
CCSU Food Service

Dear Parent/Guardian:

Children need healthy meals to learn. **CCSU Food Service** offers healthy meals every day. The cost for Breakfast is **\$1.50**; Lunch costs **\$2.75**. Your children may qualify for free meals or reduced price meals. There is no charge for reduced price breakfast and **CCSU Food Service** does not charge for reduced price lunch.

1. 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 please remember to list all students and members of the household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Essex High School Food Service, 2 Educational Drive, Essex Junction Vermont 05452 c/o Robert Clifford.**
2. WHO CAN GET FREE MEALS? All children in households receiving benefits from **3SquaresVT or Reach-Up** can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.
3. 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.
4. CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS? Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. Simply fill out the application for free and reduced meals or contact your building administrator.
5. WHO CAN GET REDUCED PRICE MEALS? Your children can get low cost meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart, shown on this application.
6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER FROM 3SQUARESVT THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? Please read the letter you got carefully and follow the instructions. To ensure your children receive meal benefits immediately, please send a copy of the letter to **Essex High School Food Service, 2 Educational Drive, Essex Junction Vermont 05452 c/o Robert Clifford.**
7. 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 that school year and for 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 the new school year.
8. I GET WIC CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes and we may also ask you to send written proof of income.
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: **Dr. Michael Dewese, CCSU Central Office, 51 Park Street Essex Junction Vermont 05452.**
12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.

13. WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
14. 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.
15. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
16. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HIS/HER COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to his/her basic pay because of his/her deployment and it wasn't received before he/she was deployed, combat pay is not counted as income. Contact your school for more information.
17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **3SquaresVT** or other assistance benefits, contact your local assistance office or call **1-800-479-6151**.

If you have other questions or need help, call **Robert Clifford, Director Food Service 879-5544**.
Si necesita ayuda, por favor llame al teléfono: Robert Clifford, Director Food Service 879-5544.
Si vous voudriez d'aide, contactez nous au numero: Robert Clifford, Director Food Service 879-5544.

Sincerely,

Robert Clifford
CCSU Food Service Director

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write: USDA, Director of the Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer."

Child Nutrition Programs

INCOME ELIGIBILITY GUIDELINES FREE AND REDUCED PRICE SCHOOL MEALS OR FREE SCHOOL MILK

School Year 2011 – 2012

Household Size	Free					Reduced Price				
	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	14,157	1,180	590	545	273	20,147	1,679	840	775	388
2	19,123	1,594	797	736	368	27,214	2,268	1,134	1,047	524
3	24,089	2,008	1,004	927	464	34,281	2,857	1,429	1,319	660
4	29,055	2,422	1,211	1,118	559	41,348	3,446	1,723	1,591	796
5	34,021	2,836	1,418	1,309	655	48,415	4,035	2,018	1,863	932
6	38,987	3,249	1,625	1,500	750	55,482	4,624	2,312	2,134	1,067
7	43,953	3,663	1,832	1,691	846	62,549	5,213	2,607	2,406	1,203
8	48,919	4,077	2,039	1,882	941	69,616	5,802	2,901	2,678	1,339
For each additional household member add	4,966	414	207	191	96	7,067	589	295	272	136