



North East Independent School District

3623 Highpoint Street - San Antonio, Texas 78217
(210) 657-8820 - Fax (210)657-8920

en Español

School Nutrition
Services

August 2010

Dear Parent/Guardian:

Children need healthy meals to learn. **North East I.S.D.** offers healthy meals every school day. Breakfast costs **\$.90** at the elementary and **\$.95** at the secondary schools. Lunch costs **\$1.75** at the elementary and **\$2.00** at the secondary schools. Your children may qualify for free meals or for reduced-price meals. Reduced price is **\$.30** for breakfast and **\$.40** for lunch for all grade levels.

1. Do I need to fill out an application for each child? No. Complete one application to apply for free or reduced-price meals. 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: Cafeteria Manager or apply online at: www.neisd.net/foodserv/HTML/menus.html.**

2. Who can get free meals? Children in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamp Program) or TANF can get free meals regardless of your income. Your benefit letter from the Texas Health and Human Services Commission (HHSC) is your documentation for free meals. If you have not already received a letter from your school stating that your household is eligible for free meals, you may take your HHSC benefit letter to the School Nutrition Services office to be certified for free meals. If a member of your household is directly certified due to receiving SNAP or TANF benefits, all members of your household are eligible for free meals. Call the School Nutrition Services Office at 657-8826 if you have questions.

3. Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced-price meals? In most cases no, however read the letter you got carefully and follow the instructions. Call the School Nutrition Services Office at 657-8826 if you have questions or a member of your household is not listed on the letter. If your household **does not** receive SNAP or TANF, your children may still be eligible to receive free meals if your household income is less than the amounts listed on the federal Income Eligibility Guidelines. Please complete the application and submit it to your School Nutrition Services Office. Head Start students and Even Start children and most foster children may also qualify for free meals.

4. Can homeless, runaway and migrant children get free meals? Yes. If you have not been notified of free status under these categories, please call the school to see if your child(ren) qualify.

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 Income Chart.

6. 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.

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 if your household size goes up, income goes down, or if you start getting SNAP, TANF or other benefits (such as unemployment benefits).

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 or writing to: **Brian Gottardy, Associate Superintendent for Business and Operations Services, North East I.S.D., 8961 Tesoro Drive, Suite 600, San Antonio, Texas 78217, (210) 407-0546.**

10. 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 a U.S. citizen to qualify for free or reduced-price meals.

11. Who should I include as members of my household? You must include yourself and all people living in your household, related or not (such as children, grandparents, other relatives or friends).

12. What if my income is not always the same? List the amount that you normally receive. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime pay, include that amount as income. If you do not normally get overtime pay, do not include it as income.

13. We are in the military; do we include our housing allowance as income? If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income.

If you have other questions or need help, call 657-8826 or email MealApplication@neisd.net.

Sincerely,

Meg Domas,
Executive Director

HELPFUL REMINDERS

- ✓ If you have not been notified that you are already eligible for free meals for the 2010-2011 school year, a meal application must be completed for the new school year.
- ✓ **You may submit your application one of two ways** - either online at www.neisd.net/foodserv/HTML/menus.html or complete the attached paper application, detach, and return it to the cafeteria manager or by mail to: NEISD School Nutrition Services, 3623 Highpoint Street, San Antonio TX 78217
- ✓ Upon approval, you will receive a letter advising your eligibility status. You are responsible for any meal charges prior to application approval by School Nutrition Services.
- ✓ Only one application per family is needed. List all household members. Include all students attending NEISD schools in the student section (Part 1) of the application.
- ✓ If you have any questions, please call Suki Magallanes at 657-8826 or email MealApplication@neisd.net.

Privacy Act Statement: This explains how we will use the information you give us. The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a 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 when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

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, 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.

2010-2011

Please read or print the instructions below. Then click the "Apply Online Now" button at the bottom of the page to access the online application.

INSTRUCTIONS FOR COMPLETING THE WEB BASED MULTI-CHILD APPLICATION FOR FREE AND REDUCED PRICE MEALS

To apply for free or reduced price meals, complete one application for ALL children in the household who are in school. Call (210) 657-8826 if you need assistance.

Follow steps below as you complete your application on line. The program will provide prompts to assist you in providing the required information.

PART 1 – HOUSEHOLDS WITH A FOSTER CHILD

You may only include one Foster Child per application. If your household includes multiple foster children, please complete one application for each Foster Child. A foster child is the legal responsibility of a welfare agency or court.

1. If this application is for a Foster Child check the box in the far right portion of this section.
2. List the foster child's monthly "personal use" income. Indicate "0" if the foster child does not get "personal use" income. "Personal use" income is (a) money given by the welfare office identified by category for the child's personal use, such as for clothing, school fees, and allowances; and (b) all other money the child gets, such as money from his/her family and money from the child's full-time or part-time jobs.

You will notice that required fields will appear white while fields that are not required will appear gray. Please complete all required fields.

PART 2 – STUDENT INFORMATION

Complete the requested data for all children in your household who attend North East Independent School District.

1. Type the student's date of birth and exact spelling of the first and last name as they appear on the student's school records.
2. Click the "Lookup ID" button after you have filled in the student's date of birth, first and last name to find the student's ID number. The student ID will not be displayed, but the school and grade fields will be filled if the information is available. If the school and grade do not appear, please complete these fields.
3. If the student or students receive SNAP (formerly food stamps) or TANF, list the current nine digit SNAP or TANF eligibility group number for each child. This number is on your approval letter. If you list a SNAP or TANF eligibility group number you do not need to complete Part 4. You will notice that required fields will appear white while fields that are not required will appear gray. Please complete all required fields.

PART 3 – PARENT/GUARDIAN NAME AND SOCIAL SECURITY NUMBER

Fields in this section will appear gray if they are not required based on information you have provided in the sections above.

1. Fill in the Social Security number, first and last name of the adult household member completing this application if these fields appear white.
2. If you do not have a Social Security number you must indicate so by checking the box marked "I do not have a SSN."
3. Fill in the address, city, state and zip code for the household residence. Fill in the home and work or cell phone numbers for the adult household member completing this application if these fields appear white. You may type over to change any information that is incorrect.

PART 4 – TOTAL HOUSEHOLD INCOME FOR LAST MONTH

Fields in this section will appear gray if they are not required based on information you have provided in the sections above.

1. Include the names of everyone in your household whether they get income or not. Include yourself, all children, your spouse, parents, grandparents, and other related and unrelated people in your household.
2. Type the amount of income each household member got last month (before taxes or anything else is taken out) and indicate how often it was received. For example, list the gross income each person earned from work. The amount should be listed on your pay stub. This is not the same as take home pay; it is the amount before taxes and other deductions. If any amount last month was more or less than usual, write that person's usual monthly income.
3. Next to the amount indicate how often the income is received by selecting an income frequency. Select (W) for weekly, (E) for every two weeks, (T) for twice a month, and (M) for monthly.

PART 5 – APPROVAL AND SIGNATURE

*You must read each of the statements below and indicate your acceptance of them by clicking the "Agree" button on the left. **If you select "Decline" on either statement, your application will not be processed.***

1. After accepting or declining each of the statements, click in the "Guardian Signature" box. Your name will appear with today's date and time.
2. Select "Submit" from the drop down on the right and click the "Go" button.
3. You will receive an application number for reference purposes and an estimated processing time.

Note: Online application system supported only by Internet Explorer

