REMINDER

If your children were approved for Free/Reduced meal benefits last school year ... that eligibility will expire on

OCTOBER 21, 2020
A NEW APPLICATION MUST BE SUBMITTED IN ORDER TO CONTINUE RECEIVING BENEFITS FOR THE 2019-20 SCHOOL YEAR.

Until a new application is received and approved, students will be charged for meals effective October 16, 2019.

If you have received a Benefits Letter from the Shelton Board of Education, and your eligibly status has changed to REDUCED, you may submit a new application to be based on income. Otherwise, YOU DO NOT NEED TO SUBMIT A NEW APPLICATION.

PLEASE REMEMBER ... ONLY ONE (1) APPLICATION IS REQUIRED PER HOUSEHOLD.
Dear Parent/Guardian:

Children need healthy meals to learn. Shelton Public Schools offers healthy meals every school day. Breakfast costs $1.50 at elementary schools and Perry Hill School and $2.00 at Shelton Intermediate and Shelton High Schools. Lunch costs $2.75 at elementary schools and Perry Hill School and $3.00 at Shelton Intermediate and Shelton High Schools. Your children may qualify for either free meals or reduced-price meals. The reduced price is $0.30 for breakfast and $0.40 for lunch. This packet includes an application for free and reduced-price meal benefits and detailed instructions.

NOTE: Children receiving Supplemental Nutrition Assistance Program (SNAP), Temporary Family Assistance (TFA) or Medicaid (HUSKY) benefits may be directly certified and automatically eligible for free meals without applying for benefits. (Some children who receive Medicaid (HUSKY) benefits may also be directly certified and automatically eligible for reduced-price meals.) Questions regarding SNAP/TFA/Medicaid and direct certification should be sent to the determining official, Accounts Payable, 382 Long Hill Ave., Shelton, CT 06484, 203-924-1023, ext. 309, or accountspayable@sheltonpublicschools.org.

If you have received a NOTICE OF DIRECT CERTIFICATION for free or reduced-price meals, do not complete the application unless instructed to do so by the district. Let the school know if any children in your household are not listed on the Notice of Direct Certification letter you received, since free or reduced meal benefits are extended to all children in a household when directly certified.

Additionally, all school-aged children in income-eligible households can receive school meal benefits regardless of a child’s immigration status and the district/school does not release information for immigration-related purposes in the usual course of operating the Child Nutrition Programs.

The Shelton Public Schools complies with the federal requirements for meal modifications for children with special dietary needs. The requirements for meal modifications are different for children with and without disabilities. For more information, please contact the food service director, Jessica Hill at 203-924-1055.

The answers to the common questions below can help you with the application process.

1. **Who can get free or reduced-price meals?**
   - All children in households receiving SNAP or TFA benefits are eligible for free meals. Note: Some students receiving Medicaid (HUSKY) benefits are eligible for free or reduced-price meals.
FAQs About Free and Reduced-price School Meals

- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. (Note: A foster child is categorically eligible for free meals and may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members may help other children in the household qualify for benefits. If non-foster children in a foster family are not eligible for free or reduced price meal benefits, an eligible foster child will still receive free benefits.)
- Children participating in their school’s Head Start program are eligible for free meals.
- Children who meet the definition of homeless or runaway are eligible for free meals.
- Children may receive free or reduced-price meals if your household’s income is within the limits of 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:

<table>
<thead>
<tr>
<th>Household size</th>
<th>Yearly</th>
<th>Monthly</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>23,606</td>
<td>1,968</td>
<td>454</td>
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<tr>
<td>2</td>
<td>31,894</td>
<td>2,658</td>
<td>614</td>
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<tr>
<td>3</td>
<td>40,182</td>
<td>3,349</td>
<td>773</td>
</tr>
<tr>
<td>4</td>
<td>48,470</td>
<td>4,040</td>
<td>933</td>
</tr>
<tr>
<td>5</td>
<td>56,758</td>
<td>4,730</td>
<td>1,092</td>
</tr>
<tr>
<td>6</td>
<td>65,046</td>
<td>5,421</td>
<td>1,251</td>
</tr>
<tr>
<td>7</td>
<td>73,334</td>
<td>6,112</td>
<td>1,411</td>
</tr>
<tr>
<td>8</td>
<td>81,622</td>
<td>6,802</td>
<td>1,570</td>
</tr>
<tr>
<td>Each additional family member</td>
<td>+ 8,288</td>
<td>+ 691</td>
<td>+ 160</td>
</tr>
</tbody>
</table>

2. **How do I know if my children qualify as homeless 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 you have not been told your children will get free meals, please call or e-mail Dr. Beth Smith, 203-924-1023, ext. 350, bsmith@sheltonpublicschools.org.
3. **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 Shelton Public Schools, Accounts Payable, 382 Long Hill Ave., Shelton, CT 06484, 203-924-1023, ext. 309, accountspayable@sheltonpublicschools.org.

