

National School Lunch Program/School Breakfast Program 2022-23 Letter to Households (Public Schools)

Dear Parent/Guardian:

This letter tells how your children can get free or reduced-price meals, as well as information on other benefits. The cost of school meals is shown below.

Breakfast and lunch will be served at no cost to those children who qualify for free and reduced-price meals in grades K-12. All other students will be charged the rates shown below.

REGULAR			
Grade Level	Breakfast	Lunch	Milk / Juice
K - 5	\$2.25	\$3.50	\$.75
6 - 12	\$2.50	\$3.75	\$.75
Adult	\$4.00	\$5.00	\$.75
Entrée Only	\$2.00	\$3.00	N/A

Who should fill out an application?

Fill out the application if:

- Total household income is the SAME or LESS than the amount on the chart.
- You receive Basic Food, take part in the Food Distribution Program on Indian Reservations (FDPIR), or receive Temporary Assistance for Needy Families (TANF) for your children.
- You are applying for foster children that are under the legal responsibility of a foster care agency or court.

Turn in the application to **Your child's school office OR Child Nutrition Office 9104 Dickey Rd NW, Silverdale Wa 98383.**

Be sure to submit ONLY ONE application per household. We will notify you if the application is approved or denied. If any child you are applying for is homeless (McKinney-Vento), or migrant, check the appropriate box.

What counts as income? Who is considered a member of my household?

Look at the income chart below. Find your household size. Find your total household income. If members in the household are paid at different times during the month and you are unsure if your household is eligible, fill out an application and we will determine your income eligibility for you. The information you give will be used to determine your child's eligibility for free or reduced-price meals.

Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals regardless of personal use income. If you have questions about applying for meal benefits for foster children, please contact us at [360-662-1092](tel:3606621092).

USDA Child Nutrition Program Income Guidelines Effective July 1, 2022–June 30, 2023					
Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$25,142	\$2,096	\$1,048	\$967	\$484
2	\$33,874	\$2,823	\$1,412	\$1,303	\$652
3	\$42,606	\$3,551	\$1,776	\$1,639	\$820
4	\$51,338	\$4,279	\$2,140	\$1,975	\$988
5	\$60,070	\$5,006	\$2,503	\$2,311	\$1,156
6	\$68,802	\$5,734	\$2,867	\$2,647	\$1,324
7	\$77,534	\$6,462	\$3,231	\$2,983	\$1,492
8	\$86,266	\$7,189	\$3,595	\$3,318	\$1,659
For each add'l family member, add:	\$8,732	\$728	\$364	\$336	\$168

HOUSEHOLD is defined as all persons, including parents, children, grandparents, and all people related or unrelated who live in your home and share living expenses. If applying for a household with a foster child, you may include the foster child in the total household size.

HOUSEHOLD INCOME is considered to be the income each household member received before taxes. This includes wages, social security, pension, unemployment, welfare, child support, alimony, and any other cash income. If including a foster child as part of the household, you must also include the foster child's personal income. Do not report foster payments as income.

What must be on the application?

A. For households not getting any assistance:

- Student name(s)
- Names of all household members
- Income by source for all household members
- Adult household member's signature
- Last 4 digits of social security number of the adult household member who signs the application (or if the adult signing does not have a social security number, check the associated box).

Complete *Parts 1, 2, 3, 4, and 5; Part 6* is optional.

B. For households with only foster child(ren)

- Student's name
- Adult household member signature

Complete *Parts 1 and 5; Part 6* is optional. You may also send the school a copy of the court documentation showing the foster child(ren) was/were placed with you instead of filling out an application form.

Last 4 digits of SSN are not required for B.

**National School Lunch Program/School Breakfast Program
2022-23 Letter to Households (Public Schools)**

What must be on the application? *continued*

C. For a family getting Basic Food/TANF/FDPIR:

- List all student names
- Enter a case number
- Adult household member's signature

Complete *Parts 1, 2, 4, and 5. Part 6 is optional.*

Last 4 digits of SSN are not required for C.

D. For household with a foster child(ren) and other children:

Apply as a household and include foster children. Follow the directions for **"A. For households not getting any assistance:"** and include the foster child's personal use income.

What if I'm not receiving basic food dollars?

If you have been approved for Basic Food but do not actually receive Basic Food dollars, you may be eligible for free or reduced-price meals. You must apply for meal benefits by filling out a meal application and returning it to your child's school.

Do my children automatically qualify if they have a case number?

Yes. Children on TANF or Basic Food may get free meals and children receiving some Medicaid benefits may be eligible for free or reduced-price meals without the household having to complete an application. These children are identified by the school using a data matching process. This matched list is then made available to your child's school food service staff. The students on this list get free meals if their schools have the free and reduced-price breakfast and/or lunch program (not all schools do). Please contact us immediately if you feel your children should be receiving free meals and are not. If you do not want your child to participate in the free meal programs using this method, please notify the school.

If anyone in my household has a case number, will all children qualify for free meals?

Yes. If someone else in the household has a case number, other than a foster child, you must fill out an application and send it to your student's school. Please contact us immediately if you feel other children in your household should be receiving free meals and are not.

Basic Food - Can I qualify for assistance in buying food?

Basic Food is the state's food stamp program. It helps households make ends meet by providing monthly benefits to buy food. Getting Basic Food is easy! You can apply in person at the local DSHS Community Service Office, by mail, or online. There are other benefits too. You can learn about Basic Food by calling 1-877-501-2233 or by logging on to <https://www.dshs.wa.gov/esa/community-services-offices/basic-food>.

