

Connecticut Technical High School System

July 1, 2009

PARENT/GUARDIAN INFORMATIONAL LETTER TO HOUSEHOLDS SCHOOL MEALS

Dear Parent/Guardian:

The Connecticut Technical High School System offers a choice of healthy breakfast and lunch meals every day. Students may purchase breakfast for **\$1.95** and lunch for **\$2.75**. Students who qualify under the U.S. Department of Agriculture guidelines may receive breakfast and lunch meals for **free** or at a **reduced** price of **\$0.30** for breakfast and **\$0.40** for lunch. All reimbursable menu meals served must meet nutrition standards established by the U.S. Department of Agriculture. If a child has a disability, as determined by a doctor, and this prevents the child from eating the regular school meal, the school will make reasonable substitutions as prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. Please call the Head Cook at the school that your child is attending for more information.

How do I receive free or reduced price meals for my child?

You may receive benefits if you:

1. Submit a qualifying letter from the Connecticut Department of Social Services to the school or the address on the application or;
 2. Complete the **2009-2010 Free and Reduced Price Meal Application** and return it to the address on the application or to the school.
- * **Note: A new application or letter from Social Services must be submitted each year.**

If your total household income is the same or below the amount on the Reduced Price Income Chart (at right), your child may qualify for free or reduced price meals.

Your child may receive free school meals if you receive SNAP or Temporary Family Assistance (TFA). The Connecticut Department of Social Services may provide you with a letter that will automatically qualify your child for free meals. This letter must be brought or sent to the school for **each child** that a letter is received for and the letter can be substituted for the submission of a completed meal application.

Household size	Annual Gross Income	Monthly Gross Income	Weekly Gross Income
1	20,036	1,670	386
2	26,955	2,247	519
3	33,874	2,823	652
4	40,793	3,400	785
5	47,712	3,976	918
6	54,631	4,553	1,051
7	61,550	5,130	1,184
8	68,469	5,706	1,317
Each add'l person:	+ 6,919	+ 577	+ 134

Information to include when completing the meal application:

- Households receiving SNAP or TFA: (1) Include your child's name, (2) case number, and (3) adult household member must sign the application.
- Households receiving medical benefits only: (1) Include the names of all household members, (2) the amount of income each person received last month and where the income came from, (3) an adult household member must sign the application, and (4) include his/her social security number.
- Households receiving earnings from work, welfare, child support, alimony, pensions, retirement, Social Security, and other income: (1) Include the names of all household members, (2) the amount of income each person received last month, (3) where the income came from, (4) an adult household member must sign the application, and (5) include his or her social security number.
- Household with a Foster Child: (1) Include the child's name, (2) the amount of personal income the child received last month, and (3) an adult must sign the application. **NOTE:** *Subsidized adoptions and subsidized guardianships require the calculation of all household income plus the adoption/guardianship subsidy.*

Important Information about Temporary Meal Status:

If your child attended one of the **Connecticut Technical High Schools** during the 2008-2009 school year and was approved for free or reduced status, that status will temporarily be approved for the first 30 days of the school year. The temporary status will end on **October 8, 2009** and the child's status will become **full paid unless an approved 2009-2010 application is on file**. The enclosed application will need to be completed and sent to the address on the meal application. If the student is entering the Connecticut Technical High School System "**new**" this year or was not approved for benefits in school year 2008-09, then the student must apply for school meal benefits. Submit a 2009-2010 meal application or a letter from the Connecticut Department of Social Services as soon as possible to the address below or to the school.

Important Information about Universal Feeding:

The Connecticut Technical High Schools System does not participate in the Universal Free Breakfast and Lunch Program. If your child is new to the Connecticut Technical High School System and lives a city that participates in Universal Feeding, you will need to complete an application for determination of free/reduced meal benefits.