4. **Should I fill out an application if I received a letter this school year saying my children are already approved for free or reduced-price meals?** No, but please read the letter carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Shelton Public Schools, Accounts Payable, 382 Long Hill Ave., Shelton, CT 06484, 203-924-1023, ext. 309, accountspayable@sheltonpublicschools.org immediately.

5. **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 up to 30 operating days into the new school year (or until a new eligibility determination is made, whichever comes first). When the carryover period ends, unless you are notified that your children are directly certified or you submit an application that is approved, your children’s meals must be claimed at the paid rate. Though encouraged to do so, the LEA is not required to send a reminder or a notice of expired eligibility.

6. **I get WIC. Can my children get free meals?** Children in households participating in WIC may be eligible for free or reduced-price meals. Please send in an application.

7. **Will the information I give be checked?** Yes. We may also ask you to send written proof of the household income you report.

8. **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.

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 Rick Belden, Finance Director, 382 Long Hill Ave., Shelton, CT 06484, 203-924-1023, ext. 309, rbelden@sheltonpublicschools.org.
10. **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.

11. **What if my income is not always the same?** List the amount that you **normally** receive. For example, if you normally make $1,000 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.

12. **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. When this happens, please write “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.

13. **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, these 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.

14. **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 to your application. Contact Shelton Public Schools, Accounts Payable, 382 Long Hill Ave., Shelton, CT 06484, 203-924-1023, ext. 309, accountspayable@sheltonpublicschools.org, to receive a second application.

15. **My family needs more help. Are there other programs we might apply for?** To find out how to apply for SNAP benefits and to contact the Department of Social Services office in your town, contact United Way’s free referral number **2-1-1** (free call, statewide). If you have other questions or need help, call 203-924-1023, ext. 309.

Sincerely,
Catherine Araujo
Finance Assistant
FAQs About Free and Reduced-price School Meals

Nondiscrimination 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: How to File a Complaint, 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.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education’s nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities
Co-Ordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, levy. gillespie@ct.gov

This institution is an equal opportunity provider.
STEP 1
Contact Information and Adult Signature. All completed forms to Sheldon Public Schools, Accounts Payable, 352 Long Hill Ave., Sheldon, CT 06484.

- Check my box

- Last Four Digits of Social Security Number (SSN) of

- Total Household Members

- Child's Income

- Check all that apply

- Child's First Name

- Child's Last Name

- School

- Grade

- Yes

- No

- Other

- Country

- City

- State

- Zip

Application No:

2020-21 Application for Free and Reduced-Price School Meals or Free Milk

Page 1

June 2020
**Optional Children's Racial and Ethnic identifications**

<table>
<thead>
<tr>
<th>Subtitle</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children's Racial and Ethnic identifications</td>
<td>- White (exact one)</td>
</tr>
<tr>
<td>Office</td>
<td>- U.S. Department of Agriculture</td>
</tr>
<tr>
<td>Age and Disability</td>
<td>- Age of Special Education</td>
</tr>
<tr>
<td>Language and Disability</td>
<td>- Language and Disability</td>
</tr>
<tr>
<td>Parental Income</td>
<td>- Income from:</td>
</tr>
<tr>
<td>Social Security (including blind)</td>
<td>- Social Security (including blind)</td>
</tr>
<tr>
<td>Public Assistance (including blind)</td>
<td>- Public Assistance (including blind)</td>
</tr>
<tr>
<td>Earnings from Work</td>
<td>- Earnings from Work</td>
</tr>
</tbody>
</table>

**2020-21 Application for Free and Reduced-Price School Meals or Free Milk**

June 2020
How to Apply for Free and Reduced-price School Meals

Please use the application provided at your student's school or online at schoolcalendar.org to apply for free or reduced-price school meals. For more information, contact your student's school or call 303-742-1023.

