

High-quality health care coverage from CHIP helps keep kids strong

CHIP COVERS

- Routine check-ups
- Prescriptions
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CHIP covers uninsured kids up to age 19 in Pennsylvania. It doesn't matter why your kids don't have health coverage right now; CHIP may be able to help. Most kids receive CHIP for free. Others can get the same benefits at a low cost.

CHIP is brought to you by leading health insurance companies who offer quality, comprehensive coverage.

There is no limit on income. If your income is below CHIP guidelines, your child may be enrolled in Medical Assistance.

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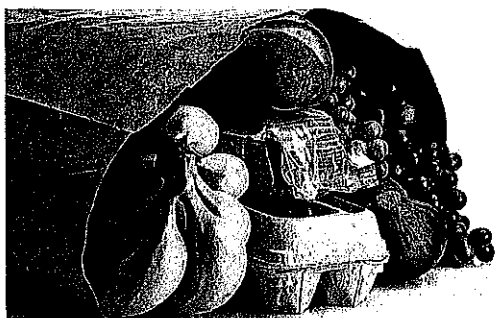


Pennsylvania Children's
Health Insurance Program
We Cover All Kids.



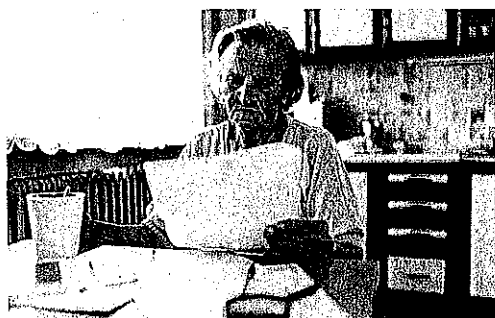
We're Here for You

Our friendly staff is ready to help you achieve your goals



FOOD

Partnership with Central PA Food Bank
Emergency pantries & fresh food pantries
Home-delivered meals for home bound adults
Apply for SNAP benefits



HOUSING

Help with rent & security deposits
Assistance with utility payments
Homelessness prevention services
Housing locator assistance



MONEY

Create budgets
Raise credit score
Lower debt
Identify needs vs. wants



JOBS

Set employment goals
Discover a career path matching your interests
Write or update a resume
Improve interview skills

Call to find out how we can help you! (570) 644-6575 ext. 171

www.csocares.org



Voluntary Student Accident Insurance

IMPORTANT

Line Mountain School District provides medical coverage only for student athletes for sports related medical expenses. The insurance provides a \$5,000,000 coverage benefit with a 10 year benefit period. The policy is excess coverage to any health insurance the student athlete may have.

Line Mountain School District does not carry any other medical coverage for students. Each parent must purchase coverage for their child.

If your child has no medical insurance, voluntary student accident insurance will be their only safeguard against expensive medical bills. Even if you have health insurance, out-of-pocket costs & deductibles can become expensive. For as little as \$30 for the year, your child can be protected.

Dear Parents and Guardians:

July 2020

By law in the State of Pennsylvania, medical bills as a result of injuries to your child while at school are, in most cases, your responsibility. With the rising costs of health insurance and the growing trend of larger deductibles and out-of-pocket costs, you should consider purchasing the Voluntary Student Accident Insurance offered by the school. At only \$30 for the year you can purchase protection during school time hours. For \$116 you can purchase 24-hour coverage. Both options provide:

Benefits:

1. \$1,000,000 of accidental medical expense coverage with no deductibles.
2. The policy pays as long as one year when treatment for an injury is prolonged.
3. This insurance can be used as a supplement to any existing medical insurance you might have to eliminate potentially costly out-of-pocket expenses.

How to enroll your child:

1. Print an application from the district's website: www.linemountain.com under the Downloads tab, District Downloads, Forms, Student Accident Insurance Form 2020-2021. Complete the application & follow the instructions. **Please contact your child's school to request a hard copy if you do not have access to a computer.**

To get the best value for the coverage submit your application as soon as possible at the beginning of the school year.

You have to complete this application every year for each of the school-age children you wish to cover.

