

SCHOOL ADMINISTRATIVE UNIT FIFTY SIX

Somersworth School District

51 West High Street

Somersworth, NH 03878

(603) 692-4450 • Fax (603) 692-9100



DIRECTOR OF SCHOOL DISTRICT OPERATIONS
Dana Hilliard

SUPERINTENDENT
Lori Lane

BUSINESS ADMINISTRATOR
Katie Krauss

STUDENT SERVICES DIRECTOR
Nancy Jo Michaud

FEDERAL GRANTS MANAGER
Robert Godbout

Dear Parent or Guardian,

We regret to inform you that the USDA Universal Free Meals program that has been in place for the past two school years has not been renewed.

Meals will no longer be free to all students starting in the 2022-2023 school year.

For any student to be able to receive free meals, families **must** take **one** of the following actions:

- Enroll in the Supplemental Nutrition Assistance Program (SNAP)
 - This program can be applied for online at:
<https://nheasy.nh.gov/#/apply-benefits>
- Submit a meal benefit application to our school district
 - Applications can be submitted online at: www.mymealtime.com starting on August 1st 2022
 - A printable copy of the application is attached at the end of this letter and can be submitted ASAP to:
SAU 56 Attn: Cheryl Snowden
51 West High Street
Somersworth, NH 03878
 - A copy of the application will be distributed to all students with back-to-school packets, and will be available for pick up at each school's main office starting on August 31st, 2022

Students who are not enrolled in free meals through one of the methods above and choose to participate in the school meals program will be charged per meal and need to have funds added to their food service program account. Prices for meals in the 2022-2023 school year are:

	Breakfast	Lunch
Elementary	\$1.85	\$2.95
Middle School	\$2.15	\$3.10
High School	\$2.15	\$3.10
Reduced price (all levels)	\$.00	\$.40

Funds can be added to student accounts online at any time at: <https://www.mymealtime.com/>

Funds can also be added to student accounts by check made out to Somersworth School District submitted to your child's school cafeteria.

Any meals that are ordered by students but not paid for at the time of delivery will be handled in accordance with the School Board's meal charging policy EFAA which can be found at:

https://cdn5ss20.sharpschool.com/UserFiles/Servers/Server_82252/File/District/School%20Board/School%20Policies/Section%20E/EFAA-Somerworth-Student-Food-Service-Meal-Payment-Charging-Meal-Account-Management.pdf OR attached at the end of this letter.

We strongly urge all families to apply for meal benefits through one of the methods listed above, even if your family has not qualified for benefits in the past. Enrollment in the meal benefits program assists our district and our students far beyond the positive impacts on student health. Additional funding for student education, technology, scholarships, and more are all tied to meal benefit enrollment.

If you need more information or have questions please contact Katie Krauss, Business Administrator at 603-692-4450 or at kkrauss@sau56.org.

Thank you,



Lori Lane
Superintendent of Schools

EXPECT EXCELLENCE

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2022-2023 Household Application for Free and Reduced Price School Meals

Complete one application per household. Please use a pen (not a pencil).

Date received: _____

STEP 1 List ALL Household Members who are infants, children, and students up to and including grade 12 (If more spaces are required for additional names, attach another sheet of paper.)

Definition of Household Member: *Anyone who is living with you and shares income and expenses, even if not related.*	Child's First Name	MI	Child's Last Name	School Name	Grade	Student?		Foster Runaway	Homeless, Migrant, Runaway
						Yes	No		
Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.									

Check all that apply

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDIPIR? Circle one YES / NO

If NO > Go to STEP 3. If YES > Write a case number here then go to STEP 4 (Do not complete STEP 3) Case Number: _____

STEP 3 Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

Write only one case number in this space.

