

Dear Parent/Guardian:

Children need healthy meals to learn. Atlantis Charter School offers healthy meals every school day. Breakfast costs \$1.60; lunch costs \$3.50. Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.30 for breakfast and \$0.40 for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

Frequently Asked Questions

WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from MA SNAP or MA TANF are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits
 on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price
 meals if your household income falls at or below the limits on this chart.

Household size	Yearly	Monthly	Weekly
1	\$22,311	\$1,860	\$430
2	\$30,044	\$2,504	\$578
3	\$37,777	\$3,149	\$727
4	\$45,510	\$3,793	\$876
5	\$53,243	\$4,437	\$1,024
6	\$60,976	\$5,082	\$1,173
7	\$68,709	\$5,726	\$1,322
8	\$76,442	\$6,371	\$1,471
Each additional person:	\$+7,733	\$+645	\$+149

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 call or e-mail Atlantis Charter School, Gabriela Birmingham, Homeless Liason at 508-646-6410.

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. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Brenda J. Reback, Food Services Coordinator, Atlantis Charter School, 2501 S. Main Street, Fall River, MA 02724, 508-672-1821 ext. 1103, breb@atlantiscs.org

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 got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Brenda J. Reback, Food Services Coordinator, Atlantis Charter School, 2501 S. Main Street, Fall River, MA 02724, 508-672-1821 ext. 1103, breb@atlantiscs.org immediately.

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 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.

I GET WIC. CAN MY CHILDREN GET FREE MEALS?

Children in households participating in WIC <u>may</u> be eligible for free or reduced price meals. Please send in a completed application.

WILL THE INFORMATION I GIVE BE CHECKED?

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

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.

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: Gabriela Birmingham, K-12 District Leader, Atlantis Charter School, 37 Park Street, Fall River, MA 02721, 508-646-6410, gbirm@atlantiscs.org

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.

WHAT IF MY INCOME IS NOT ALWAYS THE SAME?

List the amount that you <u>normally</u> 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.

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 <u>also</u> be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you <u>meant</u> to do so.

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.

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. Contact Brenda J. Reback, Food Services Coordinator, Atlantis Charter School, 2501 S. Main Street, Fall River, MA 02724, 508-672-1821 ext. 1103, breb@atlantiscs.org to receive a second application.

MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?

To find out how to apply for MA SNAP or other assistance benefits, contact your local assistance office or call the MA SNAP Hotline at 1-866-950-3663.

If you have other questions or need help, call 508-672-1821.

Brend A Retail

Sincerely,

Brenda J. Reback (

Food Services Coordinator

August 21, 2017

The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children's eligibility for free or reduced price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced price meals. Pursuant to Section of 7 of the Privacy Act, disclosure of your Social Security number is not required. We do not need and are not requesting any Social Security numbers that may appear on documents you submit.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- mail: U.S. Department of Agriculture
 Office of the Assistant Secretary for Civil Rights
 1400 Independence Avenue, SW
 Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider."



2017-2018 Massachusetts Application for Free and Reduced Price School Meals

If you have received a Notice of Direct Certification – FREE from the school district for free meals, do not complete this application. DO let the school know if any children in the household are not listed on the Notice of Direct Certification – FREE letter you received.

