

ATTACHMENT A

**LETTER TO PARENTS
2010-2011**

Dear Parent/Guardian:

Children need healthy meals to learn. Lincoln Academy offers healthy meals every school day. Your children may qualify for free meals or for reduced price meals.

Students in all grades who qualify for reduced price meals will receive breakfast at no charge. Students in preschool through 2nd grade who qualify for reduced meals will also receive lunch at no charge.

Complete **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 Lincoln Academy.**

Here are answers to questions you may have about applying:

1. Who can get free or reduced price meals? Children in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamp Program), children in households who participate in The Food Distribution Program on Indian Reservations (FDPIR), and most foster children can get free meals regardless of your income. Also, your children can get free or reduced price meals if your household income is within the limits on the Federal Income Chart.

2. Will the information I give be checked? Yes, we may ask you to send written proof of the information you give.

3. Can homeless, runaway, and migrant children get free meals? Please call [**school, homeless liaison or migrant coordinator**] to see if your child(ren) qualify, if you have not been informed that they will get free meals. Making a note of the student's homeless, runaway, or migrant status on the application will not automatically qualify them for meal benefits.

4. Who can get reduced price meals? Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Chart.

5. If I don't qualify now, may I apply again later? Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start receiving SNAP or FDPIR. If you lose your job, your children may be able to get free or reduced price meals during the time you are unemployed.

6. 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: Lori Deacon, 725 South Broadway St. Denver, CO 80209, 303-953-4170.

7. May I apply if someone in my household is not a U.S. citizen? Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced price meals.

8. Whom should I include as members of my household? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.

9. What if my income is not always the same? List the amount that you normally get. For example, if you normally get \$1000.00 each month, but you missed some work last month and only got \$900.00, put down that you get \$1000.00 per month.

10. We are in the military; do we include our housing allowance as income? If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income.

11. I get WIC. Can my child(ren) get free meals? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.

If you have other questions or need help, call 303-953-4170.

Sincerely,

Britton Knickerbocker

Privacy Act Statement: This explains how we will use the information you give us.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your children for free or reduced price meals. You must include the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP) or a Food Distribution Program on Indian Reservations (FDPIR) case number or when you indicate that the adult household member signing the application does not have a social security number. We WILL use your information to determine if your children are eligible for free or reduced price meals and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with 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, S.W., Washington DC 20250-9410*, or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.