



FREE & REDUCED-PRICE MEALS INFORMATION FOR 2019–20

Eugene School District 4J offers healthy meals every school day to support student learning. This notice provides information about applying for free or reduced-price meals. You may apply, or re-apply, any time during the school year. A new application is required every school year.

1. HOW DO I APPLY FOR FREE OR REDUCED-PRICE MEALS?

- Complete the application online:
<https://district.ode.state.or.us/apps/frlapp/>
- Complete a paper application:
 - Download an application
www.4j.lane.edu/nutrition
 - Pickup an application from any 4J school or the 4J Education Center, 200 N. Monroe St.
 - Request an application to be mailed to you by calling 541-790-7656
- Submit the completed application to any school office or 4J Education Center, 200 N. Monroe St., 200 N. Monroe St., Eugene, 97402

NEED HELP or HAVE QUESTIONS?

Call
4J Nutrition Services at 541-790-7656

Email
nutrition@4j.lane.edu

Mail or Visit
4J Education Center
200 N. Monroe Street
Eugene, OR 97402

2. WHAT IS THE PRICE FOR A SCHOOL MEAL?

	Breakfast	Lunch
Elementary School	\$ 0.00	\$ 3.00
Middle School	\$ 1.75	\$ 3.25
High School	\$ 2.00	\$ 3.50

All students attending *Community Eligibility Program* schools—**Arts & Technology Academy**, or **Chávez, Howard, McCornack, and River Road/El Camino del Río** elementary schools—receive free meals. No application is required.

3. WHO CAN RECEIVE FREE OR REDUCED-PRICE MEALS?

No application is necessary if you have received notification of direct certification from 4J Nutrition Services. Qualifications:

- Children in households receiving Supplemental Nutrition Assistance Program (SNAP), TANF, or FDPIR benefits;
- Foster children under the legal responsibility of a foster care agency or court;
- Children participating in their school's Head Start program;
- Children who meet the definition of homeless, runaway, or migrant.

If you do not qualify by direct certification, you may complete an application to qualify by income, as outlined below.

2019–20 FEDERAL INCOME ELIGIBILITY GUIDELINES			
Household Size	Annual	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
For each additional family member add	8,177	682	158

4. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?

Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and you have not received notification of eligibility for free meals, call us at 541-790-4932.

5. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Submit one *Free and Reduced-Price School Meals* application for all students in your household.

6. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?** No, but please read the letter carefully and follow the instructions. Call 4J Nutrition Services if any children in your household are not listed on the letter.
7. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?** Yes. Applications are valid for one school year and the first 30 days of next school year. Your student's meal account will be charged the full price for meals after the first 30 days of the school year if you do not send in a new application before **October 14, 2019** and receive a new notification of eligibility for free meals,
8. **I RECEIVE WIC ASSISTANCE. CAN MY CHILDREN GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced-price meals. Please submit a *Free and Reduced-Price School Meals* application.
9. **WILL INFORMATION BE CHECKED?** Yes. We may ask you to send written proof of household income.
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 eligibility guideline.
11. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** First call 541-790-7656 to talk with 4J Nutrition Services staff who can review your application. You also may ask for a hearing by calling or writing to: Holly Langan, 4J Nutrition Services, 200 N. Monroe St., Eugene, OR 97402; nutrition@4j.lane.edu; 541-790-7610.
12. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You, your children, or other household members do not have to be U.S. citizens to apply 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, put down that you made \$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?** Write a 0 in the field for household members who do not have the type of income listed. If any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
15. **WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?** Your basic pay and cash bonuses must be reported as income; also include any cash value allowances for off-base housing, food, or clothing. 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 ISN'T 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.
17. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** Contact the Supplemental Nutrition Assistance Program (SNAP) program or call 2-1-1 or 1-800-SAFENET (723-3638) for other assistance. For food assistance, call 1-866-348-6479 (1-866-3-HUNGRY). In the summer, Text "FOOD" to 877877 or visit www.summerfoodoregon.org for free summer meal options in your area.

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, 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.ascr.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) 632-9992. Submit your completed form or letter to USDA by:

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| <i>(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410</i> | <i>(2) Fax: (202) 690-7442; or
(3) E-mail: program.intake@usda.gov.</i> |
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