



# Shelby City Schools

## Food Service Department

1 Whippet Way, Shelby, OH 44875

(419) 342-6581 ext 8

### Frequently Asked Questions About Free and Reduced-Price School Meals

Dear Parent/Guardian:

Children need healthy meals to learn. Shelby City Schools offers healthy meals each school day. Breakfast costs \$ 1.25; lunch costs \$ 2.75. **Your children may qualify for free meals or for reduced-price meals.** Reduced price is \$.30 for breakfast and \$.40 for lunch. Below are some common questions and answers to help you with the application process.

1. **Who can receive free or reduced-price meals?** All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP) or Ohio Works First (OWF); foster children that are under the legal responsibility of a foster care agency or court; children participating in their school's Head Start program; and children who meet the definition of homeless, runaway, or migrant are eligible for free meals. Also, your children may receive free or reduced-price meals if your household's income is within the limits on the federal income eligibility guidelines.

FEDERAL ELIGIBILITY INCOME CHART FOR SCHOOL YEAR 2019-2020			
Household size	Yearly	Monthly	Weekly
1	\$23,107	\$1,926	\$445
2	31,284	2,607	602
3	39,461	3,289	759
4	47,638	3,970	917
5	55,815	4,652	1,074
6	63,992	5,333	1,231
7	72,169	6,015	1,388
8	80,346	6,696	1,546
Each additional person:	8,177	682	158

2. **How do I know if my children qualify as homeless, migrant or runaway?** If members of your household lack a permanent address; are staying together in a shelter, hotel or other temporary housing arrangement; relocate on a seasonal basis or; children live with you who have chosen to leave their prior or family or household then the children may qualify as homeless, migrant or runaway. If you have not been told your children will receive free meals, please call or email Mr. Paul Walker at [walker.paul@shelbyk12.org](mailto:walker.paul@shelbyk12.org) or (419) 342-3520 to see if they qualify.
3. **Do I need to fill out an application for each child?** No. Use one free and reduced-price school meal application for all students in your household. We cannot approve an application that is not complete. Please submit all required information. **Return the completed application to Mr. Kelly Stanford; 1 Whippet Way; Shelby, OH 44875. Please call (419) 342-6581 ext. 8 or email [stanford.kelly@shelbyk12.org](mailto:stanford.kelly@shelbyk12.org) with any questions.**
4. **Should I complete an application if I received a letter this school year saying my children are approved already for free meals?** No, but please read the letter carefully and follow the instructions. If any children in your household were missing from the eligibility notification, immediately contact **Mr. Kelly Stanford; 1 Whippet Way; Shelby, OH 44875. Please call (419) 342-6581 ext. 8 or email [stanford.kelly@shelbyk12.org](mailto:stanford.kelly@shelbyk12.org).**
5. **Can I apply online? Yes! You are encouraged to complete an online application instead of a paper application if possible.** The online application has the same requirements, will request the same information as the paper application, and will be received for processing much quicker. Visit [shelbyk12.org/food-service](http://shelbyk12.org/food-service) to begin or to learn more about the online application process. Contact Mr. Kelly Stanford; 1 Whippet Way; Shelby, OH 44875. Please call (419) 342-6581 ext. 8 or email [stanford.kelly@shelbyk12.org](mailto:stanford.kelly@shelbyk12.org) with any questions about the application process.
6. **How do I get a paper application if I do not want to fill out the application online?** Paper applications are available at any school office or available to print from the school food service webpage at [shelbyk12.org/food-service](http://shelbyk12.org/food-service).

7. **My child's application was approved last year. Do I need to complete another application?** Yes. Your child's application is valid for that school year and for the first few days of this school year. You are required to submit a new application unless the school notified you that your child is eligible for the new school year.
8. **I receive WIC benefits. Can my child(ren) get free meals?** Children in households participating in WIC may be eligible for free or reduced-price meals. Please submit a completed application.
9. **Will the information I give be checked?** Yes, we may also ask you to send written proof.
10. **If I do not 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 the following contact person: Mr. Paul Walker; 25 High School Ave; Shelby, OH 44875; (419) 342-3520.
12. **May I apply if someone else in my household is not a U.S. citizen?** Yes. You or your child(ren) members do not have to be a U.S. citizen to qualify for free or reduced-price meals.
13. **What if my income is not always the same?** List the amount that you normally receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, submit the report with the routine amount of \$1,000 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.
14. **What if some household members have no income to report?** Household members may not receive some types of income that are asked for you to report on the application or may not receive income at all. When this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those also will be counted as zeroes. Please be careful when leaving income fields blank.
15. **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, it also 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. Any additional combat pay resulting from deployment is also excluded from income.
16. **What if there is not 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 any school office to receive a second application. You may also fill out an application online or print a paper application from our website at [shelbyk12.org/food-service](http://shelbyk12.org/food-service)
17. **Why am I being asked to give 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 the 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 they qualify for a fee waiver then select **yes** in part 4. If you do not wish for that information to be shared, then select **no** in part 4. Answering no to this question will mean your child will not be considered for a fee waiver. Answering this question either way will not change your child(ren)'s free or reduced-price meal eligibility.
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 (419) 342-6581  
*Si necesita ayuda, por favor llame al teléfono: (419) 342-6581*  
*Si vous voudriez d'aide, contactez nous au numero: (419) 342-6581*

Sincerely,

*Kelly Stanford*

Mr. Kelly Stanford, Food Service Director  
Shelby City Schools  
1 Whippet Way  
Shelby, OH 44875