



WASECA PUBLIC SCHOOLS Food & Nutrition Services

2018 - 2019 Back to School Newsletter

forj@waseca.k12.mn.us

http://www.edline.net/pages/Waseca_Public_Schools_ISD_829

We would like to thank you for your continued support of the school district's breakfast and lunch programs. This mailing contains important information concerning the Waseca Public Schools food & nutrition services meal programs that you will need to know before the first day of school.

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 prescribed by the physician at no additional charge.

Money remaining in student accounts from the 2017 - 2018 school year will be carried over to this school year. A payment into the students account is necessary prior to the first day of school. **All meals must be prepaid!** **A NO CHARGING POLICY IS IN PLACE AT ALL SCHOOL CAFETERIAS.** Please make sure your student's food service account has sufficient funds for them to participate in the school food service program.

THINGS TO REMEMBER WHEN DEPOSITING MONEY INTO ACCOUNTS

- Use your credit/debit card to make payments at our on-line Web Store at <http://infinitecampus.org> or (See attached sheet Infinite Campus)
- For payments sent to school, checks are encouraged. Please make checks for food service accounts only. Do not include money for other items (i.e. locker fees, athletic fees, etc) with the lunch deposit.
- Please include student's **name** (first and last) and their **lunch number** with all deposits.
- Students are able to deposit money into their account before school starts each day or parents can send a check to the school building where their student(s) attends.
- Deposits must go to the school building that the child attends. You may pay for more than one child with a single check *only if* they attend the same school. Include both names and lunch numbers on the check.
- **K - 6 students** will be given a blue payment envelope when the account balance is lower than the cost of one meal. Please return payments in this envelope to school the following day.

A minimum of 10 meals per student is recommended as prepayment. The following food service fees have been established by the School Board for the 2018 - 2019 school year:

<u>Breakfast Prices</u>	<u>Individual Meal Cost</u>	<u>Recommended Minimum Payment</u>
Reduced, K - 12	Free	Free
Pre-K through Grade 12	\$1.50	\$15.00
Adult	\$2.00	\$20.00
<u>Lunch Prices</u>		
Reduced, all Grades	Free	Free
Pre-K - Grade 12	\$2.85	\$28.50
ALC & WCOG	\$2.85	\$28.50
1/2 pint Milk	\$0.50	\$5.00
Adult	\$4.00	\$40.00

As the student eats breakfast or lunch, the cost will be deducted from their meal account. When the account balance is at 3 meals or fewer the students will be offered a note to take home, along with a verbal reminder, that the account balance is low. Subsequent notices (written and/or verbal) are given until money is received. **Please note:** Not all students elect to take home the written notices. Try to communicate periodically with your child on the status of his/her account balance. **Important Notice:** Money in accounts should only be used by that individual. If a student elects to purchase a second full meal or a meal for a friend, parent or sibling using their lunch account they will be charged the adult price, \$2.00 for breakfast or \$4.00 for lunch, for that extra meal regardless of their regular meal price. A la carte items (milk, sandwiches, snacks, etc.), where available, may also be deducted from student account balances. A la carte items are priced separately. Prices are available upon request. All students (including free and reduced) wanting to purchase a la carte items or extra meals will need to have money in their accounts.

Your children may qualify for free or reduced price meals



To apply for free or reduced-price school meals complete the enclosed "Application for Educational Benefits" following the instructions.
This also helps our school qualify for additional education funds and discounts.

Please return your completed Application for Educational Benefits as soon as possible to:

Waseca Public Schools
Food & Nutrition Services
400-19th Ave NW
Waseca, MN 56093

You will be notified in writing if you are directly approved for free meals or when your application is approved or denied.

YOU NEED TO RE-APPLY EACH YEAR / PLEASE RETURN YOUR APPLICATION ASAP TO ALLOW TIME FOR PROCESSING

1. Who can get free or reduced price meals? Children in households participating in Food Stamps, Minnesota Family Investment Plan (MFIP), or Food Distribution Program on Indian Reservations (FDPIR) and most foster children can get free meals without reporting household income. Also, your children can get free or reduced-price meals if your household income is within the income shown for your household size on the chart on the next page. An Application for Educational Benefits cannot be approved if any required information is missing.

2. 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 fill out an Application for Educational Benefits.

3. Should I fill out an application if I got a letter this school year saying my children were directly certified for free meals based on data from the MN Department of Human Services? Do not fill out an Application for Educational Benefits if all of your children have been directly certified for free school meals. If only some of your children were directly certified, you should fill out an Application for Educational Benefits to apply for your children who were not directly certified.

4. Will the information I give be checked? Yes, we may ask you to send written proof.

5. If I don't qualify now, may I apply later? Yes. You may apply at any time during the school year if your income goes down, household size goes up, or if you start getting Food Stamps, MFIP, or FDPIR benefits.

6. 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.

7. May I apply if someone in my household is not a U.S. citizen? Yes. You or your children do not have to be U.S. citizens for your children to qualify for free or reduced-price meals.

8. Who should I include as members of my household? You must include yourself and all other people living in the household, related or not (such as grandparents, other relatives, or friends). Include a household member who is temporarily away such as a college student.

9. What if my income is not always the same? List the amount that you normally get. If you normally get overtime, include it, but not if you get it only sometimes.