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related." Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.	nd shares inc	ome and expenses, even if not related." Children in Foster of	care and children who n	neet the definition of Homeless, Mi	grant or Runaway are e	eligible for free	meals. Read	How to Ap
Child's First Name	Ξ	Child's Last Name	School Name	4	Student? F	Foster Homeless Check all th	Homeless Migrant	nt Runaway
					Z >			
					Z >-			
					Z			
					Z			
					Z ≻			
					Z >-			
STEP 2 Do any Household Members (including you) currently participate in on	ou) curren	itly participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR?	assistance program	ns: SNAP, TANF, or FDPIR?				
Write the $\emph{Agency ID Number}$, then go to STEP 4 (Do not complete STEP 3)	ot complete	STEP 3. Do not provide EBT card number.	number.	Agency ID Number:	mber:		1	
STEP 3 Report Income for ALL Household Members (Skipthisstepifyouanswered 'Yes' to STEP 2)	ers (Skip	thisstep if you answered 'Yes' to STEP 2)						
Review the charts titled "Sources of Income" for more information. The "Sources of Income for Children" chart will help you with the Child Income section. The "Sources of Income for Adults" chart will help you with the All Adult Household Members section	ne "Sources o	of Income for Children" chart will help you with the Child Inc of Members section	ome section.		How often?			
A. Child Income	alt nouselloit	מו אופרווספו א אפרנוסנו		ilid Income	Weekly Bi-Weekly 2x Month	Monthly		
Some measurements of the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here: R All Adult Household Members findling vourself)	lease include	e the TOTAL income received by all Household Members list	ed in STEP 1 here:	S	0	0		
List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive in they do receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising, that there is no income to report.	self) even if t nter '0' or lea	they do not receive income. For each Household Member lis we any fields blank, you are certifying (promising) that there	ted, if they do receive in is no income to report.	ne. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If are certifying (promising) that there is no income to report.	efore taxes) for each so	ource in whole	dollars (no co	ents) only. If
Name of Adult Household Members (First and Last)		Earnings from Work Work Name of the Control of the	Public Assistance/ Child Support/ Alimony	Child How often?		ment/	i	often?
Commence of the commence of th		Weekly Listweekly Zx.Monin, Moniny		Weekly Bs-Weekly Zx-Manth Monthly			Weekly Bi-Weekly	Zx Month Month
				0 0 0			0	0
		0000		0 0 0			0	0
Total Household Members (Children and Adults)		Last Four Digits of Social Security Number (5SN) of Primary Wage Earner or Other Adult Household Member	-XX-XX	- Check if no SSN	SSN			
STEP 4 Contact Information and Adult Signature		Mail Completed Form To: INSERT YOUR SCHOOL/DISTRICT MAILING ADDRESS HERE	RICT MAILING ADDR	ESS HERE				
"I certify (promise) that all information on this application is true and that all income is reported. I understand that this inform children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."	me is reported. and Federal law	I understand that this information is given in connection with the rec.	eipt of Federal funds, and t	nation is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my	information. I am aware th	at if I purposely g	give false inforr	nation, my
Street Address (if available) Apt #		Lity state	di7	Daytime Phone a	Daytime Phone and Email (optional)			
Printed name of adult signing the form		Signature of adult		Todav's date				
				And the state of t			Error prone	one 🗌

INSTRUCTIONS

Sources of Income

Sources of Inc	Sources of Income for Children	
Sources of Child Income	Example(s)	
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages	10
 Social Security Disability Payments Survivor's Benefits 	- A child is blind or disabled and receives Social Security benefits - A Parent is disabled, retired, or deceased, and their child receives Social Security benefits	- Salary, ' - Net inco employ If you are i
-income from person outside the household	- A friend or extended family member regularly gives a child spending money	indudeo housing - Allowand
-Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust	anddoth

	Sources of Income for Adults	llts
Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
- Salary, wages, cash bonuses	- Unemployment benefits	Social Security (including railroad
- Net income from self-	- Worker's compensation	retirement and black lung benefits)
employment (farm or business)	- Supplemental Security Income (SSI)	 Private pensions or disability
If you are in the U.S. Military:	- Cash assistance from State or local	benefits
 Basicpayand cash bonuses (do NOT 	government	 Regular income from trusts or estates
indudecombatpay, FSSA or privatized	- Alimony payments	- Annuities
housing allowances)	- Child support payments	 Investment income
 Allowances for off-base housing food 	- Veteran's benefits	- Earned interest
anddothing	- Strike benefits	Rental income
		 Regular cash payments from outside
		household

Children's Racial and Ethnic Identities OPTIONAL

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

when you indicate that the adult household member signing the application does not have a social security number. programs, auditors for program reviews, and law enforcement officials to help them look into violations of program last four digits of the social security number is not required when you apply on behalf of a foster child or you list a The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to include the last four digits of the social security number of the adult household member who signs the application. The Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their We will use your information to determine if your child is eligible for free or reduced price meals, and for

political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA

☐ Native Hawaiian or Other Pacific Islander audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, □ White ☐ American Indian or Alaskan Native ☐ Black or African American Race (check one or more): ☐ Asian ☐ Not Hispanic or Latino ☐ Hispanic or Latino Ethnicity (check one):

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found (800) 877-8339. Additionally, program information may be made available in languages other than English. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

(202) 690-7442; or fax:

program.intake@usda.gov. email:

This institution is an equal opportunity provider.

