

South Fayette Twp School District 2023-2024 SY

Dear Parent/Guardian:

Children need healthy meals to learn. At South Fayette Twp School District, we offer healthy meals every school day. See the price list attached for each school. Your child (ren) may **qualify for free meals or for reduced price meals**. Schools that offer breakfast (**South Fayette Middle School and High School**) will receive **free** breakfast this school year prior to the first period bell. Our families that qualify for “Reduced Priced Meals” will receive their lunch for free and the \$.40 cents charge will be waived this year. This packet includes an application for free and reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

If you have received a **NOTICE OF DIRECT CERTIFICATION** letter for free meals, **do not** complete the application. But **do** let the school know if any children in your household are not listed on the **NOTICE OF DIRECT CERTIFICATION** letter you received.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS OR SPECIAL MILK?
 - All children in households receiving Supplemental Nutrition Assistance Program (SNAP) (formerly the Food Stamp Program) or Temporary Assistance for Needy Families (TANF) benefits are eligible for free meals.
 - Foster children who 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.

INCOME ELIGIBILITY REDUCED PRICE GUIDELINES JULY 1, 2023-JUNE 30, 2024					
Family Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$26,973	\$2,248	\$1,124	\$1,038	\$519
2	\$36,482	\$3,041	\$1,521	\$1,404	\$702
3	\$45,991	\$3,833	\$1,917	\$1,769	\$885
4	\$55,500	\$4,625	\$2,313	\$2,135	\$1,068
5	\$65,009	\$5,418	\$2,709	\$2,501	\$1,251
6	\$74,518	\$6,210	\$3,105	\$2,867	\$1,434
7	\$84,027	\$7,003	\$3,502	\$3,232	\$1,616
8	\$93,536	\$7,795	\$3,898	\$3,598	\$1,799
Each additional family member add:	+\$9,509	+\$793	+\$397	+\$366	+\$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, call or email (pawood@southfayette.org) South Fayette Twp School. Tricia Wood Director of Food Services call 724-693-3019
3. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** **No.** Use **one (1) 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. You may request a paper application from the school at any time. Our **Preferred Method** would be that you submit an application On-Line by visiting: **<https://www.schoolcafe.com>** If you request a paper version or print a paper version off line on the South Fayette Twp School Web Site, return the completed application to: Tricia Wood, 3640 Old Oakdale Rd McDonald, PA 15057 or email it to pawood@southfayette.org Questions 724-693-3019
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 read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification letter, contact Tricia Wood, Director of Food Services, 724-693-3019 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 **<https://www.schoolcafe.com>** or visit the PA Department of Human Services website at www.compass.state.pa.us.
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 30 operating school 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.

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. 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/or 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: TRICIA WOOD 3640 OLD OAKDALE RD MCDONALD, PA 15057 724-693-3019 OR EMAIL PAWOOD@SOUTHFAYETTE.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, write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Be careful when leaving 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, 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.
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 Tricia Wood Director of Food Services, 724-693-3019 or email pawood@southfayette.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** or other assistance benefits, visit www.compass.state.pa.us, contact your local county assistance office, or call 1-800-692-7462.

If you have other questions or need help, call **724-693-3019**

Sincerely,

Tricia Wood, Director of Nutritional Services

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov this institution is an equal opportunity provider ATTENTION: If you speak Spanish, language assistance services, free of charge, are available to you. Contact your child's school.

ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Comuníquese con la escuela de su niño.