A. Child Income
Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

Child Income: \$ _____

Child's Name	How Often?		
	Weekly	Bi-Weekly	2x/Monthly

B. All Adult Household Members (including yourself)
List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often?			Public Assistance/ Child Support/Alimony	How often?	Pensions/Retirement/ All Other Income	How often?
		Weekly	Bi-Weekly	2x/Month				

Total Household Members (Children and Adults) _____

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member: [X] [X] [X] [X]

Check if no SSN:

STEP 4 Contact Information and adult signature

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposefully give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Street Address (if available) _____ Apt # _____ City _____ State _____ Zip _____

Printed name of adult signing the form _____ Signature of adult _____ Today's date _____

INSTRUCTIONS Sources of Income

Sources of Income for Children	
Sources of Child Income	Example(s)
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages
- Social Security - Disability Payments - Survivor's Benefits	- A child is blind or disabled and receives Social Security benefits - A Parent is disabled, retired, or deceased, and their child receives Social Security benefits
- Income from person outside the household	- A friend or extended family member regularly gives a child spending money - A child receives regular income from a private pension fund, annuity, or trust
- Income from any other source	

Sources of Income for Adults		
Earnings from Work	Public Assistance/Alimony/Child Support	Pensions/Retirement/All Other Income
- Salary, wages, cash bonuses - Net income from self-employment (farm or business)	- Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government	- Social Security (including railroad retirement and black lung benefits) - Private pensions or disability benefits - Regular income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household
If you are in the U.S. Military: - Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing	- Veteran's benefits - Strike benefits	

OPTIONAL Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one): Hispanic or Latino Not Hispanic or Latino
 Race (check one or more): American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

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 child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of 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), Temporary Assistance for Needy Families (TANF), Program or Food Distribution Program on Indian Reservations (FDPRI) case number or other FDPRI identifier for your child 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 child is 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. 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 (including gender identity and sexual orientation) 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, audiotape, 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.aspc.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) 632-9892. Submit your completed form or letter to USDA by: all: 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) 890-7442; or 3.) e-mail: program.intake@usda.gov.
 This institution is an equal opportunity provider.

Do not fill out - For School Use Only

*Annual Income Conversion: Weekly x 52; Every 2 Weeks x 26; Twice a Month x 24; Monthly x 12 **INCOME: If mixed frequency is listed on application, convert to "YEARLY"**

Total Income	How Often?			
	Weekly	Bi-Weekly	2-Monthly	Monthly
\$				Annual

Household Size	Eligibility		
	Free	Reduced	Denied

Determining Official's Signature _____ Date _____

Confirming Official's Signature _____ Date _____

Verifying Official's Signature _____ Date _____

Categorical Eligibility

Student Food Service Meal Payment, Charging and Meal Account Management

I. Introduction

The School District believes that good nutrition is a central component for school success. As such, all **students should have access to healthy meals during the school day. Parents have the option to provide** their child with breakfast, snacks and/or lunch and are encouraged to have the food they send to school meet or exceed established federal nutrition guidelines. The School District participates in the federal school meals program which is also an option for students and families in order to provide their children with healthy meals during the school day. Each meal served by the School District is required to meet or exceed the federal nutrition guidelines.

This policy outlines the payment options available for students accessing the school meals program, management of student accounts, as well as the allowable practices for meal charging. This policy also provides guidelines on staff and administrator meal accounts as well as the district's food services debt management procedures.

II. Student Meal Account Management

A. Meal Payment Options

1. **Full Price Payment.** Payment for any meal is expected at the time of purchase. Payment can be made in cash, personal check or as a debit against funds deposited into an established online student meals account. **The School District will provide parents with information on how to set up an online student meals account for their student's use.**
2. **Reduced or Free Meals Program.** The District participates in the federally supported program to provide free or reduced price meals to students from families whose economic circumstances make paying for meals difficult. Income guidelines for eligibility are based on family size and are updated each year by the US Department of Agriculture (USDA). At the beginning of each school year, the District will ensure that parents are informed of the eligibility requirements and application procedures for free and reduced meals. Parents can submit an application at any point during the school year when they believe they might be eligible for reduced meal pricing or free meals.

a. **Reduced Price Meal Payment.** Parents are encouraged to submit an application to the school district to determine whether or not their child is eligible to receive a reduced meal price. Parents can submit an application at any point during the school year when they believe they might be eligible for reduced meal pricing. Parents are encouraged to contact their child's school or the SAU office if they have questions about completing the application form.