Step 2: Do any household members currently participate in SNAP or TFA?

- Foster children: If you are applying for both foster and non-foster children, do not check “Yes.”
- Children of SNAP or TFA households: If you have any children living in a SNAP or TFA household, check “Yes.”
- Children who are not living in a SNAP or TFA household: If you have any children living in a SNAP or TFA household, check “No.”

Step 3: Report income for all household members

- Go to STEP 4.
- Notice: This number is the number from the Social Security Administration (SSA) and cannot be changed.

Step 4: Submit your application.

Please submit your application to the nearest school or to the school that your child attends. If you have any questions, contact your child's school or call 303-742-1023.

Additional Information:

- If you are applying for free and reduced-price school meals, you must complete this application.
- If you are applying for SNAP or TFA, you must complete a separate application.
- If you are applying for both programs, you must complete separate applications for each program.

PLEASE USE A FEIN (NOT AN EIN) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

For more information, contact your student's school or call 303-742-1023.
**Step 4: Contact Information and dual signature**

- **If not registered with the school, please contact the school of your choice.**

**Please complete the application and sign below.**

<table>
<thead>
<tr>
<th>Complete</th>
<th>Mail</th>
<th>Phone</th>
<th>Email</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Mail</td>
<td>Phone</td>
<td>Email</td>
<td>Address</td>
</tr>
</tbody>
</table>

**All information must be signed by one member of the household.**

**If you have any questions or need assistance, please call:**

- **Family Information:** [Contact Information]
- **Program Information:** [Contact Information]
Dear Parent / Guardian,

Is your child protected by health insurance? If not, your school and the State of Connecticut want to help.

Connecticut’s HUSKY Health program, for example, pays for doctor visits (including physical exams), prescriptions, emergency care, vision and dental care, mental healthcare, special healthcare needs and more. It’s for children under age 19 in families of all incomes. Approximately 300,000 Connecticut children now have their healthcare covered by the HUSKY Health program. **There are two parts to the HUSKY Health program for children:**

I. **HUSKY A (or Medicaid)** - For children in families with limited income. Parents, relative caregivers and pregnant women may also be eligible.

II. **HUSKY B (or Children’s Health Insurance Program)** - For children in families with higher incomes.

**You can apply for HUSKY A or HUSKY B any time of the year.**

- To apply online, please visit [AccessHealthCT.com](http://AccessHealthCT.com)
- To apply by phone, please call 855-394-2428 (TTY: 855-789-2428)
- For general information about HUSKY Health, please visit [www.ct.gov/Husky](http://www.ct.gov/Husky)

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**Your child needs YOU to stay healthy, too!**

**When you apply for HUSKY Health for your child, see what Access Health CT has to offer you.**

Most Connecticut residents have to wait until the next Open Enrollment period (November 1, 2020 - December 15, 2020) to get healthcare coverage through Access Health CT. You may be able to get coverage earlier if you have a Qualifying Life Event OR if you qualify for Medicaid (HUSKY A or D) or CHIP (HUSKY B).

**What is a Qualifying Life Event?** Qualifying Events include:

- Loss of Minimal Essential Coverage
- Marriage
- Permanent move to Connecticut
- Pregnancy, birth, adoption or foster care

**Newly eligible/ineligible for Premium Tax Credits as a result of Divorce, or other Legal Decree or Court Order**

> **Loss of Coverage Due to Other Circumstances:**

- Expiration of COBRA
- No longer eligible for HUSKY Health
- No longer eligible for an Advance Premium Tax Credit (APTC) or a Cost-Sharing Reduction (CSR)
- Change in citizenship or lawful presence status

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**For More Information, Visit Learn.AccessHealthCT.com/Special**

*This partnership to inform parents about health insurance options is in accordance with Section 159 of Public Act 07-02, June Special Session. Special thanks to the Connecticut Department of Education, Connecticut Department of Social Services, Access Health CT, Regional Education Service Centers, and all caring school personnel throughout the state as we join with parents to bring health coverage to Connecticut children.* [2020]
Addendum C: Information on the Supplemental Nutrition Assistance Program (SNAP)

Dear Parent/Guardian:

If your children qualify for free school meals or milk, you might also qualify for SNAP (formerly called Food Stamps). SNAP helps people buy food for themselves and their families. SNAP benefits are issued each month on plastic debit cards. You can use SNAP benefits to buy food at major supermarkets, neighborhood grocery stores, and some farmers’ markets authorized to accept SNAP.

