

## Spruce Mountain Schools

Dear Parent/Guardian:

Our school offers healthy meals every school day. Students may buy lunch for \$2.50 at Spruce Mountain Primary, Elementary or Middle Schools and \$2.70 at the High School and a breakfast will be served at no charge. Students eating a second breakfast will be charged \$1.50 and must have cash/check or a positive balance on their account.

Your children may qualify for free or reduced-price meals and may be eligible to get breakfast and lunch at school for *no charge*. To apply, complete the enclosed *SY 2021 Free and Reduced Price School Meal Household Application* or <https://www.nlappscloud.com>. A new application must be submitted each school year.

Meals must meet nutrition standards established by the U.S. Department of Agriculture. If a child has a disability, as determined by a licensed medical authority, and the disability prevents the child from eating the regular school meal, substitutions may be made as prescribed by a licensed medical authority. If a substitution is needed, there will be no extra charge for the meal. Please note, however, that the school is not required to make a substitution, unless it meets the definition of disability. Please call the school nutrition program for further information.

You may return your completed Application to: your child's school Attn: Food Service Department or complete online <https://www.nlappscloud.com>

**Who can get free or reduced price school meals?** Children in households receiving SNAP, TANF or, FDPIR benefits, and foster, homeless, and migrant children are eligible for free meals without reporting household income. Alternatively, children may receive free or reduced-price meals if their household's income is within the limits on the Federal Income Eligibility Guidelines.

**Will information on my application be kept confidential?** We will use the information on your form to decide if your child is eligible for free or reduced-price meals. We may inform officials connected with other child nutrition, health and education programs of the information on your form to determine benefits for those programs or for funding and/or evaluation purposes.

**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 **RSU 73 homeless liaison or migrant coordinator**.

**Do I need to fill out an application for each child?** No. Use one 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.

**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.

**My child's application was approved last year. Do I need to fill out a new one?** Yes. A new application must be submitted each school year unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

**Will the form be verified?** Your eligibility may be checked at any time during the school year. School officials may ask you to send written evidence.

**Can I apply for free and reduced-price meals later?** Yes. Please complete an application at any time including if your income decreases, household size increases, or you start getting SNAP, TANF or benefits from FDPIR.

**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: Scott Albert RSU 73 Superintendent of Schools 9 Cedar Street, Livermore Falls, ME. 04254 207-897-6722

**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 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.

**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.

**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, 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.

**My family needs more help. Are there other programs we might apply for?** For information about Food Supplement, Health Care, Cash Assistance and/or apply for Maine's Child Care Subsidy, go to [My Maine Connection](https://www1.maine.gov/benefits/account/login.html) found online at <https://www1.maine.gov/benefits/account/login.html>. For low cost health insurance information, contact Consumers for Affordable Health Care (CAHC) at 1-800-965-7476.

If you have other questions or need help, call **Laura Lorette Food Service Director 207-897-3978 [llorette@rsu73.com](mailto:llorette@rsu73.com)**

Sincerely,  
**Laura Lorette**  
RSU 73 Food Service Director

REDUCED	
INCOME GUIDELINES	
Household Size	Monthly
1	1,968
2	2,658
3	3,349
4	4,040
5	4,730
6	5,421
7	6,112
8	6,802
For each additional family member add:	
	691

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, audiotope, 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](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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:

- (1) 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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.

Complaints of discrimination must be filed at the office of the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051. If you wish to file a discrimination complaint electronically, visit the Human Rights Commission website at <https://www.maine.gov/mhrc/file/instructions> and complete an intake questionnaire. Maine is an equal opportunity provider and employer.