Should a student qualify for a reduced price for purchased meals, payment is expected at the time of the meal is purchased. Payment can be made in cash, personal check or as a debit against funds deposited into an established online student meals account. The School District will provide parents with information on how to set up an online student meals account.

Student Food Service Meal Payment, Charging and Meal Account Management

b. Free Meals. Parents are encouraged to submit an application to the school district to determine whether or not their child is eligible to receive free meals. Parents can submit an application at any point during the school year when they believe they might be eligible for free meals. Parents are encouraged to contact their child's school or the SAU office if they have questions about completing the application form.

The District will proactively accept students found to be categorically eligible to receive reduced price meals or free meals. The District will seek to make students eligible in a timely fashion, upon learning, from any source of the student's eligibility, including Direct Certification list. When eligibility is established, the District will apply the earliest effective date permitted by federal and state law. Any negative balances incurred up to that date remain the responsibility of the household. Eligibility is not retroactive.

B. Parental Restrictions for the Use of Student Meal Accounts

Parents who set up student meal accounts for their child are responsible for discussing with their children any restrictions for use of the student meal accounts. Parents will need to decide if they want to allow their children to use the account for all food options such as to purchase a la carte items or if they only want their children to purchase the regular meal. The food items that a student purchases with their student meal account will not be managed by the school district or the food services program. The District considers those decisions to be the parent's responsibility.

C. Meal Charging and Account Balance Management

As stated in Section 1 of this Policy, payment for meals is expected when the meal is purchased. It is the responsibility of parents to provide their child with funds to purchase meals. The District also recognizes that there may be times when a student has forgotten their lunch money or that the student's meal account has a zero balance. The District would like to work with families so that students can charge a meal on the occasion when this is necessary so that the child can eat lunch during the school day. At the same time, the District expects that parents will work with the school district in order to resolve any meal charges in a timely fashion.

1. Low Balance Notification - In order to prevent the need for students to have to charge a meal, the District's food service program will notify parents that they have a low balance when \$5 remains on the account. It is expected that parents will apply funds as soon as possible in order to keep a positive balance on their student's meal account.

2. Negative Balance Management – because the District believes that good nutrition is a central component for school success, students in grades K-12 will be allowed to occasionally charge a regular meal. No charging will be allowed for a la carte items at any time.

Because the district believes that communication with parents is critical to maintaining positive account balances for all students, the following management process will be instituted:

Student Food Service Meal Payment, Charging and Meal Account Management

When meal charges reach three dollars (\$3): The District's food service director will contact the parent **the first time a student charges a meal. This contact will be made through either an email or automated call to the parent.**

When meal charges reach six dollars (\$6): The District's food service director will contact the parent the second time a student charges a meal. This contact will be through a personal phone call to the parent. The food service director will also contact the school administration to make them aware of the situation.

When meal charges reach nine dollars (\$9): The District's food service director will contact the parent the third time a student charges a meal. This contact will be through a personal phone call to the parent. The food service director will contact the school administration to make them aware. The school administration will also contact the parent and the student to discuss the situation.

When meal charges reach twelve dollars (\$12): The District's food service director will contact the parent the fourth time a student charges a meal. This contact will be through a personal phone call to the parent. The food service director will contact the school administration to make them aware. The school administration will contact the parent and the student and request a meeting to discuss the situation.

When meal charges reach fifteen dollars (\$15): The District's food service director will contact the parent **the fifth time a student charges a meal. This contact will be through a personal phone call to the parent.** The food service director will contact the school administration to make them aware. If the parent has not met with the school administration to discuss the matter, school administration will notify the superintendent. The superintendent or designee will contact the parent and request a meeting.

