

COLUMBIA LOCAL SCHOOL DISTRICT

Administration Center
25796 Royalton Road
Columbia Station, OH 44028
(440) 236-5008
"Achieving Excellence Together"

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

During the 2021-2022 school year, the Columbia Local School District will participate in the Seamless Summer Option (SSO) as authorized by the National School Lunch Program, School Breakfast Program, and Summer Food Service Program.

All children in CLSD will receive a breakfast and lunch at no charge without an application. However, to determine eligibility for various additional state and federal program benefits that your child's school may qualify for, including a waiver of school instructional fees, please complete, sign and return this application to your school building if your income falls within or below the guidelines listed in the following chart. This information will not impact Seamless Summer Option meals in any way.

- 1. Who can receive free or reduced-price meals? All children enrolled in CLSD will receive free meals during the 2021/22 school year. However, you may qualify for other benefits if: someone in your household is receiving benefits from the Supplemental Nutrition Assistance Program (SNAP) or Ohio Works First (OWF); foster children that are under the legal responsibility of a foster care agency or court; children participating in their school's Head Start program; and children who meet the definition of homeless, runaway, or migrant are eligible for free meals. Also, your children may receive benefits if your household's income is within the federal income eligibility guidelines limits.
- 2. How do I know if my children qualify as homeless, migrant or runaway? If members of your household lack a permanent address; are staying together in a shelter, hotel or other temporary housing arrangement; relocate on a seasonal basis or; children live with you who have chosen to leave their prior family or household then the children may qualify as homeless, migrant or runaway. If you have not been told your children will receive free meals, please call or email Liz
 - Wenzel, Homeless Liaison at wenzell@columbia.k12.oh.us or 440/236-1236 to see if they qualify.

SCHOOL YEAR 2021-2022									
Household size	Yearly	Monthly	Weekly						
1	\$23,828	\$1,986	\$459						
2	32,227	2,686	620						
3	40,626	782							
4	49,025	4,086	943						
5	57,424	4,786	1,105						
6	65,823	5,486	1,266						
7	74,222	6,186	1,428						
8	82,621	6,886	1,589						
Each	8,399	700	162						

FEDERAL ELIGIBILITY INCOME CHART FOR

- 3. **Do I need to fill out an application for each child?** No. Use <u>one</u> free and reduced-price school meal application for <u>all</u> students in your household. We cannot approve an application that is not complete. Please submit all required information. **Return the completed application to Elaine Webber, Director of Nutrition Services, Columbia Middle School, 13646 West River Road Columbia Station, Ohio 44028, (440)-236-5741, webbere@columbia.k12.oh.us immediately**
- 4. Should I complete an application if I received a letter this school year saying my children are approved already for free meals? No, but please read the letter carefully and follow the instructions. If any children in your household were missing from the eligibility notification, contact Elaine Webber, Director of Nutrition Services, Columbia Middle School, 13646 West River Road Columbia Station, Ohio 44028, (440) 236-5741, webbere@columbia.k12.oh.us immediately.
- 5. **Can I apply online?** No. At this time we cannot provide an online application.
- 6. **My child's application was approved last year. Do I need to complete another application?** Yes. Your child's application is valid for that school year and for the start of this school year. You are required to submit a new application unless the school notified you that your child is eligible for the new school year.
- 7. I receive Women, Infants and Children (WIC) benefits. Can my child(ren) get free meals? Children in households participating in WIC may be eligible for free or reduced-price meals. Please submit a completed application.

- 8. Will the information I give be checked? Yes, we also may ask you to send written proof.
- 9. **If I do not 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.
- 10. 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 the following contact person: Patricia Cieslak, Secretary to the Superintendent, Columbia Local School District, 25796 Royalton Road, Columbia Station, Ohio 44028, cieslakp@columbia.k12.oh.us, (440) 236-1213.
- 11. **May I apply if someone else 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.
- 12. 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, submit the report with the routine amount of \$1,000 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.
- 13. What if some household members have no income to report? Household members may not receive some types of income that are asked for you to report on the application or may not receive income at all. When this happens, please write a 0 in the corresponding field. However, if any income fields are left empty or blank, those also will be counted as zeroes. Please be careful when leaving income fields blank.
- 14. 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 also 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. Any additional combat pay resulting from deployment also is excluded from income.
- 15. What if there is not 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 any school building to receive a second application.
- 16. Why am I being asked to give my consent for an instructional fee waiver? Ohio public schools are required to waive the school instructional fees for children that quality for free meal benefits. School food service personnel must have parent consent to share the student meal application if your child(ren) quality for a fee waiver. If you agree to allow your child(ren)'s meal application to be shared with school officials to see if they qualify for a fee waiver then select yes in part 5. If you do not wish for that information to be shared, then select no in part 5. Answering no to this question will mean your child will not be considered for a fee waiver. Answering this question either way will not change your child(ren)'s free or reduced-price meal eligibility.
- 17. **My family needs more help. Are there other programs we might apply for?** To find out how to apply for Ohio Supplemental Nutrition Assistance Program (SNAP) or other assistance benefits, contact your local assistance office or call 877-852-0010.

