WILMETTE Public Schools DISTRICT 39

School Year 2012/2013

Dear Parent or Guardian:

This is to advise you that your child may be eligible for a waiver or reduction of District 39 instructional materials fees and/or the National Free or Reduced Price Lunch Program if you receive public aid; if your gross household income is at or below that set out in the federal guidelines for National Free or Reduced Price Lunch Program; or if you are otherwise able to establish that you cannot afford to pay these fees.

To apply please complete the application and attach a copy of your last year's income tax form with W2s and 2 recent paycheck stubs. We cannot approve an application that is not complete, so be sure to fill out all required information and attach documents to verify your income. Return the completed application to:

Dr. Crystal S. LeRoy
Business Manager
Mikaelian Education Center
615 Locust Road
Wilmette, Illinois 60091
847-256-2450

Here are answers to questions you may have about applying:

1. Who can get free or reduced price meals and/or a waiver of instructional materials fees? Children in households getting Food Stamps or TANF and most foster children can get free meals regardless of your income. Also, if your household income is within the limits on the Federal Income Chart, your child can get free or reduced price meals.

2. What if I have received a certification letter from the State of Illinois? If you have received a certification letter for the National Free Lunch Program from the State of Illinois please mail it to the Business Manager, 615 Locust Road, Wilmette, Illinois 60091. You do not need to fill out any other application. Your child will begin receiving free lunches and District 39 will waive your instructional materials fees.

3. How much are reduced price lunches? Reduced lunch price is $.50 for grades 1-6 and $.75 for grades 7-8. Regular priced lunch costs $3.25 for grades 1-6 and $3.60 for grades 7-8.

4. Will the information I give be checked? Yes, we ask that you send written proof of the information you give. *Please document your income by including copies of your last two pay stubs and last year's federal income tax form with W-2's and all schedules attached.*

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 getting Food Stamps or TANF. If you lose your job, your child 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 the Superintendent of Schools, Dr. Raymond E. Lechner, 615 Locust Road, Wilmette, Illinois 60091, telephone 847-256-2450.

If you have other questions or need help, call **Nancy Potisuk** at 847-512-6030.

Sincerely,

Dr. Crystal S. LeRoy

Wilmette Public Schools District 39
Application for a Waiver of Instructional Materials Fees and The Free and Reduced Price School Lunch Program
School Year 2012/2013

Part 1. Children in School			
Name of child(ren) in school (First, Middle Initial, Last)	**School Name**	**Grade**	**Food Stamp or TANF case #** (if any)
Street Address:		**Phone:**	

If you listed a Food Stamp/TANF case number for this child, skip to Part 4.

Part 2. Foster Child

If this application is for a child who is the legal responsibility of a welfare agency or court, list the amount of the child's personal use monthly income: $_____. Skip to Part 4.

Part 3. Total Household Income from Last Month—You must tell us how much and how often

1. Name (List **everyone** in household)	**2. Last month's income and how often it was received** *Example: $100/monthly $100/twice a month $100/every other week $100/weekly*				**3. Check if NO income**
	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	Other	
(Example) *Jane Smith*	$200/weekly_____	$150/weekly_____	$100/monthly_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑

Part 4. Signature and Last 4 digits of your Social Security Number (Adult must sign) SS#: _____

An adult household member must sign the application.

I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my child may lose meal benefits, and I may be prosecuted.

Sign here: X_____

❑ Please have a social worker contact me with information about other programs and services.

Don't fill out this part. This is for school use only.

Monthly Income Conversion: Weekly x 4.33, Every 2 Weeks x 2.15, Twice A Month x 2

Monthly Income: _____ Household size: ___ FS/TANF: ___ Date Withdrawn: _____

Eligibility: Free___ Reduced___ Denied___ Reason: _____

Temporary: Free___ Reduced___ Time Period: _____ (expires after __ days)

Determining Official's Signature: _____ Date: _____

Wilmette Public Schools District 39
Application for a Waiver of Instructional Materials Fees and
The Free and Reduced Price School Lunch Program
School Year 2012/2013

Your child may qualify for free or reduced price lunch and/or a waiver of school fees if your household income falls within the limits on this chart.

FEDERAL INCOME CHART For School Year 2012-2013						
	Reduced Price Lunch			**Free Lunch**		
Household size	**Yearly**	**Monthly**	**Weekly**	**Yearly**	**Monthly**	**Weekly**
1	20,665	1,723	398	14,521	1,211	280
2	27,991	2,333	539	19,669	1,640	379
3	35,317	2,944	680	24,817	2,069	478
4	42,643	3,554	821	29,965	2,498	577
5	49,969	4,165	961	35,113	2,927	676
6	57,295	4,775	1,102	40,261	3,356	775
7	64,621	5,386	1,243	45,409	3,785	874
8	71,947	5,996	1,384	50,557	4,214	973
Each additional person:	+7,326	+611	+141	+5,148	+429	+99

The United States Department of Agriculture has issued the following income guidelines for the period July 1, 2012, through June 30, 2013.

The following is the definition of income:

Income is defined as any monies earned before any deductions such as income taxes, social security taxes, insurance premiums, charitable contributions, and bonds. It includes the following: (1) monetary compensation for services including wages, salary, commissions, or fees; (2) net income from non-farm self-employment; (3) net income from farm self-employment; (4) social security; (5) dividends or interest on savings or bonds or income from estates or trusts; (6) net rental income; (7) public assistance or welfare payments; (8) unemployment compensation; (9) government civilian employee or military retirement or pensions or veteran payments; (10) private pensions or annuities; (11) alimony or child support payments; (12) regular contributions from persons not living in the household; (13) net royalties; and (14) other cash income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources which would be available to pay the price of a child's meal.

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 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 (FDPIR) case number or other FDPIR identifier for your child. You must check the "I do not have a Social Security Number" box if 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 program. 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 Adjudication, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.