



## Information about Applying for Free or Reduced-Price School Meals and Family Economic Data Survey

Dear Parent/Guardian:

Westminster Public Schools is participating in the “Healthy School Meals for All” program for the 23-24 school year; breakfast and lunch will be available to all students at no charge. All students enrolled at WPS may participate in Healthy School Meals for All program.

Studies have shown that children who are not hungry perform better in school. By providing lunch to all children at no charge, we are hoping to create a better learning environment for our students.

The school breakfasts and lunches we serve follow U.S. Department of Agriculture guidelines for healthy school meals. The School Breakfast and Lunch Programs cannot succeed without your support; please encourage your children to participate in the school meal programs.

This packet includes an application *for free or reduced-price meals and Family economic data survey*, and detailed instructions. You can also find applications at your student’s school or apply online at <http://www.nlappscloud.com>.

Below are common questions and answers to help you with the application process.

1. WHO CAN RECEIVE FREE OR REDUCED-PRICE MEALS?

- a. All Students in WPS from preschool to 12<sup>th</sup> grade.
- b. All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance for Needy Family (TANF/Colorado Works – Basic Cash Assistance or State Diversion).
- c. Foster children under the legal responsibility of a foster care agency or court. Foster children may be added as a household member of the foster family if the foster family chooses to apply. Including foster children as household members may help other children qualify for benefits. If the foster family is not eligible, it does not prevent a foster child from receiving benefits.
- d. Children who qualify for their district’s Head Start program.
- e. Children who meet the definition of homeless, runaway, or migrant.

**Children may receive Additional benefits if their household’s income is within the limits of the Federal Income Eligibility Guidelines. Your children may qualify for additional discounts if your household income falls below this chart’s limits.**

2. WHY DO I NEED TO APPLY IF ALL STUDENTS ARE RECEIVING FREE LUNCH AND BREAKFAST?

Based on your application, you could be eligible for additional discounts on internet costs, instructional materials fees, and technology fees. It also ensures schools receive additional resources to provide personalized technology, internet access, technology infrastructure, Title I funds, and more staff in schools and after-school programs.

3. 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 have not already been notified that your children will receive free meals, please call Jamie Skaronea, our Homeless Liaison, at 720-542-5380.

Household	Yearly	Monthly	Weekly
1	\$26,973	\$2,248	\$519
2	\$36,482	\$3,041	\$702
3	\$45,991	\$3,833	\$885
4	\$55,500	\$4,625	\$1,068
5	\$65,009	\$5,418	\$1,251
6	\$74,518	\$6,210	\$1,434
7	\$84,027	\$7,003	\$1,616
8	\$93,536	\$7,795	\$1,799
Each	\$9,509	\$793	\$183

4. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced-Price School Meals and family economic data survey Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to your student’s school’s main office.

5. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you received carefully and follow the instructions. If any children in your household are missing from your eligibility notification, contact immediately Westminster Public Schools, Culinary Services at [Nutritionservices@westminsterpublicschools.org](mailto:Nutritionservices@westminsterpublicschools.org).

6. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the exact requirements and will ask you for the same information as the paper application. Visit <http://www.nlappscloud.com> to begin or to learn more about the online application process. Please contact Claudia Ortega at [Nutritionservices@westminsterpublicschools.org](mailto:Nutritionservices@westminsterpublicschools.org) or 720-542-5090 if you have any questions about the online application.

7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only valid for that school year and for the first 30 days of this school year. You must send in a new application unless the school notified you that your child is eligible for the new school year.
8. I RECEIVE WIC. CAN MY CHILDREN RECEIVE FREE MEALS? Children in households participating in WIC may be eligible for free or reduced-price meals. Please send in a completed free and reduced-price school meals and family economic data survey application.
9. WILL THE INFORMATION I GIVE BE CHECKED? You may be selected to provide written proof of the household income you report on the 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 and reduced-price meals if the household income drops below the income limit.
11. 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 or writing to: Westminster Public Schools, Culinary Services, 7002 Raleigh St., Westminster, CO 80030.
12. 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. Immigration, migrant, citizenship, or refugee status is not required to be provided during the application process, and families should continue to apply for free or reduced-price school meals. The application does require the last four numbers of a Social Security number or an indication that there is no Social Security number. Social Security number information is not reported to any organization outside Westminster Public Schools.
13. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you usually receive. For example, if you normally make \$1000 each month but missed some work last month and only made \$900, put down that you made \$1000 monthly. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. Use your current income if you have lost a job or had reduced hours or wages. The last four digits of the Social Security Number of an adult household member (or an indication of "none") is required to process a complete income application.
14. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some 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 income fields blank, as we will assume you meant to do so. The last four digits of the Social Security Number of an adult household member (or an indication of "none") is required to process a complete income application.
15. 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.
16. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate paper, and attach it to your application. Contact your student's school to receive a second application.
17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? Contact your local assistance office to find out how to apply for other assistance benefits. Colorado PEAK is an online service to screen and apply for medical, food, and cash assistance programs. It can be accessed at <http://coloradopeak.force.com/>.

If you have other questions or need help, contact [Culinaryservices@westminsterpublicschools.org](mailto:Culinaryservices@westminsterpublicschools.org).

Sincerely,  
Westminster Public Schools, Culinary Services

**Non-discrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on 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](mailto:program.intake@usda.gov). This institution is an equal-opportunity provider