

## 2019-2020 LETTER TO HOUSEHOLDS

Dear Parent/Guardian:

Children need healthy meals to learn. Hampton City Schools provides nutritious school meals every school day.

Student breakfast costs **\$1.00** and lunch costs **\$2.10 Elementary and \$2.30 Secondary**.

Your children may qualify for free meals or reduced price meals. There is no charge for reduced price breakfast, and the cost for reduced price is **\$0.40**.

All meals served must meet standards established by the U.S. Department of Agriculture. However, if a student has been determined by a doctor to be disabled and the disability prevents the student from eating the regular school meal, the school will make substitutions prescribed by the doctor. If a substitution is prescribed, there will be no extra charge for the meal. If your student needs substitutions because of a disability, please contact Edwina Forrest, RD, SNS at (757) 727-2350 for further information.

### YOU MUST SUBMIT A NEW HOUSEHOLD APPLICATION FOR EACH SCHOOL YEAR. WAYS TO APPLY:

#### ONLINE

Applications can be filled out online. Complete one (1) application to include all students in your household.

Go to: [www.hampton.k12.va.us](http://www.hampton.k12.va.us)

Highlight the "Parents" tab

Click on "Apply for Free & Reduced Price Meals"

Complete web based on-line application.

#### PAPER APPLICATION:

Paper applications are available in our office. Return paper application by mailing it to Food & Nutrition Services or drop it off at your school office.

In order to avoid possible delays or meal charges, please return your application for free and reduced meals prior to the first day of school.

Our address is: **Food & Nutrition Services, 1589 Wingfield Drive, Hampton, VA 23666**

**FEDERAL INCOME GUIDELINES:** Your child may be eligible for free meals or reduced price meals if your household income is within the limits on the Federal Income Eligibility Guidelines chart shown below.

## Income Eligibility Guidelines

(Effective from July 1, 2019 to June 30, 2020)

Household Size	Reduced Guidelines				
	Yearly	Monthly	2x/Month	Bi-weekly	Weekly
<b>1</b>	\$23,107	\$1,926	\$963	\$889	\$445
<b>2</b>	\$31,284	\$2,607	\$1,304	\$1,204	\$602
<b>3</b>	\$39,461	\$3,289	\$1,645	\$1,518	\$759
<b>4</b>	\$47,638	\$3,970	\$1,985	\$1,833	\$917
<b>5</b>	\$55,815	\$4,652	\$2,326	\$2,147	\$1,074
<b>6</b>	\$63,992	\$5,333	\$2,667	\$2,462	\$1,231
<b>7</b>	\$72,169	\$6,015	\$3,008	\$2,776	\$1,388
<b>8</b>	\$80,346	\$6,696	\$3,348	\$3,091	\$1,546
	\$8,177	\$682	\$341	\$315	\$158
<b><i>FOR EACH ADDITIONAL FAMILY MEMBER, ADD:</i></b>					
<b>Yearly</b>	<b>Monthly</b>	<b>2x/Month</b>	<b>Bi-weekly</b>	<b>Weekly</b>	
\$8,177	\$682	\$341	\$315	\$158	

- An application that is not complete cannot be approved.*
- An application that is not signed is not complete.*
- You must submit a new application each school year.*
- Your application must contain the names of all students in the household, the SNAP or TANF case number, and the signature of an adult household member.*
- You will be notified when your child's application is approved or denied*

*If your total household income is at or below the Federal Income Eligibility Guidelines shown on this chart, your child may qualify to receive free reduced price meals.*

All children in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits or Temporary Assistance for Needy Families (TANF) are eligible for free meals. Foster children who are the legal responsibility of a foster care agency or court are eligible for free meals. Students who are eligible for Medicaid may also be eligible for free or reduced price meals based on the household's income. Children who are members of households participating in WIC may also be eligible for free or reduced-price meals based on the household's income. Your child's application status from last school year is only good for the first few days of this school year.

Households receiving SNAP or TANF benefits as of July 1, 2019 may not have to fill out an application. Food & Nutrition Services will notify you in writing of your child's eligibility for free meal benefits. If approved, your child will receive free meals unless you tell the Food & Nutrition Services you do not want benefits. **If you are not notified by August 19, 2019, you must submit an application. We encourage all households to call 757-727-2350 if you are unsure of your student's meal status.**

If no SNAP or TANF case number is provided, the application must have the names of all students, the names of all other household members, the amount of income each person received last month, and how often the income was received. An adult household member **must sign the application** and include the last four digits of the social security number. If the person does not have a social security number, check the box provided indicating none. You or your child do not have to be U.S. citizens to qualify for free or reduced price meals.

If you are applying for a foster child who is the legal responsibility of a foster care agency or court, contact our office at (757) 727-2350 or email [hcs-freereducedfaq@hampton.k12.va.us](mailto:hcs-freereducedfaq@hampton.k12.va.us) for more information.

If you are applying for a homeless, migrant, or runaway child, contact Dr. Bruce Copeland at (757) 727-2440 for more information.

**OTHER BENEFITS:** Your child may be eligible for other benefits such as the Virginia children's health insurance program called Family Access to Medical Insurance Security (FAMIS) and/or Medicaid. The law allows the school division to share your free or reduced price meal eligibility information with Medicaid and FAMIS. These programs can only use the information to identify children who may be eligible for free or low-cost health insurance, and to enroll them in either Medicaid or FAMIS. These agencies are not allowed to use the information from your free or reduced price meal application for any other purpose. Medicaid officials or officials with FAMIS may contact you to get more information. You are not required to allow us to share this information with Medicaid or the FAMIS program. Your decision will not affect your children's eligibility for free and reduced price meals. If you do not want your information shared, please check the appropriate box in PART 6 of the application. You may qualify for other assistance programs. To find out how to apply for SNAP or other assistance programs, contact the local social services office in your area.

**CONFIDENTIALITY AND NOTICE OF DISCLOSURE:** School officials use the information on the application to determine if your child is eligible to receive free or reduced price meals and to verify eligibility. As authorized by the National School Lunch Act, the school division may inform officials connected with other child nutrition, health, and education programs of the information on your application to determine benefits for those programs or for funding and/or evaluation purposes.

**VERIFICATION:** School officials may check your eligibility at any time during the school year. You may be asked to send information to verify that your child should receive free or reduced price meals.

**FAIR HEARING:** If you do not agree with the decision on your application or the results of verification, you may wish to discuss it with officials in the school nutrition office at the telephone number below. If you wish to review the final decision on your application you also have the right to a fair hearing. You can request a hearing by calling or writing the following official:

Brittany Dortch  
Chief Financial Officer  
Hampton City Schools  
One Franklin Street  
Hampton, VA 23669  
Phone: 757-727-2350

**REAPPLICATION:** You may reapply for free and reduced price meals any time during the school year. If you are not eligible now but have a change, such as a decrease in household income, an increase in household size, become unemployed or get SNAP or TANF for your child, fill out an application at that time.

If you need assistance filling out an application, please contact the Food & Nutrition Services Office at 757-727-2350.

Sincerely, *Edwina Forrest*  
Director, Food & Nutrition Services



SCAN TO APPLY ONLINE FOR FREE AND REDUCED MEALS

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](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.