School Wellness Policy #246 - Annual Information

The above policy can be viewed on our website at www.linemountain.com under Administration, Board Policies, 200 Pupils, 246 School Wellness.

Please contact your child's school to request a hard copy if you do not have access to a computer.

Wellness/Advisory Committee

Any parent or community member interested in serving on the Wellness/Advisory Committee, please contact Joanna Hovenstine at jhovenstine@linemountain.com. The Line Mountain School District Policy entitled: “**School Wellness Policy #246**” can be found at the following link: <https://www.linemountain.com/policy-200>. You can participate in the development, implementation, periodic review, and updating of this policy by filling out a suggestion form located at: <https://www.linemountain.com/contact-us/>.

Wellness Policy Triennial Assessment Report

The Wellness Policy Triennial Assessment Report can be found at the following link: <https://www.linemountain.com/wp-content/uploads/Wellness-Policy-Assessment-Tool-And-Report.pdf>

Please contact your child's school to request a hard copy if you do not have access to a computer.

LINE MOUNTAIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: FOOD SERVICES

ADOPTED: September 26, 1979

REVISED: October 30, 1989
 August 20, 1991
 June 23, 2015
 July 19, 2016
 February 20, 2018
 March 20, 2018
 November 27, 2018
 August 27, 2019
 October 22, 2019

808. FOOD SERVICES	
1. Purpose	The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.
2. Authority 2 CFR Part 200 24 P.S. 1335, 1337, 504, 807.1 42 U.S.C. 1751 et seq, 1773 7 CFR Part 210, 215, 220	The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).
FNS Instruction 113-1 (USDA) 7 CFR 210.23	The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex, or disability.
24 P.S. 504 42 U.S.C. 1760	Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.
42 U.S.C. 1760 7 CFR 210.14	Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items and the percentage mark-up shall be based on an average of all a la carte items sold, which is applied to the unit food cost to establish the selling price for each item. Pricing for catering requests are calculated by tallying all costs associated with the catering (including food, paper, cleaning, labor, payroll taxes, etc.). A nonprogram food shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. Nonprogram foods include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.

808. FOOD SERVICES - Pg. 2

3. Delegation of Responsibility	Operation and supervision of the food service program shall be the responsibility of the Superintendent, Business Administrator, and Food Service Director.
24 P.S. 504	The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.
24 P.S. 1337,504	Cafeterias shall attempt to operate on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Business Administrator and/or auditor.
24 P.S. 1335, 1337, 504 42 U.S.C. 1751 et seq, 1773 7 CFR Part 210, 215, 220	The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program and the National School Lunch Program.
3 Pa. C.S.A. 5713 42 U.S.C. 1758(h) 7 CFR 210.13, 210.30	The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.
FNS Instruction 113-1 (USDA)	The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.
4. Guidelines Pol. 246	<p>To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:</p> <ol style="list-style-type: none"> 1. Be carefully selected to contribute to students' nutritional well-being and health. 2. Meet the nutrition standards specified in law and regulations and approved by the Board. 3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits. 4. Be served in age-appropriate quantities, at reasonable prices. <p>The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.</p>
24 P.S. 504	All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund in the same manner as other

<p>24 P.S. 504</p>	<p>district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund, however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.</p> <p>Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.</p>
<p>42 U.S.C. 1758 7 CFR Part 245</p> <p>42 U.S.C. 1758 7 CFR Part 245</p>	<p><u>Free/Reduced-Price School Meals</u></p> <p>The district shall provide free and reduced-price meals to students in accordance with the terms and conditions of the National School Lunch Program and the School Breakfast Program.</p> <p>The district shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted:</p> <ol style="list-style-type: none"> 1. At or around the beginning of the school year. 2. Three (3) months after the initial effort. 3. Six (6) months after the initial effort. <p>The district may also conduct direct certification on a weekly or monthly basis.</p>
<p>7 CFR 15b.40 Pol. 103.1, 113, 209.1</p>	<p><u>Accommodating Students With Special Dietary Needs</u></p> <p>The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.</p> <p><u>School Meal Service and Accounts</u></p> <p>To ensure the effective operation of the district's food service program and delivery of school food program meals to students, the district shall:</p> <ol style="list-style-type: none"> 1. Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected. 2. Notify parents/guardians when the student's school meal account reaches a low balance. 3. Notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.

