



**Austin ISD Nutrition & Food Service Department**  
**Letter to Households**  
**National School Meal Program School Year 2016-2017**

**FOR FASTER SERVICE, APPLY ONLINE AT [www.austinisd.org](http://www.austinisd.org)**

Dear Parent/Guardian:

Children need healthy meals to learn. *Austin ISD* offers healthy meals every school day. **Elementary Breakfast costs \$1.50, Lunch costs \$2.70, Middle & High School Breakfast costs \$1.50, Lunch costs \$2.85. Your children may qualify for free or reduced-price meals.** The **reduced-price** for **Breakfast is 30¢ & 40¢ for Lunch** for all grade levels. If you received a notification letter that a child is directly certified for free meals, do not complete an application. Let the school know if any children in the household attending school are not listed in the letter. The questions and answers that follow and attached directions provide additional information on how to complete the application. Complete only **one application** for all the students in the household and return the completed application to your school office.

**1. Who can get free meals?**

- **Income**— Children can get free or reduced-price meals if your household's gross income (total, without deductions) is within the limits described on the *Federal Income Eligibility Guidelines*.
- **Special Program Participants**—All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance for Needy Families (TANF), are eligible for free meals.
- **Foster**—Foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals.
- **Head Start, Early Head Start, and Even Start** – Children participating in these programs are eligible for free meals.
- **Homeless, Runaway, and Migrant**—Children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told about a child's status as homeless, runaway, or migrant, please call or email **your child's school office for Homeless liaison & Runaway, Migrant information**.
- **WIC Recipient** – Children in households participating in WIC may be eligible for free or reduced-price meals.

**2. What if I disagree with the School's decision about my application?**

Talk to school officials. You also may ask for a hearing by calling or writing to: Director of AISD Food Services, 3908 Ave. B Rm. 212, Austin TX. 78751, Phone 512 414-0251.

**3. 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 one school year and the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for this school year.

**4. If I don't qualify now, may I apply later?**

**Yes.** You may apply at any time during the school year. A child 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.

**5. What if my income is not always the same?**

List the amount that you normally receive. Even if you missed some work in the last month, put down your usual pay. If you normally get overtime pay, include it. If you have lost a job or had your hours or wages reduced, use your current income.

**6. 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.

**7. May I apply if someone in my household is not a U.S citizen?**

**Yes.** You, your child(ren), or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.

**8. Will the information I give be checked?**

**Yes.** We may also ask you to send written proof of the reported household income.

**9. My family needs more help.**

Families are encouraged to Apply for assistance with the Supplemental Nutrition Assistance Program (SNAP). To find out how to apply for other assistance benefits, contact your local assistance office or 2-1-1.

**10. Can I apply online?**

**Yes!** The online application has the same requirements and will ask you for the same information as the paper application. Visit [www.austinisd.org](http://www.austinisd.org) to begin or to learn more about the online application process. Contact Nutrition and Food Services at 512 414-0251, if you have questions about the online application.



## Free and Reduced Price School Meals Applications for 2016–2017

### More Information on How to Report Your Income on the Application

- Gross Income—Record the amount earned before taxes and other deductions.
- How Often Income Is Received—Record type of income received for the month—weekly, every other week, twice a month, or monthly and not the take-home pay. You should be able to find this information on your paystub, or ask your boss.
- All Other Income—Record Worker’s Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, federal education benefits, and foster payments received from the placing agency. For **ONLY** the self-employed, under *Earnings from Work Before Deductions*, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

Income Eligibility <u>Reduced-Price</u> Guidelines—July 1, 2016–June 30, 2017					
Family Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$21,978	\$1,832	\$916	\$846	\$423
2	\$29,637	\$2,470	\$1,235	\$1,140	\$570
3	\$37,296	\$3,108	\$1,554	\$1,435	\$718
4	\$44,955	\$3,747	\$1,874	\$1,730	\$865
5	\$52,614	\$4,385	\$2,193	\$2,024	\$1,012
6	\$60,273	\$5,023	\$2,512	\$2,319	\$1,160
7	\$67,951	\$5,663	\$2,832	\$2,614	\$1,307
8	\$75,647	\$6,304	\$3,152	\$2,910	\$1,455
<i>For each additional family member add:</i>					
	+ \$7,696	+ \$642	+ \$321	+ \$296	+ \$148

### Application Instructions

<i>Not everyone has to complete every part of the application. The following table lists the parts of the application you must complete based on household circumstances.</i>	
Your household receives any of the following benefits: <ul style="list-style-type: none"> <li>- Supplemental Nutrition Assistance Program (SNAP),</li> <li>- Temporary Assistance for Needy Families (TANF), or</li> <li>- the Food Distribution Program on Indian Reservations (FDPIR)</li> </ul>	Complete Parts 1, 2, & 4.
Any child in your household has been identified as <ul style="list-style-type: none"> <li>- homeless, <b>Contact School Office (Project Help)</b></li> <li>- migrant, <b>Contact School Office &amp; submit application</b></li> <li>- runaway, <b>Contact School Office &amp; submit application</b></li> </ul> but no one in the household receives state SNAP or TANF benefits.	Complete Parts 1, 2, 3, 4.
All children in the home are foster children placed by a foster care agency or court.	Complete Parts 1 & 4
Some of the children in the home are foster children placed by a foster care agency or court <b>&amp; some of the children are not foster children.</b>	Complete Parts 1, 2 if applies, <b>3 fill in correct circle that applies,</b> & 4.
The household receives WIC.	Complete Parts 1, 2, 3, 4.
All other households.	Complete Parts 1, 2, 3, 4.

If you have other questions or need help, call AISD Food Service 512-414-0251 or 1-800-955-4232.

Sincerely,

Anneliese Tanner, Director of AISD Nutrition & Food Services

**Nondiscrimination Statement:** This explains what to do if you believe you have been treated unfairly. The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), 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). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.