For School Use Only

2017-2018 Massachusetts Application for Free and Reduced Price School Meals

Total Income	come			Ĭ	Household Size	
						Annual Income
Only ann	ualize incor	ome if there How often?	are mu	Itiple pay	Only annualize income if there are multiple pay frequencies How often?	Weekly Every 2 Weeks Twice A Month Monthly
Weekly	Weekly Bi-Weekly 2x Month Monthl Annually	2x Month	Month	Annually		
(((C	(

Veekly	× 52
Every 2 Weeks	× 26
Twice A Month	× 24
Monthly	× 12

Denied	С)		
ree Reduced Denied	С)		
Free	С)		

Categorical Eligibility

Eligibility:

p	
I's Signatur	
ying Officia	
Verif	

Date

Confirming Official's Signature

Date

Determining Official's Signature

Date

Hearing Procedure Guidelines

Prior to initiating the hearing procedure, the parents or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information and obtain an explanation of data submitted in the application or the decision rendered. The request for a conference shall not in any way prejudice or diminish the right to a fair hearing.

Each LEA is required to develop their own official hearing procedure that is inclusive of all listed below.

The hearing procedure provides for the following:

- 1. A publicly announced, simple method for making an oral or written request.
- 2. An opportunity to be assisted or represented by an attorney or other person.
- 3. An opportunity to examine, prior to and during the hearing, any documents and records presented to support the decision under appeal.
- 4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
- 5. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
- 6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
- 7. That the hearing is conducted and the decision made by a hearing official who did not participate in making the decision under appeal or any previously held conference regarding the meal benefit issuance process.
- 8. That the decision of the hearing official be based in the oral and documentary evidence presented at the hearing and be made a part of the hearing record.
- 9. That the parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official and that the decision of the hearing official is binding.
- 10. That for each hearing a written record be prepared, including the challenge or decision under appeal, any documentary evidence, a summary of any oral testimony presented at the hearing, the decision of the hearing official including the reasons thereof and a copy of the notification to the parties concerned of the hearing official's decision.
- 11. That such written record be preserved for a period of 3 years after the close of the school year to which it pertains. These records shall be available for examination by the parties concerned or their representatives at any reasonable time and place during such period.

During the appeal and hearing procedure:

- A. Children who have been denied benefits upon application shall not receive continued benefits during this period.
- B. Children who have been approved for benefits but are subject to termination or reduction of benefits later in the same school year shall continue to receive benefits if an appeal of the adverse action has been made within the 10-day advance notice period.
- Advance notification shall be provided to families who receive a termination of benefits 10 calendar days prior to the actual termination. The notice shall advise households of: (1) the change; (2) the reason for the change; (3) the right to appeal the action within the 10-day advance notice period; (4) instructions on how to appeal and (5) the right to reapply any time during the school year. The reasons for ineligibility shall be properly documented and retained on file at the Local Educational Agency.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies,

Hearing Procedure Guidelines

the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- mail: U.S. Department of Agriculture
 Office of the Assistant Secretary for Civil Rights
 1400 Independence Avenue, SW
 Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider."

Sharing Information with Medicaid/CHIP

Dear Parent/Guardian:

If your children get free or reduced price school meals, they <u>may</u> also be able to get free or low-cost health insurance through Medicaid or the State Children's Health Insurance Program (CHIP). Children with health insurance are more likely to get regular health care and are less likely to miss school because of sickness.

Because health insurance is so important to children's well-being, the law allows us to tell Medicaid and CHIP that your children are eligible for free or reduced price meals, unless you tell us not to. Medicaid and CHIP only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children. Filling out the Free and Reduced Price School Meals Application does not automatically enroll your children in health insurance.

If you do not want us to share your information with Medicaid or CHIP, fill out the form below and send in.

(Sending in this form will not change whether your children get free or reduced price meals).

No! I DO NOT want information from my Free or the State Children's Health Insurance Progr	and Reduced Price School Meals Application shared with Medica am.
If you checked no, fill out the form below to ensur	re that your information is NOT shared for the child(ren) listed be
Child's Name:	School:
Signature of Parent/Guardian:	Date:
Printed Name:	
Address:	

For more information, you may call Brenda J. Reback at 508-672-1821 or e-mail: breb@atlantiscs.org
Return this form to: Atlantis Charter School, 2501 S. Main Street, Fall River, MA 02724 by Friday, September 1, 2017.

And the state of t

in a little of the first and a subject of the second of th

, and the second second

e de la composição de la c Na un altra termina de la composição de la

*

If your child is eligible for free or reduced school meals, your child may also be eligible for

free or low cost health insurance through MassHealth.

To learn more call: 1-800-841-2900



Si su niño es eligible para almuerzo gratís o reducido, su niño pueda ser eligible para

seguro de salud gratís o de bajo costo por medio de MassHealth.

Para saber mas, llame al: 1-800-841-2900



April 10 July 100 Line 100 Lin

richer volume (1998-1998), each made volume (1997-1997)