10. How will the information I provide be kept? Information you provide on the form, and your child's approval for school meal benefits, will be protected as private data.

11. Do I need to notify school officials if my income increases or my household size decreases after I have qualified for free or reduced price meals? No. Approval for free or reduced price meals is good for the school year.

Please contact the Department of Food & Nutrition Services with any questions: 507 835-3360.

**INSTRUCTIONS FOR COMPLETING
APPLICATION for EDUCATIONAL BENEFITS**



**If your household participates in FOOD SUPPORT (STAMPS), MFIP, or
FDPIR, follow these instructions:**

- Part 1:** Check the box if this is the first time a school meal application is being completed for any child.
- Part 2:** Check the box labeled "All children in the household." List each child's name, date of birth, grade, school, and case number.
Medical Assistance case numbers do not qualify.
- Part 3:** Skip this part.
- Part 4:** If your children are approved for meal benefits, this information may be shared with Minnesota health insurance programs to identify eligible children. Leave the boxes blank to allow sharing of information.
- Part 5:** An adult household member must sign the form. Social Security number is not necessary.

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

Use a separate application for each foster child.

- Part 1:** Check the box if this is the first time a school meal application is completed for this child.
- Part 2:** Check the box labeled "One foster child." Check the box to indicate that the foster child receives no income for personal use, or write in the amount of personal use income to the foster child. Write in the foster child's name, date of birth, grade, and school.
- Part 3:** Skip this part.
- Part 4:** If your child is approved for meal benefits, this information may be shared with Minnesota health insurance programs to identify eligible children. Leave the boxes blank to allow sharing of information.
- Part 5:** An adult household member must sign the form. Social Security number is not necessary.

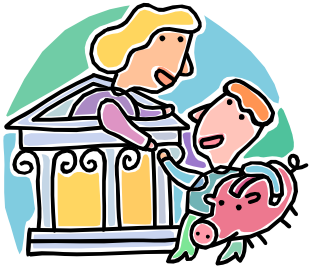
ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

Complete an Application for Educational Benefits if your household income is less than or equal to the amount shown for your household size in this chart. These amounts are effective July 1, 2018 through June 30, 2019

Total Household Income - Maximum

Household Size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
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 household member add:	7,992	666	333	308	154

- Part 1:** Check the box if this is the first time a school meal application is being completed for any child in your household.
- Part 2:** Check the box labeled "All children in the household." List each child's name, date of birth, grade and school. If a child receives regular income, such as SSI payments or wages from a job, list the amount and how often it is received in the last column. Do not list occasional earnings like babysitting.
- Part 3:** Report all incomes for all adult household members.
Names: List the first and last name of each adult living in your household, related or not (such as grandparents, other relatives, or friends), including yourself. Include a household member temporarily away from home such as a college student. Attach another page if necessary.
No Income: Check this box if a person has no income.
Gross Monthly Wages and Salaries: Next to each adult's name list the **gross income** earned from work before taxes and other deductions, (*not* take-home pay). Next to each amount, write in how often the income is received (for example weekly, every two weeks, twice per month, monthly).
All Other Incomes: List all other amounts received on a regular basis from any source. For self-employment, list *net* income (after business expenses).
- Part 4:** If your children are approved for meal benefits, this information may be shared with Minnesota health insurance programs to identify eligible children. Leave the boxes blank to allow sharing of information.
- Part 5:** An adult household member must sign the form and provide their Social Security number. If the person signing the form does not have a Social Security number, they may indicate this by checking the box.



DEPARTMENT OF FOOD & NUTRITION SERVICES
STUDENT MEAL ACCOUNT
PRACTICE & PROCEDURES FOR INSUFFICIENT FUNDS

It is the practice of the Department of Food and Nutrition Services, which is supported by the Board of Education of Independent School District #829, to comply with the federal and state laws which prohibits the denial of a meal or milk to any eligible (paid, reduced, Free) student as a disciplinary measure.

However, the Food and Nutrition Department does require advance payment for all meals served to students and adults. Students may purchase meals by submitting a student meal account payment. Payment is to preferably be made on either a weekly or monthly basis.

For a family to qualify for free or reduced priced meals, the appropriate form must be completed and submitted to the Food & Nutrition Services office for review & approval. Parents should be advised that the Department of Food & Nutrition Services will make every effort to review their application in a timely basis, however, it may take 7-10 days for an application to be reviewed and a response sent to the parents/guardian. Advance payment will be required for any meals purchased prior to the approval of the application.

The School District recognizes it has an obligation to counsel or advise the student and/or parents of their meal account balances.

Therefore, the Food and Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account payment. The Parents/guardians are responsible to monitor their child(ren)'s meal account balances and to send money on a regular basis to ensure their child's capability to purchase meals through the food service programs.

Student lunch accounts will be allowed to have a negative balance. Infinite Campus will notify guardians once a student's account has a \$10.00 or less balance. This message will remind guardians that their student has a low lunch account balance, which will need to be replenished. This message will continue until the guardian has made a deposit and the account has a balance larger than \$10.00.

A student will continue to receive the same meal options even though they may have a negative balance. Effective [October 1, 2016](#), once an account reaches a balance of \$0.00, an Infinite Campus message will be sent to the guardian, notifying them that their account is in jeopardy of being presented to an outside collection agency. Once an account reaches a balance of negative \$20.00, the guardian will be considered for collections.