

# Berkshire Local School District

Central Administration Offices, 14259 Claridon Troy Road, P.O. Box 364, Burton, Ohio 44021

[KMinnick@LakeESC.org](mailto:KMinnick@LakeESC.org) ~ 440.834.3380

Kelly Minnick, SNS – Director of Nutrition Services

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## READ OTHER SIDE ~ Apply ONLINE at [BerkshireSchools.org](http://BerkshireSchools.org) - Through Your IC Parent Portal ~ READ OTHER SIDE

Dear Parent/Guardian:

July 1, 2018

*Children need healthy meals to learn. Berkshire Local Schools offers healthy meals every school day. A breakfast meal costs \$2.00; a lunch meal costs \$3.00 (Elementary Schools) and \$3.25 (Junior High/High School). Your children may qualify for free meals or for reduced price meals. Reduced price is .30 for breakfast and .40 for lunch. **YOU MUST PROVIDE MEALS FOR YOUR CHILD (MONEY OR PACKED LUNCH) UNTIL YOUR APPLICATION HAS BEEN APPROVED.***

**1. Do I need to fill out an application for each child?** No. Complete the application online or a paper application to apply for free or reduced price meals. 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. **Return the completed application to Nutrition Services Department, 14259 Claridon Troy Road, P.O. Box 364, Burton, 44021.**

**2. Who can get free meals?** All children in households receiving benefits through the Supplemental Nutrition Assistance Program (SNAP) or Ohio Works First (OWF) benefits can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Guidelines.

**3. Can foster children get free meals?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.

**4. Can homeless, runaway and migrant children get free meals?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you have not been told your children will get free meals, please call or email the Board of Education office at 440-834-3380 to see if they qualify.

**5. 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 Eligibility Income Chart on the application.

**6. Should I fill out an application if I received a letter this school year saying my children are approved for free meals?** Please read the letter you got carefully and follow the instructions. Call the Nutrition Services office at 440-834-3380 if you have questions.

**7. My child's application was approved last year. Do I need to fill out another one?** Yes. Your child's application is only good for that school year and for the first 30 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.

**8. 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.

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

**10. 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 reduced price meals if the household income drops below the income limit.

**11. 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: Beth McCaffery, Treasurer, 14259 Claridon Troy Road, P.O. Box 364, Burton, 44021.

**12. 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.

**13. Who 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) who share income and expenses. You must include yourself and all children who live with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.

**14. 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.

**15. We are in the military, do we include our housing allowance as income?** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.

**16. My spouse is deployed to a combat zone. Is her combat pay counted as income?** No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.

**17. Why am I being asked about giving my consent for an instructional fee waiver?** Ohio public schools are required to waive the school instructional fees for children who qualify for free meal benefits. School Food Service personnel must have parent consent to share student meal application if your child(ren) qualify for a fee waiver. If you agree to allow your child(ren)'s meal application to be shared with school officials to see if he/she/they qualifies for a fee waiver then check "yes" in part 5. If you do not wish for that information to be shared, then check "no" in part 5. Answering no to this question will mean your child will not be able to be considered for a fee waiver. Answering this question either way will not change whether your child(ren) will get free or reduced price meals.

**18. My family needs more help. Are there other programs we might apply for?** To find out how to apply for Ohio SNAP or other assistance benefits, contact your local assistance office or call 877-852-0010.

If you have other questions or need help, call the Nutrition Services Department at **440-834-3380**.

Sincerely,

Kelly Minnick, SNS  
Director of Nutrition Services

Apply ONLINE at [BerkshireSchools.org](http://BerkshireSchools.org) (Log into Infinite Campus, Parent Portal)

# Read~~~READ~~~Read~~~READ~~~Read

## Department of Nutrition Services – Information for the 2018-19 SY

- Elementary School Menu – Only ONE menu for the 2018-19 school year will be sent home with students on the first day of school. Please keep this menu for the year. It is also available online at [BerkshireSchools.org](http://BerkshireSchools.org) on the Nutrition Services page. This menu has the breakfast menu and color coded lunch cycle menu for the year, as well as pricing and other information. ***New this year:*** Please email [Jenny.Harrison@berkshireschools.org](mailto:Jenny.Harrison@berkshireschools.org) or send in a note if you would like restrictions on your child's account. This includes breakfast and snack purchases. If there are no restrictions noted, students will be able to use funds for any purchase. We will still limit the one snack purchase/day unless we are notified otherwise.
- Junior/Senior High School Menu – The Junior/Senior High School feature a weekly “themed” menu each day. Please visit the Nutrition Services page on the website for a complete listing of the menu and a la carte pricing.
- Breakfast Combo Meals – K-12<sup>th</sup> Grade Price: \$2.00 - Choose from hot or cold selections of breakfast entrees at all schools. A juice and fresh fruit serving is included with your breakfast combo meal.
- Lunch Combo Meals – Elementary Price: \$3.00/Berkshire Jr/Sr High Price: \$3.25. Choose from a variety of daily entrees, including a choice that changes daily, pizza, chef salad, yogurt and string cheese meal, or a sealed peanut butter and jelly sandwich! Fruit and veggie sides and milk are included to complete the combo meal. A fruit or veggie serving must be chosen with a combo meal or a la carte pricing will apply.
- Online Payments – Make online payments through your IC Parent Portal. You may also set up a low balance notification there as well.
- Free/Reduced Price Meal Application – Apply Online - We utilize an online application for free or reduced price meals. Families must apply each year for free or reduced price meals for their child. Families must also provide meals for their children until the application has been processed. **If you received a letter stating that your child(ren) will automatically qualify for free meals through Direct Certification, do NOT fill out an application.**
- Apply through the Parent Portal in Infinite Campus in the comfort and privacy of your own home. The online service is available 24/7 anytime, anywhere there is an internet connection!
- If you do not have internet access or need help, please contact our office at 440-834-3380 to receive a paper application.
  - *Safe & Secure* - We use the highest level of data encryption available, meaning that your information is always safe and guarded.
  - *Fast* - Your data is transmitted to the Nutrition Services office the same day you apply, allowing for quicker processing so your child may receive meal benefits faster.
  - *Go Green* - No paper applications to complete and return to the office! Applying online is convenient and good for the environment as well!

| FEDERAL ELIGIBILITY INCOME CHART |          |         |        |
|----------------------------------|----------|---------|--------|
| For School Year 2018-2019        |          |         |        |
| Household size                   | Yearly   | Monthly | Weekly |
| 1                                | \$22,459 | \$1,872 | \$432  |
| 2                                | 30,451   | 2,538   | 586    |
| 3                                | 38,443   | 3,204   | 740    |
| 4                                | 46,435   | 3,870   | 893    |
| 5                                | 54,427   | 4,536   | 1,047  |
| 6                                | 62,419   | 5,202   | 1,201  |
| 7                                | 70,411   | 5,868   | 1,355  |
| 8                                | 78,403   | 6,534   | 1,508  |
| Each additional person:          | 7,992    | 666     | 154    |