No meal charging will be allowed for any student in grades 6-12 after the \$15 meal charge limit has been reached if the parent has not met with the superintendent.

The superintendent will determine what the most appropriate course of action will be should the parent refuse to cooperate with the school district to resolve negative account balances. That course of action could include, but not be limited to:

- Reporting the parent to the NH Department of Health and Human Services, Division for Children, Youth and Families for child neglect;
- Contacting a collections agency in order to recover the outstanding debt;
- Withholding student participation in extra-curricular activities such as school clubs and school athletic programs and/or school events such as participation in the high school graduation ceremony.
- Other disciplinary action that the superintendent and school administration deem appropriate.

3. Positive Meal Account Balances – any student meal accounts with positive balances at the end of the school year will be automatically carried over to the next school year. Upon request of the parent who owns the account, any positive balance remaining at the end of the school year will be refunded.

Student Food Service Meal Payment, Charging and Meal Account Management

Students who have graduated or students who leave the school district during the school year will have account balances refunded to the owner or transferred to another student account at the request of the parent who owns the account. If the parent who owns the account does not request a refund by October 1st of the following school year, all unclaimed balances will be applied to the District's food service account and subsequently forwarded to the State of New Hampshire's Abandoned Property Division.

D. Communication with Parents

As required by the USDA, a copy of this policy will be distributed to parents at the beginning of each school year. This information will also be available on the SAU website.

Parents are encouraged to contact their child's school, the food service director or the SAU office regarding questions on any aspect of this policy, including any questions about completing the eligibility form or managing their student's meal account.

III. Staff Meal Account Management

The School District provides the opportunity for staff to purchase meals from the food service program. Payment is expected when the meal is purchased. Staff may pay for meals with cash, personal check or as a debit against funds deposited into an established online meals account. It is the responsibility of the staff member to monitor their meal account balance.

At no time will staff be allowed to charge meal purchases.

If a staff member's meal account is in the positive at the end of the school year, it will be automatically carried over to the next school year. If requested, the balance will be refunded to the staff member.

IV. Administrator's Meal Accounts

Building administrators will have the authority and discretion to charge meals or food items for students on a case-by-case basis. Building administration must seek prior approval from the superintendent to charge meals or food items for guests, staff or others. Funds for these meals will be reimbursed from the administrator supplies budget line.

V. Food Service Debt Management

The federal program may not incur debt and the food service debt must be recovered annually. Any student debt at the end of each school year must be transferred from the food service account to the school's general fund, and at which time, will become debt belonging to the school district. At the end of each fiscal year, the District's general fund shall transfer to the food service account an amount equal to the total of outstanding student accounts receivable as of June 30th. The District will continue to attempt to collect the debt from various households and any payment received will be returned to the general fund.

**Student Food Service Meal Payment, Charging and
Meal Account Management**

For Policy EFAA: Insert these legal references after the Debt Management paragraph

Legal References

15 U.S.C. § 1692-1695 federal Fair Debt Collection Practices Act (FDCPA)

42 U.S.C. 1758(b)(6), Use or disclosure of information

Civil Rights Act of 1964 & 7 C.F.R. Part 15, Subpart A & B

2 C.F.R. §200.426

7 C.F.R §210.09

7 C.F.R §210.10

7 C.F.R §210.15

7 C.F.R. §245.5

USDA SP 46-2016 - No later than July 1, 2017, all SFA's operating the Federal school meal program are required to have a written meal charge policy.

USDA Guidance SP37-2016: Meaningful Access for Persons with Limited English Proficiency (LEP) in the School Meal Programs

RSA 189:11-a

RSA 358-C , New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act;

NH Dept. of Education Technical Advisory - Food and Nutrition Program

Adopted:
Reviewed: June 26, 2017
1st Reading: August 8, 2017
2nd Reading: August 22, 2017
Approved: August 22, 2017

SOMERSWORTH

Priority/Required by Law

EFAA

**Student Food Service Meal Payment, Charging and
Meal Account Management**

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