

Dear Parent/Guardian:

All Children need healthy meals to learn and grow. At South Fayette Twp School District, we offer healthy meals every school day to our children.

For the 2021-2022 school year, **all** students will receive a **free** lunch according to the National School Lunch Program guidelines/SSO Seamless Feeding Program. Students attending Middle School and High School will also receive a **free** breakfast.

Note: Please Take Action - Action Needed.

Although meals are offered free to **all** students this school year, we are **strongly recommending** families that feel they would normally qualify for free meals in a regular school year, to submit an application, in order to obtain “other possible benefits” such as “Pandemic- EBT” cards for additional funds. Although all families will receive free meals this schools year, only the families that qualify **through the application process** will be qualified to obtain these extra benefits (if offered). Our **preferred method** of signing up for the meal program benefits is by visiting: **https://www.schoolcafe.com**. This is a quick process and is electronically sent to my office computer.

For a paper version, information regarding the application packet complete with detailed instructions is listed on our school web site. www.southfayette.org under the food service tab. Listed 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; however, do let us 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?

- 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 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.

Your children may qualify for free or reduced price meals/milk if your household income falls at or below the limits on this chart.

Income Eligibility Reduced-Price Guidelines—July 1, 2021–June 30, 2022					
Family Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$23,828	1,986	993	917	459
2	32,227	2,686	1,343	1,240	620
3	40,626	3,386	1,693	1,563	782
4	49,025	4,086	2,043	1,886	943
5	57,424	4,786	2,393	2,209	1,105
6	65,823	5,486	2,743	2,532	1,266
7	74,222	6,186	3,093	2,855	1,428
8	82,621	6,886	3,443	3,178	1,589
For each additional family member add:					
	8,399	700	350	324	162

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 Dr. Conchetta Bell at clbell@southfayette.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. Visit School Café to fill out an electronic application. **https://www.schoolcafe.com** OR you may complete a paper version from our school website www.southfayette.org under the food service tab.
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 Nutritional Services** 724-693-3019 pawood@southfayette.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 **https://www.schoolcafe.com** or visit the PA Department of Human Services website at

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 724-693-3019 or Brian Tony, 412-221-4542 x406 or bdtony@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, 724-693-3019 or 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. <https://www.schoolcafe.com>

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

Sincerely,

Tricia A. Wood, Director of Food Services

724-693-3019

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at, http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

South Fayette Twp School Name	Guidelines	For 2021-2022 SCHOOL YEAR
South Fayette Elementary School (Lunch only is offered)	Each Student will receive a Free Meal for this 2021 2022 School Year. One meal per students – A Student must take at least one fruit or one vegetable to qualify as a free meal.	All Students will receive a free meal. Students will select a lunch consisting of: One main entrée and fruit. Then, Students will then be able to choose up to TWO fresh vegetable from the “Veggie Garden Cart” and will then select a flavored milk to complete their meal choice. If there is a snack listed on the menu, it will be included in the lunch and placed in the lunch box. The only “ala carte” offered to the K-2 Students are juice boxes or small bottle waters. Parents are encouraged to have funds on the student’ account (that pack), if they plan on purchasing a bottle water or juice box.
South Fayette Intermediate School (Lunch Only is offered) South Fayette Middle School (Available to receive a free breakfast bag and free lunch)	Each Student will receive a Free Meal for this 2021 2022 School Year. One meal per students – A Student must take at least one fruit or one vegetable to qualify as a free meal. Middle and High School Students will receive a free breakfast and also a free lunch.	All Students will receive a free meal – a complete meal includes one a main entrée, one fruit, up to 2 vegetables and a Milk (Students MUST select at least one fruit or one vegetable) to create a reimbursable meal. If at least one fruit or one vegetable is not selected the meal is considered ala carte and is charged accordingly. Students are allowed one free complete meal daily. Items NOT Included: Second servings, ala carte, bottled beverages, and snacks are not included in the free meal category. These items are chargeable. Meals include Milk or Lactaid. Bottled Water and other beverages are not included with the free meal; these are considered ala carte products and require payment. Students in the Middle School will receive a free breakfast/snack type bag. We encourage the students to take this and place it in their book bag for later. Students in K-8 th grade are not permitted to “ charge ” ala carte items if they do not have funds on their account. They will only receive their free complete meal. Parents are encouraged to view their child’s cafeteria account at https://www.myschoolbucks.com
South Fayette High School (Available to receive a free breakfast Bag and free lunch)	Each Student will receive a Free Meal for this 2021 2022 School Year. One meal per students – A Student must take at least one fruit or one vegetable to qualify as a free meal.	All Students will receive a free breakfast and one free lunch daily. Lunch consist of: Main Entree, fruit, up to two fresh vegetables and Milk Students MUST select at least one fruit or one vegetable to create a reimbursable meal. If they do not select at least one fruit or one vegetable, then items will be rung as an ala carte sale and students will be charged ala carte pricing. Meals include a milk or Lactaid. Items NOT Included: Second servings, ala carte - bottled beverages and snacks are not included in the free meal category. These items are chargeable. Meals include Milk or Lactaid. Bottled Water and other beverages are not included with the free meal; these are considered ala carte products and require payment. High Students are permitted to charge up to -\$7.00 in the event that they want to purchase extra food or beverage and forgot their funds. When students reach the -\$7.00, their account will be frozen and they will only receive a free meal. There will be no additional charging until the account is paid in full.

This institution is an equal opportunity provider.

Guidelines: The National School Lunch Program guidelines state that when student chooses a free meal, they must choose at least **one fruit or** one vegetable portion to count as a free reimbursable meal. If students **do not** choose at least **one fruit or** one vegetable, it does not qualify as a free meal and must be charged ala carte pricing. Free Breakfast is served at the Middle School and High School and at least one fruit must be chosen. Breakfast and lunches include one meal per day per student. Second lunches are not included and will be charged accordingly. Ala carte is not included in the free meal pricing and all ala carte items will be charged accordingly. A meal is defined as: Main Entrée (grain), one fruit, up to two vegetable portion, and Milk. All meals are come with a milk or Lactaid. Assorted bottle beverages and bottled water is not included with the meal. Parents: to check your child’s balance or deposit funds: visit: <https://www.myschoolbucks.com> Questions: 724-693-3019 Tricia Wood, Director of Nutritional Services