South Fayette Twp School District	<p style="text-align: center;">Updated on 8/3/2023</p> <p style="text-align: center;">Meal Prices</p> <p style="text-align: center;">School Year (2023-2024)</p>
<p>ELEMENTARY School</p> <p>Entrée Only \$2.00 Prem Main Only \$2.00</p>	<p>Regular Meal \$2.70 Premium Meal: \$3.15</p> <p><u>DELI Station:</u> Gourmet Salad Meal \$3.15 Yogurt /Cheese/Cracker Meatless Meal \$3.15 (KOSHER-UPSTATE FARMS) WOW Butter & Jelly Meal \$2.70 Hot Dog (Turkey Dog) Meal \$2.70 Turkey Slider Meal \$2.70 Gluten Free Meal \$3.15 Vegetarian Burger Meal Or Vegetarian Meal \$3.15</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> <p>All Families qualifying for "reduced Lunches" will receive their lunch at NO COST. The \$.40 will be waived</p> </div>
<p>Intermediate School</p> <p>Entrée Only \$2.50 Premium Main Only \$2.85</p>	<p>Regular Meal \$2.80 Premium Meal \$3.25</p> <p>ALL Reduced Lunch Prices \$.40</p> <p><u>DELI Station:</u> Gourmet Salad Meal \$3.25 Yogurt/Fruit/Cheese Meal \$3.25 (KOSHER) UPSTATE FARMS Turkey Slider Meal \$2.80 Pizza Meal \$3.25 WOW Butter & Jelly \$2.80 Gluten Free Meal \$3.25 Vegetarian BOCA Burger Meal Or Vegetarian Meal \$3.25</p>
<p>Middle School</p> <p>Entrée Only \$2.50 Premium Main Only \$2.85</p> <p>ALL Students in the Middle School will receive a "NO COST" breakfast this school year</p>	<p>Regular Meal \$2.80 Premium Meal \$3.25</p> <p>ALL Reduced Lunch Prices \$.40</p> <p>Lions Mane Station: New \$3.25 Assorted FULL Meals and Grilled Sandwiches (students make this into a full meal) Vegetarian Burger Meal or Vegetarian Worldly Meal \$3.25 NEW Salad Bar/Wrap Station Meal NEW \$3.25 Gluten Free Meal \$3.25 Deli Station: \$2.80 Pizza Station: \$3.25</p>
<p>High School</p> <p>Entrée Only \$2.50 Prem Main Entrée Only \$2.85</p> <p>All High School students will receive a "NO COST" continental breakfast</p>	<p>Regular Meal \$2.80 Premium Meal \$3.25</p> <p>Select Your Reimbursable FULL Meal at one of these three stations:</p> <ul style="list-style-type: none"> • 1) LION's Mane Station (\$2.80 or Premium \$3.25) • 2) Worldly Cuisine Station: \$3.25 • 3) New Station - Wrap it UP \$3.25 <p>Families qualifying for Free Meals can choose one of the stations listed above. Reduced Families will pay \$.40</p> <p><u>All other stations</u> within the food court are "ala Carte" and are not included with the Free & Reduced Meal Package but are charged ala carte pricing.</p>
<p>On Line Credit Card Payments: Heartland - "My School Bucks" Hot line 1-855-832-5226</p>	<p>Breakfast at Middle School will be Free this school year. Breakfast at High School will be free this school year.</p> <p>All meals offered include: Protein, Grain, 1 fruit, up to 2 fresh vegetables and Milk Students can select (1) fruit and up to 2 vegetables. To qualify as a reimbursable meal, at least one item (Fruit (1) or vegetable (1)) should be selected. If at least one fruit or vegetable is not selected, then items will be rung at ala carte pricing.</p>
<p>Adult</p>	<p>\$4.60 ALL MEALS Adult items must be "rung" under the adult keys - not the Student keys Main Entrée: \$3.55</p>

Parents please check your child's balance using the "Myschoolbucks.com" account.

Gluten Free Meals will need to pre-arrange. Call 724-693-3019 to details. Ms. Tricia Wood, Director of Nutritional Services pawood@southfayette.org

South Fayette Twp School District
Food & Nutrition Department
Tricia Wood, Director of Food Services (724)693-3019

**NEW!! Apply On-line for Free & Reduced
Meals at www.schoolcafe.com**

**Avoid the paperwork- Apply online using a
tablet, computer or Smartphone type device.**

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Families that qualified for the National School Lunch
Program this past school year have the first 30 days to
submit a new application to avoid meal interruption heading
into the 2023 2024 school year

Note: A **new application** is required for each school year. (Submit on line at www.schoolcafe.com this is our preferred method and is available on our school web site: www.southfayette.org under the food service tab.

A paper version is available on our school web site www.southfayette.org under the Nutrition Services section.

Students qualifying for Reduced Lunch will receive a "NO COST" free meal this school year. (including the Premium Meal)

Breakfast will be free at the Middle School and High School.