

# READING COMMUNITY CITY SCHOOLS

Dear Parent/Guardian:

Children need healthy meals to learn. **Reading Community City Schools** offers healthy meals every school day. We offer breakfast and lunch daily, and all meals are FREE to all students. **To be eligible for fee waiver this form must be completed.**

1. **WHO CAN GET FREE MEALS?** All children in households receiving benefits from the supplemental nutrition assistance program (SNAP) or Ohio Works First (OWF) are eligible for free meals regardless of your income. Also, your children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines.

**STOP!** If you have received a **NOTICE OF DIRECT CERTIFICATION** for free meals, do not complete the application. BUT do let the school know if any children in your household are not listed on the Notice of Direct Certification letter you received. **YOU must return the agreement to share fee waiver form to have fees waived.** 2. **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 e-mail [kbell@readingreadingschools.org](mailto:kbell@readingreadingschools.org) or call at 513-842-5100.

3. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. **Use one Free and Reduced Price School Meals Application for all students in your household.** Return the completed application to your children's school teacher.

4. **CAN FOSTER CHILDREN GET FREE MEALS?** Yes, Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.

5. **WHO CAN GET REDUCE PRICE MEALS?** Anyone qualifying within the reduced level federal eligibility guidelines. As an added benefit your children will receive reduce meals at no cost. **Student fees are not waived under reduced benefits.**

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 one school year and for the **first 30 days** of the next school year.

7. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may ask you to send written proof.

8. **IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, if you're household income or the number of household member's changes you may reapply.

9. **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 by calling Mary Lynne Bierman at 513-936-7816 or emailing [kbell@readingreadingschools.org](mailto:kbell@readingreadingschools.org) or call at 513-842-5100.

10. **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.

11. **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.

12. **WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?** All household members must be listed whether they receive income or not.

13. **WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?** If you get any cash value allowances for off-base housing, food, or clothing, 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.

14. **WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?** List any additional household members on a separate piece of paper, and attach it to your application.

15. **WHY AM I BEING ASKED ABOUT GIVING MY CONSENT FOR AN INSTRUCTIONAL FEE WAIVER?** Ohio public schools are required to waive the school instructional fees for children who qualify for free meal benefits. School Food Service personnel must have parent consent to share student meal application if your child(ren) qualify for a fee waiver. If you agree to allow your child(ren)'s meal application to be shared with school officials to see if he/she/they qualifies for a fee waiver then check "yes" in part 5. If you do not wish for that information to be shared, then check "no" in part 5. Answering no to this question will mean your child will not be able to be considered for a fee waiver. Answering this question either way will not change whether your child(ren) will get free or reduced price meals.

16. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for Ohio SNAP or other assistance benefits, contact your local assistance office or call 877-852-0010.

If you have other questions or need help, call 513-936-7816  
Si necesita ayuda, por favor llame al telefono: 513-936-7816  
Si vous voudriez d'aide, contactez nous au numero 513-936-7816

Sincerely,

Mary Lynne Bierman, SNS  
Food Service Director

Brianna Listermann, RDN, LD  
Assistant Food Service Director