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24 P.S. 1337	<p>4. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, except as provided below or when the student's parent/guardian has specifically provided written notice to the district to withhold a school food program meal.</p>
24 P.S. 1337	<p>5. If a student is not eligible for free or reduced-price meals under federal school meal programs and the student's school meal account reaches a negative balance of more than fifty dollars (\$50.00) in a school year, the district may provide the student with alternative meals instead of school food program meals until the unpaid balance in the student's school meal account is paid or a payment plan has been established with the district to reduce the unpaid balance.</p>
24 P.S. 1337 42 U.S.C. 1758 7 CFR Part 245	<p>When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.</p>
24 P.S. 1337	<p>Communications regarding a low balance or money owed by a student for school meals shall be made to the student's parent/guardian, unless the student is an emancipated minor.</p> <p>School staff may communicate a low balance or money owed by a student for school meals to a student in grades 9-12; such communication shall be made to the individual student in a discreet manner.</p>
24 P.S. 1337	<p>District schools shall be prohibited from:</p> <ol style="list-style-type: none"> 1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance. It shall not constitute public identification or stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes, or to provide a student with an alternative meal as provided above. 2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal. 3. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.

	<p>This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.</p> <p>The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year and when a student enrolls in school after the start of the school year. When a parent/guardian is notified of a negative school meal account balance, they will be directed to our district website to view the policy. A hard copy will be mailed upon request.</p> <p>The district shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.</p> <p><u>Collection of Unpaid Meal Charges</u></p> <p>Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians up to and including fees from a third-party collection agency and/or charges filed with the local magisterial judge. All collection costs incurred by the district shall be the responsibility of the parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.</p> <p><u>Procurement</u></p>
Pol. 610, 626, 827	<p>Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.</p> <p><u>Professional Standards for Food Service Personnel</u></p>
42 U.S.C. 1751 et seq, 1773 7 CFR 210.30, 210.15	<p>The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.</p> <p><u>School Food Safety Inspections</u></p>
42 U.S.C. 1758(h) 7 CFR 210.13,	<p>The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.</p>

220.7	<p>The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.</p>
<p>7 CFR Part 210, Part 220 42 U.S.C. 1758(h)</p>	<p><u>School Food Safety Program</u></p> <p>The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.</p>
<p>7 CFR 210.13, 220.7, 210.9</p>	<p>The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.</p>
	<p><u>District Procedures for Meal Accounts</u></p>
	<p><u>Lunch Charges</u></p>
	<p>The district utilizes a computerized point-of-sale system in each of its cafeterias. Each student in the school district is given an individual account with a unique number that remains with a student throughout his/her career at the district. Students are expected to learn and use this number for all purchases in the cafeteria. Parents/Guardians are responsible for all charges on their child's account.</p>
	<p>1. Deposits</p>
	<p><u>Elementary School:</u> In order to make deposits on an account, the money must be placed in an envelope with the following information and turned in to the cafeteria in the morning:</p>
	<p>a. Student name.</p>
	<p>b. Student PIN number.</p>
	<p>c. Amount of deposit.</p>
	<p><u>Middle/High School:</u> Payments can be made in the cafeteria during breakfast/lunch periods.</p>
	<p><u>On-Line:</u> Payments can also be made on-line via credit card, debit card, or electronic check by signing up for MySchoolBucks at</p>
	<p><u>www.myschoolbucks.com</u> and creating an account.</p>
	<p>2. Charges</p>
	<p>a. Students must use their account for all purchases. Purchases of extra milk, a la carte items and snacks will be permitted only if there is a positive cash balance on the account. Students with a zero (0) or a negative balance are only permitted to charge regular reimbursable meals.</p>
	<p>b. Each account has a maximum charge of ten dollars (\$10.00) to the negative</p>

