worksheet. The sources of income for adults section will help you with the adult income. Report all income in whole dollar amounts before deductions or taxes.

Names of All Adult Household Members	Gross Earnings from Work/All Other Income	How Often? (mark "X" in box)			Gross Public Assistance/Child Support/Alimony	How Often? (mark "X" in box)			Gross Pension/Retirement	How Often? (mark "X" in box)		
		Weekly	Bi-weekly	Monthly		Weekly	Bi-weekly	Monthly		Weekly	Bi-weekly	Monthly
First and Last Names. Include children who are temporarily away at school or in college.												
	\$											
	\$											
	\$											
	\$											
	\$											
	\$											

E. Child Income: Sometimes children in the household earn or receive income. Please include the TOTAL gross earned income by all Children listed in STEP 1 here. The sources of income for children section will help you with the Child Income.

Total Income Received by All Children \$ _____

STEP 4 Contact Information and Adult Signature PAGE TWO CONTAINS MORE INFORMATION

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Signature of adult completing the form _____ Printed name of adult completing the form _____ Today's Date _____

Street Address (if available) _____ Apt. # _____ City _____ State _____ Zip _____ Daytime Phone (optional) _____ Email (optional) _____

Annual Income Conversion: X52 Weekly, X26 Bi-Weekly, X24 2x Month, X12 Monthly, Yearly. Total Income: \$ _____ Application #: _____ Date Received: _____

Household Size: _____ Signature & Effective Date of Determining Official _____ Signature & Date of Confirmation Follow-Up _____

Application: Income Foster Child FIP/SNAP Head Start (confirmation required) Homeless/Migrant/Runaway-Local Official confirmation Required

Eligibility Determination: Free Reduced Free Milk Free Application Denied Incomplete Over Income Limits

Low-Cost Health Insurance for Children

If your children do not have health insurance, many families getting free or reduced price meals can also get free or low-cost health insurance for their children. The law requires public schools to share your free and reduced price meal eligibility information with Medicaid & Hawki, the State's medical insurance program for children. Private schools, RCCIs and childcare organizations may choose to share this information. Specifically, we will give them your child's name, your name & address. Medicaid & Hawki can only use the information to identify children who may be eligible for free or low-cost health insurance and contact you. They are not allowed to use the information from your free and reduced meal application for any other purpose or to share it with any other entity or program. You are not required to allow us to share this information, it will not affect your child's eligibility for free or reduced price meals. **If you do NOT want your information shared with Medicaid or Hawki, you must tell us by completing the information below.** If you want further information, you may call Hawki at 1-800-257-8563. Also, if you are already receiving Medicaid or Hawki, please sign below. This will avoid another contact.

My signature below indicates I DO NOT want school officials to share information from my free and reduced price meal application with Medicaid or Hawki.

Parent/Guardian Name (Printed) _____ Signature _____ Date _____

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Family Investment Program (FIP) or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible 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.

USDA Nondiscrimination Statement: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. * mail:
 - U.S. Department of Agriculture
 - Office of the Assistant Secretary for Civil Rights
 - 1400 Independence Avenue, SW
 - Washington, D.C. 20250-9410; or
2. fax:
 - (833) 256-1665 or (202) 690-7442; or
3. email:
 - program.intake@usda.gov

***Do not mail applications to this address, only complaints of discrimination.**

This institution is an equal opportunity provider. Translated applications are available at: <http://www.fns.usda.gov/school-meals/translated-applications>

Waiver Information

If your child(ren) qualifies for free or reduced price meals, you may also be eligible for other benefits. If you sign this waiver, your child(ren) will be considered for a full or partial waiver of Drivers Education fee, Summer School fee and AP testing fee. I understand that I will be releasing information that will show meal status for my child(ren). Signature of Parent/guardian: _____ Date: _____