## SY 2021 FREE AND REDUCED PRICE SCHOOL MEAL HOUSEHOLD APPLICATION

**Complete one application per household for all children.** A household is a person(s) living together that shares income and expenses, even if not related. **You may also apply online at: <https://www.nlappscloud.com>**

**Step 1: STUDENT INFORMATION:** List all students living in the household

<hr/>	<hr/>	<hr/>	Foster Child <input type="checkbox"/>	Homeless/Migrant <input type="checkbox"/>
<b>Student Last Name</b>	<b>Student First Name</b>	<b>School</b>		
<hr/>	<hr/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Student Last Name</b>	<b>Student First Name</b>	<b>School</b>		
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<b>Student Last Name</b>	<b>Student First Name</b>	<b>School</b>		
<hr/>	<hr/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Student Last Name</b>	<b>Student First Name</b>	<b>School</b>		

**Step 2: BENEFITS** Do any members of your household (including you) receive SNAP, TANF or FDPIR assistance?  **Y** /  **N**  
**If no** > complete Step 3. **If yes** > provide the case number and name of the person receiving these benefits. Do not complete step 3.

Name: \_\_\_\_\_

\_\_\_\_\_   
**SNAP or TANF Number      Letter**

**Step 3: INCOME** List all Household Members. Include yourself & students listed above. List gross income for each person.

Names	Gross Income (before deductions)														
	Earnings from Work before deductions	Weekly	Every 2 weeks	2 times/month	Monthly	Welfare, Child Support, Alimony received	Weekly	Every 2 weeks	2 times/month	Monthly	Pensions, Retirement, Social Security & All Other Income	Weekly	Every 2 weeks	2 times/month	Monthly
Household Member	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Step 4: Required - Adult signature and last four digits of social security number**

*I certify (promise) that all information on this application is true and that all income is reported. I understand that this information 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 children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.*

**Signature of Adult:** \_\_\_\_\_ **Last 4 Digits of Social Security Number:** \_\_\_\_\_  **I do not have a Social Security Number**

**Printed Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\* FOR SCHOOL USE ONLY \***

Annual Income Conversion: Weekly x 52, Every 2 weeks x 26, Twice a month x 24, Monthly x 12

Total Income: \_\_\_\_\_ Household Size: \_\_\_\_\_ Free \_\_\_\_\_ Reduced \_\_\_\_\_ Denied \_\_\_\_\_ Categorically eligible free: \_\_\_\_\_

Determining Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Verification purposes only - Confirming Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 5: Optional CHILDREN'S ETHNIC and RACIAL IDENTITIES** You are **not required** to answer this question.

Mark one ethnic identity:

- Hispanic or Latino  
 Not Hispanic or Latino

Mark one or more racial identities:

- Asian  
 White  
 Black or African American  
 American Indian or Alaska Native  
 Native Hawaiian or Other Pacific Islander  
 Other

**NOTIFICATION OF ELIGIBILITY**

DATE:

Dear Parent/Guardian:

Your application for free or reduced price meals for your child(ren) has been:

- Approved for applicable programs listed below (check all that apply)
- |  |  |
|--|--|
| <input type="checkbox"/> Free Lunches  | <input type="checkbox"/> Reduced price lunches at \$ _____ per meal              |
| <input type="checkbox"/> Free Breakfasts   | <input type="checkbox"/> Reduced price breakfast at \$ _____ per meal            |
| <input type="checkbox"/> Free After School Snacks                                    | <input type="checkbox"/> Reduced price After School Snacks at \$ _____ per snack |
| <input type="checkbox"/> Free Milk for K and Pre-K, if meals are unavailable to them |  |
- Denied because:
- |   |  |
|---|--|
| <input type="checkbox"/> Household income is over the amount allowable. | <input type="checkbox"/> The application is missing _____. |
|---|--|
- Other \_\_\_\_\_.

You may appeal this decision by contacting the Hearing Official, Scott Albert Superintendent of Schools at [salbert@rsu73.com](mailto:salbert@rsu73.com) or 207-897-6722

Sincerely,

Laura Lorette RSU 73 Food Service Director  
Approving Officer

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 submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the primary wage earner or other 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.

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.

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- (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
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