If you have other questions or need help, call **Elaine Webber**, **Director of Nutrition Services**, **Columbia Middle School**, **13646 West River Road**, **Columbia Station**, **Ohio 44028**, **(440) 236-5741**, **webbere@columbia.k12.oh.us**.

Si necesita ayuda, por favor llame al teléfono: call Elaine Webber, Director of Nutrition Services, Columbia Middle School, 13646 West River Road, Columbia Station, Ohio 44028, (440) 236-5741, webbere@columbia.k12.oh.us.

Si vous voudriez d'aide, contactez nous au numero: call Elaine Webber, Director of Nutrition Services, Columbia Middle School, 13646 West River Road, Columbia Station, Ohio 44028, (440) 236-5741, webbere@columbia.k12.oh.us.

Sincerely,
Graig Bansek
Superintendent
Columbia Local School District

INSTRUCTIONS FOR APPLYING

A household member is any child or adult living with you.

IF YOUR HOUSEHOLD RECEIVES BENEFITS FROM THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) OR OHIO WORKS FIRST (OWF), FOLLOW THESE INSTRUCTIONS:

- Part 1: List all household members and the school name and grade level for each child.
- Part 2: List the 7-digit case number for any household member (including adults) receiving SNAP or OWF benefits.
- Part 3: Skip this part.
- Part 4: Skip this part.
- Part 5: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.
- Part 6: Sign the form. The last four digits of a Social Security Number are not necessary.
- **Part 7:** 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.

IF NO ONE IN YOUR HOUSEHOLD RECEIVES SNAP OR OWF BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, MIGRANT OR RUNAWAY, FOLLOW THESE INSTRUCTIONS:

- Part 1: List all household members and the school name and school grade level for each child.
- Part 2: Skip this part.
- Part 3: If any child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call or email Liz Wenzel, Homeless Liaison, wenzell@columbia.k12.oh.us or (440) 236-1236. If not, skip this part.
- Part 4: Complete only if a child in your household is not eligible under Part 3. See Instruction for all other households.
- Part 5: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.
- Part 6: Sign the form. The last four digits of a Social Security Number are not necessary if you did not need to complete in part 4.
- **Part 7:** 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.

IF YOU APPLY FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS:

If <u>all</u> children in the household are foster children:

- Part 1: List all foster children and the school name and grade level for each child. Check the box that indicates the child is a foster child.
- Part 2: Skip this part.
- Part 3: Skip this part.
- Part 4: Skip this part.
- Part 5: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.
- Part 6: Sign the form. The last four digits of a Social Security Number are not necessary.
- **Part 7:** 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.

If <u>some</u> children in the household are foster children:

- Part 1: List all household members and the school name and school grade level for each child. For any person, including children, with no income, you must check the "No Income" box. Check the box if the child is a foster child.
- **Part 2:** If the household does not have a 7-digit SNAP or OWF case number, skip this part.
- Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call or email Liz Wenzel, Homeless Liaison, wenzell@columbia.k12.oh.us or (440) 236-1236. If not, skip this part.
- Part 4: Follow these instructions to report total household income from this month or last month.
 - Box 1-Name: List all household members with income.
 - Box 2—Gross Income and how often it was received: For each household member, list each type of income received for the month. Check the appropriate box to note how often the person receives the income weekly, every other week, twice a month, or monthly. For earnings, list the gross income not the take-home pay. Gross income is the amount earned before taxes and other deductions and can be found on pay stubs. For other income, list the amount and check the box to note how often each person received assistance from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under All Other Income, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household and any other income. Do not include income from SNAP, FDPIR, WIC, federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, report income after expenses under Earnings from Work. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or receive combat pay, do not include these allowances as income.
- Part 5: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.
- Part 6: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if he or she does not have one).
- **Part 7:** 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.

ALL OTHER HOUSEHOLDS (INCLUDING WIC HOUSEHOLDS) FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the school name and grade level for each child. For any person, including children, with no income, you must check the "No Income Box."

Part 2: If the household does not have a 7-digit SNAP or OWF case number, skip this part.

Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call or email Liz Wenzel, Homeless Liaison, wenzell@columbia.k12.oh.us or (440) 236-1236. If not, skip this part.

Part 4: Follow these instructions to report total household income from this month or last month.

- Box 1 Name: List all household members with income.
- Box 2 Gross Income and how often it was received: For each household member, list each type of income received for the month. Check the box to note how often the person receives the income weekly, every other week, twice a month, or monthly. For earnings, be sure to list the gross income not take-home pay. Gross income is the amount earned before taxes and other deductions and can be found on pay stubs. For other income, list the amount and check the box to note how often each person received assistance from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under All Other Income, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household and any other income. Do not include income from SNAP, FDPIR, WIC, federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, report income after expenses under Earnings from Work. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or receive combat pay, do not include these allowances as income.

Part 5: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.