Respectfully,

Katie Atkinson

Katie Atkinson
Determining Official
25 Industrial Park Road
Middletown, CT 06457

If you **DO NOT QUALIFY** for meal benefits:

1. Write the student's name(s) in Part 1
2. Sign your initials in Part 3
3. Return the application to the school or to the address on the left

Frequently Asked Questions are on the reverse side



(860) 807-2191 or Toll Free 1-800-822-6832 ext. 2191
Fax (860) 807-2193

Connecticut Technical High School System

Frequently Asked Questions (FAQ) About School Meals

Question: Will the application be verified?

Answer: Yes, your eligibility may be checked at anytime during the school year. District officials may request that you send documentation showing your child is qualified for free or reduced price school meals.

Q: Can I appeal the school's decision?

A: Yes, you can discuss with contact Katie Atkinson at 1-800-822-6832, extension 2191 or (860) 807-2191 or Susan Alston at 1-300-822-6832, extension 2105 or (860)807-2105 if you do not agree with the district's decision on your application or the results of verification. You may ask for a fair hearing by calling, Beatrice Tinty or toll-free 1-800-822-6832 ext. 2220, or writing: Beatrice Tinty, 25 Industrial Park Road, Middletown, CT 06457

Q: Can homeless or runaways receive free meals?

A: Please contact the school and ask for the homeless liaison to verify if your child(ren) qualifies to receive free or reduced meals.

Q: If I receive WIC can my child(ren) receive free meals?

A: Children in households participating in WIC may be eligible for free or reduced price meals.

Q: May I apply if someone in my household is not an U.S. Citizen?

A: Yes, you or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.

Q: We are in the military; do we include our housing allowance as income?

A: You do **not** need to include your housing allowance as income if your housing is part of the Military Housing Privatization Initiative. However, all other allowances must be included in your gross income.

Q: Will the information on my application be kept confidential?

A: We MAY share your eligibility information with auditors for program reviews, education, health, and nutrition programs to help evaluate, fund, or determine benefits for their programs, and law enforcement officials to help them look into violation of program rules.

Q: Can I apply for free or reduced price meals at any time during the school year?

A: Yes, you may apply anytime during the school year. If you are not eligible now, but have a change, such as a decrease in household income, an increase in household size, become unemployed or are receiving SNAP or TFA, then you can choose to complete an application at that time.

Q: How will I know the status (free, reduced, or denied) of the application?

A: The application will be processed within 10 days of the district official's receipt. A notification letter will be sent to the household after the application is processed informing you of the child(ren)'s status.

Q: Besides meals, what other foods and beverages are offered?

A: Healthy snack and beverage options are offered as part of the Connecticut Healthy Snack Standards, including a variety of school prepared a la carte items available for purchase.

Q: Where can I learn more information about the system's food service department?

A: You can find out more information about the Breakfast and Lunch programs by visiting <http://www.cttech.org/school-lunch/index.htm>

Q: What is included in lunch?

A: Lunch is served on full days of school for 20 minutes in the middle of the school day. Students have a choice of menu items and a la carte items. The lunch meal offers the following components (1) bread/grains, (2) meat/meat alternative, (3) milk 8 oz, (4) fruit, and a (5) vegetable. Students must select at least three of the five components to constitute a meal. If the minimum is not met, students will pay the a la carte price.

Q: What is included in breakfast?

A: Breakfast is served 20 minutes before the start of the school day. Students have the choice of menu items and a la carte items. The breakfast meal consists of milk (8 oz) and fruit (4 oz) and one of the other components (such as a variety of muffins, cereal, bagels, breakfast sandwiches, breakfast burritos, etc.) If the minimum is not met, students will pay the a la carte price.

Q: If my child is eligible for free meals, will my child and family also be eligible for SNAP?

A: Your child and family may be eligible for SNAP if your child is determined to be eligible for free meals. For information regarding the SNAP and to contact the Department of Social Services office in your town, contact United Way's free referral number **2-1-1 INFOLINE** (free call, statewide)

In accordance with the Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800) 795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.