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.

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.

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.

Health Coverage

To inquire about or apply for health care coverage for kids in your family, please visit <http://www.wahealthplanfinder.org> or you may call Washington Health Plan Finder at 1-855-923-4633.

What if my child needs special foods?

If your child needs special foods, contact the school/district food service office.

Proof of Eligibility

The information you provide may be verified at any time. You may be asked to send additional information to prove your child is eligible to receive free and reduced-price meals.

Fair Hearing

If you do not agree with the decision on your child's application or the process used to prove income eligibility, you may talk with Jeanne Beckon the fair hearing official. You have the right to a fair hearing which may be arranged by calling the school/school district at this number 360-662-1680

Reapplication

You may apply for benefits any time during the school year. If you should have a decrease in household income, an increase in household size, or become unemployed, or receive Basic Food, TANF, or FDPIR, you may be eligible for benefits and may fill out an application at that time.

Central Kitsap School District Food Services

2022-23



Welcome Back! We look forward to serving your students this year!

Meal Prices

	Breakfast	Lunch
Elementary	\$2.25	\$3.50
Middle & High	\$2.50	\$3.75
Reduced K—12	FREE	FREE
Adult	\$4.00	\$5.00
Milk / Juice	\$.75	\$.75
Entrée Only	\$2.00	\$3.00

What is Included in a Meal?

CKSD participates in the National School Breakfast and Lunch program. The meal prices above reflect the cost of a full, **reimbursable** meal through USDA. The following items are included in a full meal:

Breakfast: Students are required to select at least three items from a selection of breakfast entrees, fruit, juice and milk. All students are required to select at least one fruit or juice item. If a student chooses not to take a full breakfast, items will be charged at an individual a la carte price.

Lunch: Students are required to select at least three out of five food components from a selection of protein—rich meat or meat alternate items, whole grains, fruits, vegetables and milk. All students are required to select at least 1/2 cup from the fruit and vegetable offerings. If a student chooses not take a full lunch, items will be charged at an individual a la carte price.

Free and Reduced Priced Meals

Your student may qualify to receive breakfast and lunch for free or for a reduced price. Families must apply each year and if eligible, your student's benefits will begin immediately.

How to apply:

- Complete the 2022-23 form and return it to your child's school or mail the application to Child Nutrition at 9104 Dickey Rd NW Silverdale, WA 98383
 - If you prefer, you may complete an application online at <https://family.titank12.com>
 - You may apply at any time during the year.
- We are unable to back date benefits for a date prior to when the application was submitted** families are encouraged to apply early in order to avoid unintentional meal charges
- If approved, you will receive an automated phone call or email from the Child Nutrition office notifying you of your approval. If your application is denied, you will receive a letter in the mail.
 - Applications will be reviewed as quickly as possible. If you do not hear from the Child Nutrition office with an approval within 10 days, please call us so we can help you avoid unintentional food service charges.
 - Submit only one application per household
 - Once approved your child will be eligible for benefits for the entire school year
 - You may submit a new application at any time if your financial situation or family size changes

Food Allergies? No problem! Special diets can be accommodated when it is medically necessary. Please submit a Request For Special Dietary Accommodations Form to the Child Nutrition Office. Forms can be found online at www.ckschools.org. Call us at 360-662-1092 for more information!

CKSD Meal Charging Policy

While CKSD requests that meals be paid in advance, a full reimbursable breakfast or lunch will be provided to any students who request it and charged to his or her meal account regardless of whether there are sufficient funds available. **Charging of A La Carte items or second meals is never allowed without available funds.**

CKSD Child Nutrition Responsibilities:

- Provide nutritious meals that meet the USDA Healthy, Hunger Free Act Guidelines
- Honor parent's written requests to the best of our ability if they do not want their child to charge meals on their account
- We will not communicate low or negative balances with students unless they ask
- We will give a courtesy call to each family with a negative food service balance weekly using our automated system
- Our staff will do everything possible to help families qualify for free or reduced meal benefits

Parent / Guardian Responsibilities:

- Know and track your student's meal charging activity. Email reminders and phone calls are sent weekly as a courtesy and can be managed in Titan's Parent Portal at <https://family.titank12.com>
- Make payment arrangements for meals purchased at school
- Submit a free / reduced meal application if you believe your student qualifies for benefits
- Communicate with your student if you do not wish for them to charge breakfast or lunch at school
- Call the Child Nutrition office immediately if you believe meals have been charged in error to your student's account at 360-662-1092

Meal Service Account

A food service account is automatically set up for every child once they enroll at CKSD. Parents may track their student's meal charging activity and make payments to their account online at <https://family.titank12.com>

Payments may also be made at your child's school office via check or cash.

Unpaid meal charges will be rolled over to the following school year and turned over to our accounting department for collection. Any charges made to your child's account must be paid in full prior to graduation or withdrawing from CK schools. If you are experiencing financial difficulty, we encourage you to submit a free / reduced application. Please call our office for more information or to request payment assistance!

You can read our Food Services Meal Charging policy on our website at www.ckschools.org

Contact Us!

If you have any questions or concerns during the year, please contact us!

Child Nutrition 360-662-1092 or Email: foodservice@ckschools.org

9104 Dickey Rd NW Silverdale, WA 98383

Melissa Hill, RD Director 360-662-1096 melissahi@ckschools.org

Michelle Waller, Production Manager 360-662-1095 michellewa@ckschools.org

Titan Family Portal: Add funds to your child's meal account, set charging limits, apply for F/R meals and monitor your child's charging activity

<https://family.titank12.com>