<p style="text-align: center;">Sources of Child Income</p> <ul style="list-style-type: none"> • Earnings from work • Social Security(disability payments and survivor's benefits) • Income from person outside the household • Income from any other source 	<p style="text-align: center;">Earnings from Work (Adult Income Sources)</p> <ul style="list-style-type: none"> • Salary, wages, cash bonuses (before deductions or taxes) • Net income from self-employment (farm or business) • If you are in the U.S. Military: <ol style="list-style-type: none"> a. Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) b. Allowances for off-base housing, food and clothing 	<p style="text-align: center;">Public Assistance/Alimony/Child Support (Adult Income Sources)</p> <ul style="list-style-type: none"> • Cash Assistance from State/local government • Supplemental Security Income • Unemployment benefits • Worker's compensation • Alimony or child support payments • Veteran's benefits • Strike benefits
<p style="text-align: center;">All Other Income (Adult Income Sources)</p> <ul style="list-style-type: none"> • Social Security • Disability benefits • Regular income from trusts or estates • Annuities • Investment income • Rental income • Regular cash payments from outside household 	<p>Return completed form to:</p> <p>Glenwood CSD Food Services Office 901 North Vine St. Glenwood Ia 51534 or Any Glenwood Community School Office or You May complete an Application online at: ezmealapp.com</p>	

Iowa Non-Discrimination Statement: "It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515- 281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>"

Optional Supplemental Worksheet 2023-2024 Iowa Application for Free and Reduced Price School Meals/Milk

Additional Children in Your Household (not listed on page 1)

Child's First Name	MI	Child's Last Name	Date of Birth	Student		Child's School	Grade	Foster Child Check all that apply	Homless, Migrant, Runaway	OPTIONAL Responding to this section is optional and does not affect your children's eligibility for free/reduced price meals.	
				YES	NO					Ethnicity	Race
										H=Hispanic or Latino N=Non-Hispanic/Latino	A=Asian W=White I=American Indian/Alaskan Native B=Black/African American P=Native Hawaiian/Other Pacific Islander

Any income earned by the above listed children should be included under Step 3 D on the first page of the application.

Additional Adults in Your Household (Not listed on page 1)

Names of All Adult Household Members <small>First and Last Names. Include children who are temporarily away at school or in college.</small>	Gross Earnings from Work/All Other Income				Gross Public Assistance/Child Support/Alimony				Gross Pension/Retirement			
	How Often? (mark "X" in box)				How Often? (mark "X" in box)				How Often? (mark "X" in box)			
	Weekly	Bi-weekly	2x Monthly	Yearly	Weekly	Bi-weekly	2x Monthly	Monthly	Weekly	Bi-weekly	2x Monthly	Monthly
	\$				\$				\$			
	\$				\$				\$			
	\$				\$				\$			
	\$				\$				\$			
	\$				\$				\$			
	\$				\$				\$			

Self-Employment Income Calculations

This guidance will assist you in calculating the amount to report if you engage in farming, are self-employed or have income from other sources.

Self-employed persons may use income tax records for the preceding calendar year as a base to project the current year's net income, unless the current monthly income provides a more accurate measure. Report income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home payments, medical expenses, and other similar non-business deductions are not allowed in reducing gross business income. Additional income from other kinds of employment must be treated as separate and apart from the income generated or lost from your business venture. For example, if you operated a business at a net loss, but held additional employment for which a salary was received, the income for purposes of applying for reduced price or free meals would be the income from the salary only. The loss from the business cannot be deducted from a positive income earned in other employment. For purposes of this application, it is not possible to report a negative income from any business venture. The least income possible is zero (no income). The necessary information for arriving at allowable income from private business operation may be taken from your most recent U.S. Individual Income Tax Return - Form 1040 or 1040-SR and Schedule 1. Add together the amounts reported on the following lines:

- Capital Gain or (Loss) Form 1040 or 1040-SR, LINE 7 \$ _____
- Business Income or (Loss) Schedule 1 Part 1, LINE 3 \$ _____
- Other Gains or (Losses) Schedule 1 Part 1, LINE 4 \$ _____
- Rental real estate, royalties, partnerships, S corporations, trusts, etc. Schedule 1 Part 1, LINE 5 \$ _____
- Farm Income or (Loss) Schedule 1 Part 1, LINE 6 \$ _____
- TOTAL \$ _____** Gross Annual Income Before Any Deductions. Report in Step 3 under All Other Income (Computed Monthly Income \$ _____ Gross Annual Income ÷ 12)