How to Qualify
If and how much SNAP you qualify for depends on:

- allowable deductions to your household’s income (examples include monthly shelter expenses, medical bills, and court ordered child support);
- your household size; and
- at least 5 years U.S. residency for qualified non-citizens.

If you have access to the Internet, you can go online to see if you may be eligible for SNAP. Go to www.connect.ct.gov and click “Am I Eligible?”

Owning your own home or owning a car will not prevent you from being eligible for SNAP.

To Apply or Get More Information

- To find your local Connecticut Department of Social Services (DSS) office, call United Way’s free referral number 2-1-1 (free call statewide).


- The following two organizations conduct outreach for DSS and can assist with applying for SNAP benefits:
  1. **End Hunger CT!** provides a SNAP eligibility screener (www.ctsnap.org) and call center (866-974-SNAP (7627)) to assist in determining eligibility. If you are eligible for SNAP, you will stretch your food dollars, support your school and community, and your kids get school meals at no cost. Many families are surprised they qualify – it is quick, easy and confidential to check by using the screener and call center.
  2. **The Connecticut Association for Community Action** (CAFCA) works with the following community action agencies that will help you enroll in SNAP:

Effective October 1, 2019

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Gross Monthly Income</th>
<th>Gross Annual Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,926</td>
<td>$23,107</td>
</tr>
<tr>
<td>2</td>
<td>$2,607</td>
<td>$31,284</td>
</tr>
<tr>
<td>3</td>
<td>$3,289</td>
<td>$39,461</td>
</tr>
<tr>
<td>4</td>
<td>$3,970</td>
<td>$47,638</td>
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<td>5</td>
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<td>$55,815</td>
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<tr>
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<td>$5,333</td>
<td>$63,992</td>
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<td>7</td>
<td>$6,015</td>
<td>$72,169</td>
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<tr>
<td>8</td>
<td>$6,696</td>
<td>$80,346</td>
</tr>
<tr>
<td>For each additional member</td>
<td>+682</td>
<td>+8,177</td>
</tr>
</tbody>
</table>

Larger households = higher incomes

Connecticut State Department of Education • Revised September 2019 • Page 1 of 2
Addendum C: Information on SNAP

<table>
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<tr>
<th>Agency</th>
<th>Phone Number</th>
<th>Areas Served</th>
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<tbody>
<tr>
<td>Action for Bridgeport Community Development, Inc. (ABCD)</td>
<td>203-366-8241</td>
<td>Greater Bridgeport Area and Upper Fairfield County</td>
</tr>
<tr>
<td>The Access Community Action Agency (Access)</td>
<td>860-450-7400</td>
<td>Windham and Tolland Counties</td>
</tr>
<tr>
<td>Community Action Agency of New Haven, Inc. (CAANH)</td>
<td>203-387-7700</td>
<td>Greater New Haven Area</td>
</tr>
<tr>
<td>The Community Action Agency of Western Connecticut, Inc. (CAAWC)</td>
<td>203-744-4700</td>
<td>Northwestern CT and Lower Fairfield County</td>
</tr>
<tr>
<td>Community Renewal Team, Inc. (CRT)</td>
<td>860-560-5600</td>
<td>Hartford and Middlesex County</td>
</tr>
<tr>
<td>Human Resources Agency of New Britain, Inc. (HRA)</td>
<td>860-225-8601</td>
<td>New Britain and Bristol Areas</td>
</tr>
<tr>
<td>New Opportunities, Inc. (NOI)</td>
<td>203-575-9799</td>
<td>Greater Waterbury, Meriden, and Torrington Areas</td>
</tr>
<tr>
<td>Thames Valley Council for Community Action, Inc. (TVCCA)</td>
<td>860-889-1365</td>
<td>Southeastern CT- New London County</td>
</tr>
<tr>
<td>Training Education and Manpower, Inc. (TEAM)</td>
<td>203-736-5420</td>
<td>Naugatuck Valley</td>
</tr>
</tbody>
</table>

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:

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.

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.