

## FAQS ABOUT FREE & REDUCED SCHOOL MEALS @ HCA

Dear Parent/Guardian:

Children need healthy meals to learn. Harpswell Coastal Academy offers healthy meals every school day. Lunch costs \$4.00. **Your children may qualify for free meals or for reduced price meals.** Reduced price is \$1.20 for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

**1. WHO CAN GET FREE OR REDUCED PRICE MEALS?**

- All children in households receiving benefits from Maine **SNAP** are eligible for free meals.
- **Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.**
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on 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.

INCOME ELIGIBILITY GUIDELINES												
Effective from July 1, 2016 to June 30, 2017												
HOUSEHOLD SIZE	FEDERAL POVERTY GUIDELINES	REDUCED PRICE MEALS - 185 %					FREE MEALS - 130 %					
	ANNUAL	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	
<b>48 CONTIGUOUS STATES, DISTRICT OF COLUMBIA, GUAM, AND TERRITORIES</b>												
1 .....	11,880	21,978	1,832	916	846	423	15,444	1,287	644	594	297	
2 .....	16,020	29,637	2,470	1,235	1,140	570	20,826	1,736	868	801	401	
3 .....	20,160	37,296	3,108	1,554	1,435	718	26,208	2,184	1,092	1,008	504	
4 .....	24,300	44,955	3,747	1,874	1,730	865	31,590	2,633	1,317	1,215	608	
5 .....	28,440	52,614	4,385	2,193	2,024	1,012	36,972	3,081	1,541	1,422	711	
6 .....	32,580	60,273	5,023	2,512	2,319	1,160	42,354	3,530	1,765	1,629	815	
7 .....	36,730	67,951	5,663	2,832	2,614	1,307	47,749	3,960	1,990	1,837	919	
8 .....	40,890	75,647	6,304	3,152	2,910	1,455	53,157	4,430	2,215	2,045	1,023	
<b>For each add'l family member, add</b>	<b>4,160</b>	<b>7,696</b>	<b>642</b>	<b>321</b>	<b>296</b>	<b>148</b>	<b>5,408</b>	<b>451</b>	<b>226</b>	<b>208</b>	<b>104</b>	

**2. 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 Carrie Branson at [cbranson@harpswellcoastalacademy.org](mailto:cbranson@harpswellcoastalacademy.org).

**3. DO I NEED TO FILL OUT ~~Use one Free and Reduced Price School Meals~~**

*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: Carrie Branson, HCA, 9 Ash Point Road, Harpswell, ME 04079/ [cbranson@harpswellcoastalacademy.org](mailto:cbranson@harpswellcoastalacademy.org).

**4. 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. If any children in your household were missing from your eligibility notification, contact Carrie Branson at [cbranson@harpswellcoastalacademy.org](mailto:cbranson@harpswellcoastalacademy.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 the first few days of this school year, through 9/15/16. You must send in a new application 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.

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 to: Carrie Branson at 207-833-3229, ext. 103 or [cbranson@harpswellcoastalacademy.org](mailto:cbranson@harpswellcoastalacademy.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 \$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.
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. 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.
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, 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.
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 it to your application. Contact Carrie Branson at 207-833-3229, ext. 103 or [cbranson@harpswellcoastalacademy.org](mailto:cbranson@harpswellcoastalacademy.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 Maine SNAP or other assistance benefits, contact your local assistance office or call (207) 624-8090.

If you have other questions or need help, call 207-833-3229, ext. 103, for Carrie Branson

Sincerely,

*Carrie Branson*

Carrie Branson,

Associate Head of School