**PARENT/GUARDIAN INFORMATION LETTER FOR FREE AND
REDUCED PRICE SCHOOL MEAL APPLICATION**
Frequently Asked Questions About Free and Reduced Price School Meals

Dear Parent/Guardian:

Children need healthy meals to learn. Glenwood Community School District offers healthy meals every school day. Breakfast costs \$2.00; lunch costs Elementary \$3.00 Secondary \$3.10. Your children may qualify for free meals or for reduced price meals. Qualifying reduced price applications will be Free for breakfast and Free for lunch for the 2023-2024 school year. Return or mail the completed application to: GCSD Food Service Office, 901 North Vine St. Glenwood IA 51534. Please visit ezmealapp.com to complete an electronic application online.

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 the Supplemental Nutrition Assistance Program (SNAP-formerly Food Assistance in Iowa), the Family Investment Program (FIP) or a few specific Medicaid programs are eligible for free or reduced-price 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.
 - Children may receive free or reduced-price meals if your household’s income is at or below the limits on the Federal Income Eligibility Guidelines below and submit an application for free and reduced price meals/milk.

FEDERAL INCOME ELIGIBILITY GUIDELINES for SCHOOL YEAR 2023-2024

Household Size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	26,973	2,248	1,124	1,038	519
2	36,482	3,041	1,521	1,404	702
3	45,991	3,833	1,917	1,769	885
4	55,500	4,625	2,313	2,135	1,068
5	65,009	5,418	2,709	2,501	1,251
6	74,518	6,210	3,105	2,867	1,434
7	84,027	7,003	3,502	3,232	1,616
8	93,536	7,795	3,898	3,598	1,799
Each additional family member:	9,509	793	397	366	183

2. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS? No, but please read the letter carefully and follow the instructions. If any children in your household were missing from your notification, contact: GCSD Food Service Office, 901 North Vine St. Glenwood IA 51534 or email: foodservice@glenwoodschoools.org immediately as eligibility for free or reduced-price meals is extended to all school age children in a household. If you did not receive a letter from the school but received a Free Lunch Notice from the Iowa Department of Health and Human Services (DHHS), submit this letter to your children’s school. You may add any students living in your household who are not listed on the letter. Also, if someone in your household receives SNAP or FIP benefits and you did not receive either of these letters, you may complete an application listing the case number as this will qualify all school age children in your household for free meals. If you were informed that your children will get reduced price meals, see the income guidelines above and if you feel you would qualify for free meal benefits, complete an application for free and reduced price meals.
3. WHAT IF WE HAVE FOSTER CHILDREN? Households with foster and non-foster children may choose to include the foster child as a household member, as this may help other children in the household qualify for benefits. If the foster family is not eligible for free or reduced-price meal benefits, that does not prevent a foster child from receiving free meal benefits.
4. 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 contact: Cindy Menendez at: (712) 527-9034 ext.4330 or email: menendezc@glenwoodschoools.org

5. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No, complete the applications for free and reduced-price school meals for all the students in your household. We cannot approve an application unless complete eligibility information is submitted, so be sure to complete all required information.
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 October 6th, 2023. You must complete a new application unless the school told you that your child is eligible for the new school year. When the carryover period ends, unless you are notified that your children will receive free meals or you submit an application that is approved, the children must pay full price for school meals. The school is not required to send a reminder or a notice of expired eligibility.
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 complete and send in an application.
8. 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.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes, we may also ask you to send written proof of the household income you report. You are not required to provide proof with your application.
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 or reduced-price meals if the household income drops below the income limit, if your household size goes up, or if you start getting SNAP, FIP or other benefits.
11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to your school officials. You also may ask for a hearing by calling or writing to: GCSD Food Service Office, 901 North Vine St. Glenwood IA 51534, (712) 527-5029 or email: foodservice@glenwoodschools.org.
12. 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.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive the 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 the income fields blank, as we will assume you meant to do so.
14. 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, or receive Family Subsistence Supplemental Allowance payments, 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.
15. DO I NEED TO PROVIDE MY SOCIAL SECURITY NUMBER? Only the last four digits of the Social Security Number of the household's primary wage earner or another adult household member (or an indication of "none") is needed.
16. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a Supplemental Worksheet and attach it to your application. Contact: GCSD Food Service Office, 901 North Vine St. Glenwood IA 51534 or email: foodservice@glenwoodschools.org to receive a Supplemental Worksheet.
17. WHO CAN GET FREE MILK? If your school participates in the Special Milk Program for half day kindergarteners, your kindergarten child may be eligible for free milk. Children who buy extra milk with a meal or if they eat breakfast or lunch and have an afternoon milk break, are not eligible to receive free milk.
18. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP or other assistance benefits, contact your local assistance office or call **1-877-347-5678**. Your children may be eligible for Hawki (children's health insurance) or a waiver of school fees. Read the information on the back of the Application for Hawki information. A school waiver form is available from your school.

19. CAN CHILDREN WITH DISABILITIES GET FOOD SUBSTITUTIONS? If a child has a disability, as determined by a licensed medical professional, and the disability prevents the child from eating the regular school meal, the school will make substitutions prescribed by the licensed medical professional. If a substitution is needed, there will be no extra charge for the meal. Please note, however, that the school is not required to make a substitution for a food allergy, unless it meets the definition of disability. Please call the school for further information.
20. DO I NEED TO REPORT MY RACE AND ETHNICITY? It is optional to complete the racial/ethnic portion of the application.
21. Translated applications are available at: <http://www.fns.usda.gov/school-meals/translated-applications>.

If you have other questions or need help, please call 712-527-5029 or email to foodservice@glenwoodschoools.org

Sincerely,
Terry Marlow (Director of GCSD Foodservices)

USDA Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

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Information Statement

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Family Investment Program (FIP) or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible 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 programs rules.

Frequently-Asked Questions (FAQ)

School Districts generally send meal applications and/or alternate income forms home at the beginning of each school year, however, you may apply for school meals or complete the income form at any time throughout the school year by submitting a household application via www.EZMealApp.com.

If you are earning at, or below, current Income Eligibility Guidelines, your school or local education agency will process your application and/or income form and issue an eligibility determination.

1. What is EZMealApp?

a. EZMealApp is an easy-to-use, web-based application that guides parents or guardians through the process of applying for free and reduced meal eligibility. A step-by-step process is in place to ensure the application is filled out completely and accurately.

2. How will I know that the district received the meal application I submitted?

a. As soon as the application is submitted with all of the required information, a confirmation number is automatically displayed, as well as emailed, if an email address was provided. The number is unique and belongs to that specific entry; it cannot be modified. This confirms that your application was received.

3. What if I did not get my confirmation email?

a. Please allow 24-48 hours to receive your confirmation email. If you do not receive confirmation, contact your Child Nutrition or Food Service Office and they can confirm receipt of your application, based on student name or confirmation number.

4. How will I know that the application was approved?

a. A notification letter in your selected language will be sent to you from your child's school district.

5. How long does it take for the district to review my application?

a. The USDA guidelines state that applications must be reviewed in a timely manner by the district. An eligibility determination must be made and implemented within 10 working days of the receipt of the application. By applying with EZMealApp, applications are processed quickly, particularly for children who do not have approved applications on file from the previous year.

6. How much time does it take to complete the application or income form online?

a. In general, it takes 15-30 minutes to apply, based on the size of your household.

7. How much does it cost to apply?

a. There is no fee for using EZMealApp to submit your application or form. Your school district provides this service as an easy, fast, and accurate method of submitting your information. If you have additional questions, please contact your district directly.

8. How do I know the EZMealApp site is secure?

a. EZMealApp has security measures in place to protect the loss, misuse, and alteration of the information under our control. The system is fully compliant with all security regulations, and information is protected by the highest security standards using a Secure Socket Layer (SSL) protocol.

For more information

www.harrisschoolsolutions.com | 1.866.450.6696

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