Part 6: An adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if he or she does not have one).

Part 7: 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.

2021-2022 FREE AND REDUCED-PRICE SCHOOL MEALS APPLICATION

Part 1. ALL HOUSEHOLD MEMBERS																	
Names of <u>all</u> household members	Name of	scho	ool a	nd g	rad	e level for each		Check if a foster child (legal responsibility of welfare Check if							Check if		
(First, Middle Initial, Last)	child/or inc	dicate	e "N	۹" if	chi	ld is not in schoo	ol.	agency or court) *If all children listed below are foster children, skip to Part 5 to sign this form.						No Income			
		SCHO	OOL			GRADE			fos	ter o	children, skip to P	art !	5 to	sigr	th	is form.	
								 									
								 									
Part 2. BENEFITS: If any member of your household receives Supplemental Nutrition Assistance Program (SNAP) or Ohio Works First (OWF) benefits, provide the name and 7-digit case number for the person who receives benefits and skip to Part 5. If no one receives these benefits, skip to Part 3. NAME: 7-DIGIT CASE NUMBER:																	
Part 3. If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call or email Liz Wenzel, Homeless Liaison, wenzell@columbia.k12.oh.us or 440/236-1236. Homeless Migrant Runaway																	
Part 4. TOTAL HOUSEHOLD GROSS INCOME (before deductions). List all income on the same line as the person who receives it. Check the box for how often it is received. Record each income only once.																	
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Part 5. SCHOOL INSTRUCTIONAL FEE WA																	
required to share your meal application i not change whether your children will re										(ren) qualifies for a re	e w	aive	er. A	nsw	rering this q	Jestion will
Yes, I agree to have my meal applicati										aive	r.						
No, I do not agree to have my meal a																	
Signature of Parent/Guardian:								Da	to.								
Part 6. SIGNATURE AND LAST FOUR DIG						•			•	_				_			
An adult household member must sign the Security Number or mark the "I do not he													last	tou	r di	gits of his or	her Social
I certify (promise) that all information on			-										l wil	l rec	eivi	e federal fun	nds hased on
the information I give. I understand that	school official	s ma	y ve	rify (che	ck) the informat	ion.	. I ur	der:	stan	d that deliberate	mis	repr	esei	ntat	tion of the in	formation
may cause my children to lose meal bene			-		•				-								
Sign here: XDate:Date:																	
Address:									_Ph	one	Number:						
Last four digits of your Social Security Number: I do not have a Social Security Number																	
Part 7. Children's ethnic and racial identities: We are required to ask for information about your children's race and ethnicity. This information is important and																	
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price meals. Choose one ethnicity:	Chc	000	200	or m	oro	(regardless of e	+hn	icity	١.								
				ווו וכ		•											
☐ Hispanic/Latino ☐ Asian ☐ American Indian or Alaska Native ☐ Black or African American ☐ Not Hispanic/Latino ☐ White ☐ Native Hawaiian or other Pacific Islander																	
Do not complete this section. Intended 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: Per: Week, Every 2 Weeks, Month, Month, Year Household size:																	
Categorical Eligibility: Date Withdrawn: Eligibility: Free Reduced Denied Reason:																	
Determining/Approval Official's Signature: Date:																	
Confirming Official's Signature: Date:																	
Follow-up Official's Signature: If selected for Verification, Date Verification	Notice Sent				Re	sponse Date:				nd N	otice Sent:	υa	re: _	Resul	ts S	ent:	
Varification Posult: No Change																	

Your children may qualify for free or reducedprice meals if your household income falls at or below the limits on this chart.

INCOME ELIGIBILITY GUIDELINES 2021-2022									
Household size	Yearly	Monthly	Weekly						
1	\$23,828	\$1,986	459						
2	32,227	2,686	620						
3	40,626	3,386	782						
4	49,025	4,086	943						
5	57,424	4,786	1,105						
6	65,823	5,486	1,266						
7	74,222	6,186	1,428						
8	82,621	6,886	1,589						
Each additional person:	8,399	700	162						

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 are not required to provide information, but if information is not provided, the state agency cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of 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), Ohio Works First (OWF) case number or other 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.

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.

This institution is an equal opportunity provider.

Does your child qualify for the School Meals Program? If so, your family may qualify for free health coverage!







Healthy Start & Healthy Families

Healthy Start offers free health care coverage for kids (birth to age 19) and pregnant women.

Healthy Families offers free health care coverage for the entire family - parents AND kids.

Healthy Start & Healthy Families Covers:

Doctor Visits Hospital Care Immunizations Substance Abuse Prescriptions Vision Services Dental Care Mental Health

And Much More!

For more information or an application, call: 1-800-324-8680 (a free call!)

TDD 1-800-292-3572

Monday - Friday Saturday - Sunday 7 am to 8 pm 12 pm to 5 pm



Your family's size and income determines if you and your family are eligible for Healthy Start or Healthy Families. Healthy Start & Healthy Families are Medicaid Programs administered by The Ohio Department of Job & Family Services.