

## Application Prototype Cover Page

**OMB Number: 0584-0026**

This information is being collected to assist the Food and Nutrition Service (FNS) in providing program operators an application prototype for participation in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). This application prototype meets all of the regulatory requirements. While it is voluntary for program operators to use this application prototype, the information it collects is required for applicants to obtain program benefits in accordance with the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. § 1758). FNS does not use the information collected at the local level. This collection requests personally identifiable information under the Privacy Act of 1974; all responses are to be kept private to the extent provided by law. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The OMB control number for this information collection is 0584-0026. The time required to complete this information collection is estimated to average 7 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Child Nutrition, Office of Policy Support, 1320 Braddock Place, 5<sup>th</sup> Floor, Alexandria, VA 22314, ATTN: PRA (0584-0026). Do **not** return the completed form to this address.



# Windham School District

19 Haverhill Road, Windham, NH 03087  
School Administrative Unit 95 Phone (603) 845-1550 Fax (603) 845-1551

## SCHOOL YEAR 2023-2024

### FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED-PRICE SCHOOL MEALS

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Dear Parent/Guardian:

Children need healthy meals to learn. **Windham School District** offers healthy meals every school day. Breakfast costs K-8 \$1.70, 9-12 \$1.95 ; lunch costs K-6 \$2.70, 7-8 \$2.80, 9-12 \$3.20. **Your children may qualify for free meals or for reduced price meals.** Reduced price is **Free** for breakfast and **.40 cents** 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 priced meals?

- All children in households receiving benefits from **NH SNAP, the Food Distribution Program on Indian Reservations (FDPIR) or NH TANF**, 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 participating in their school's Head Start program 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.

FEDERAL ELIGIBILITY INCOME CHART For School Year <b>2023-2024</b>			
Household size	Yearly	Monthly	Weekly
1	\$ 26,973	\$ 2,248	\$ 519
2	\$ 36,482	\$ 3,041	\$ 702
3	\$ 45,991	\$ 3,833	\$ 885
4	\$ 55,500	\$ 4,625	\$ 1,068
5	\$ 65,009	\$ 5,418	\$ 1,251
6	\$ 74,518	\$ 6,210	\$ 1,434
7	\$ 84,027	\$ 7,003	\$ 1,616
8	\$ 93,536	\$ 7,795	\$ 1,799
Each additional person:	+ \$ 9,509	+ \$ 793	+ \$ 183

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 email Kenneth Duesing, Director of Student Services, 19 Haverhill Road, Windham, NH 03087, 603-845-1550 x1131, [kduesing@windhamsd.org](mailto:kduesing@windhamsd.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: Rhonda Peckham, Nutrition Services Director, 64 London Bridge Road, Windham, NH 03087, 603-845-1558 x5820, [rpeckham@windhamsd.org](mailto:rpeckham@windhamsd.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 **Nutrition Services Office, 603-845-1558 x5820, [nutrition.services@windhamsd.org](mailto:nutrition.services@windhamsd.org)** immediately.
5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit [lingconnect.com](http://lingconnect.com) to begin or to learn more about the online application process. Contact **Rhonda Peckham, Nutrition Services Director, 64 London Bridge Road, Windham, NH 03087, 603-845-1558 x5820, [rpeckham@windhamsd.org](mailto:rpeckham@windhamsd.org)** if you have any questions about the online application.
6. 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 **Thursday, Oct. 12, 2023**. 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.
7. 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.
8. Will the information I give be checked? Yes. We may also ask you to send written proof of the household income you report.
9. 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.
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: Dr. Kori Alice Becht, Superintendent, 19 Haverhill Road, Windham, NH 03087, 603-845-1550 x1135, [kbecht@windhamsd.org](mailto:kbecht@windhamsd.org)
11. 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.
12. 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.
13. 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 the income fields blank, as we will assume you meant to do so.

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 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.
15. 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 Rhonda Peckham, Nutrition Services Director, 64 London Bridge Road, Windham, NH 03087, 603-845-1558 x582 [rpeckham@windhamsd.org](mailto:rpeckham@windhamsd.org) to receive a second application.
16. My family needs more help. Are there other programs we might apply for? To find out how to apply for SNAP, TANF or FDPIR or other assistance benefits, contact your local assistance office or call client services toll free at 1-800-852-3345 ext. x4238, 1-844-275-3447 or 1-603-271-9700.

If you have other questions or need help, call 603-845-1558 x5820.

Sincerely,

*Rhonda A. Peckham*

Nutrition Services Director

*This institution is an equal opportunity provider.*