

**ATLANTIS CHARTER SCHOOL
NOTICE OF NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS**

Children need healthy meals to learn. Atlantis Charter School (ACS) offers healthy meals every school day. A full priced breakfast costs **\$1.60** and full priced lunch costs **\$3.50**. Your children may qualify for free or reduced priced meals. Reduced priced is **\$0.30** for breakfast and **\$0.40** for lunch.

ACS announces its policy for providing free and reduced price meals for children unable to pay the full price of meals served under the **National School Lunch and Breakfast Programs**.

Each school and the Office of the Food Service Coordinator, has a copy of the policy, which may be reviewed by any interested party.

Application forms are sent to all households; with additional copies available in the Main Office at each school. Applications may be submitted to the school at any time during the school year. The information provided on the application by a household is confidential and will be used to determine eligibility for school meal benefits and verify data. Applications must contain complete documentation of eligibility information requested, including (1) names of all household members, (2) social security number of the adult household member who signs the application, (3) amount and source of income received by each household member, and (4) the signature of an adult household member certifying that the information provided is correct. There are several ways in which children can be eligible for school meal benefits.

When know to ACS, households will be notified of their children’ eligibility for free or reduced meals based or a household member’s participation in the following:

- All children in households receiving benefits from **MA SNAP** or **MA TAFDC** are eligible for school meal benefits. Several times throughout the school year ACS will upload into SNAP/Virtual Gateway a roster of students to get a listing of names of children who are automatically eligible for free or reduced meal benefits and no further action is needed.
- 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.

If your children or household receives benefits under Assistance Program or other source categorically eligible programs and are not listed on the notice of eligibility and are not notified by the school of their free meal benefits, the parent or guardian should contact the school or should submit an income application.

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 the chart below:

INCOME ELIGIBILITY GUIDELINES

Effective July 1, 2018 – June 30, 2019							
Household Size	FREE PRICED - Meals			REDUCED PRICED - Meals			
	Annual	Monthly	Weekly	Annual	Monthly	Weekly	
1	\$ 15,782,	\$ 1,316	\$ 304	\$ 22,459	\$ 1,872	\$ 432	
2	\$ 21,398	\$ 1,784	\$ 412	\$ 30,451	\$ 2,538	\$ 586	
3	\$ 27,014	\$ 2,252	\$ 520	\$ 38,443	\$ 3,204	\$ 740	
4	\$ 32,630	\$ 2,720	\$ 628	\$ 46,435	\$ 3,870	\$ 893	
5	\$ 38,246	\$ 3,188	\$ 736	\$ 54,427	\$ 4,536	\$ 1,047	
6	\$ 43,862	\$ 3,656	\$ 844	\$ 62,419	\$ 5,202	\$ 1,201	
7	\$ 49,478	\$ 4,124	\$ 952	\$ 70,411	\$ 5,868	\$ 1,355	
8	\$ 55,094	\$ 4,592	\$ 1,060	\$ 78,403	\$ 6,534	\$ 1,508	
Each additional household member add	+\$ 5,616	+\$ 468	+\$ 108	+\$ 7,992	+\$ 666	+\$ 154	

Meal benefit applications may be checked for accuracy. School officials may ask for documentation verifying the information provided on the application.

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 **Jessica Boucher, Homeless Liaison at 508-672-1821**.

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: **Brenda Reback, Coordinator of Food Services**, who will review applications and determine eligibility.

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 **Brenda Reback, Coordinator of Food Services**, immediately.

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. You must send in a new application unless the school told you that your child is eligible for the new school year.

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.

WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

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.

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.

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.

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.

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, 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.

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 **Brenda Reback, Coordinator of Food Services** to receive a second application.

MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **MA SNAP** or other assistance benefits, contact your local assistance office or call **the MA SNAP Hotline at 1-866-950-3663**.

Parents or guardians dissatisfied with the ruling of the official may wish to discuss the decision with the eligibility official on an informal basis. Parents wishing to make a formal appeal may make a request either orally or in writing to Robert L. Beatty Executive Director 508-646-6410.

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay service at (800)-877-8339; or (800)-845-6136 (Spanish).

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