	<p>or when a student owes five (5) or more meals. It is the individual's responsibility to keep track of his/her balance. Students may ask for their balance each time they make a purchase.</p> <ul style="list-style-type: none">c. Notices will be sent home with the student in a "confidential" sealed envelope addressed to the parent/guardian each week at the elementary level if the account has a negative balance. Additionally, calls will be made via the district's Alert calling system at least once per week to the household when a student's account has a negative balance. Middle/High school students with negative balances will have a notice mailed home in a "confidential" sealed envelope addressed to the parent/guardian once per week.d. Students with negative balances of \$25.00 or more will have a notice mailed home in a "confidential" sealed envelope addressed to the parent/guardian to make payment in full.e. Students with negative balances of \$50.00 or more will have a pre-collection letter mailed to their parent/guardian from a collection agency on behalf of the school district to make payment in full. If payment is not received by the school district within ten (10) business days, the account will be turned over to a collection agency and collection procedures will begin.f. Meals will be provided to students that forget or lose lunch money. <p>3. Refunds</p> <ul style="list-style-type: none">a. Upon withdrawing from the district, students must bring their account to a zero (0) balance; any refund will be paid in full in person or mailed if over \$1.00 only if there are no other siblings in attendance at the district to credit the funds. No other refunds will be permitted except if requested by a parent/guardian under special circumstances.b. Graduating seniors will receive a refund only if there are no other siblings in attendance at the district to credit the funds, unless they give permission to donate the funds to cover unpaid meal charges that were uncollectable. Positive balances for underclassmen will be carried over to the following year.c. Adults will not be allowed to charge any purchases if their account is negative. <p>4. End-of-Year Procedures</p> <p>Special end-of-year procedures will be in effect as follows:</p>
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	<ul style="list-style-type: none">a. All accounts showing a negative balance two weeks prior to the last day of school will have their student and parent portals closed.b. Portals will not be opened during the last two weeks of school until the negative balance is paid in full <u>and</u> enough monies have been deposited to carry the student through the remainder of the year without going negative (with the assumption that breakfast and lunch will be purchased daily through the last school day).c. All students with a negative balance on the last day of school will be turned over to the principal's office and the outstanding balance will be added to the student's obligations. Unpaid meal charges for a student shall result in the school withholding the final report card as well as the student and parent portals remaining closed until all charges are paid in full.
	PSBA Revision 2019

Line Mountain School District

Mr. David M. Campbell, Superintendent of Schools
185 Line Mountain Road, Herndon, PA 17830
Superintendent's Office: 570-758-2640
Business Office: 570-758-2645 Fax: 570-758-2842



EAGLE PRIDE

Amy Dunn
Director of Special Education

Kaitlin Rosselli
Business Manager

Jeffrey S. Roadcap
Secondary School Principal

Brad Shrum
School Psychologist

Jeffrey Lagerman
Middle School Principal

Jeanne Menko
Elementary Principal

Bradley Skelton
Dean of Students/Athletic Director

"Education to prepare all students for life."

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Apply online at <https://www.schoolcafe.com>

Dear Parent/Guardian:

July 2020

Children need healthy meals to learn. Line Mountain School District offers healthy meals every school day. Breakfast costs \$0.95/day for elementary level and \$1.00/day for middle/high school level; lunch costs \$1.65/day for elementary level and \$1.90/day for middle/high school level. **Your children may qualify for free meals or for reduced price meals.** Reduced price for all levels is \$0.30/day for breakfast and \$0.40/day for lunch. Below are some common questions and answers to help you with the application process.



If you have received a NOTICE OF DIRECT CERTIFICATION for free meals, **do not** complete the application. But **do** let the school know if any children in your household are not listed on the Notice of Direct Certification letter you received.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from Supplemental Nutrition Assistance Program (SNAP) (formerly the Food Stamp Program) or Temporary Assistance for Needy Families (TANF) (cash assistance) are eligible for free meals.
- Foster children under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. **Your children may qualify for free or reduced price meals if your household income falls at or below the limits on the following chart.**


Income Eligibility Reduced-Price Guidelines—July 1, 2020–June 30, 2021					
Family Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	23,606	1,968	984	908	454
2	31,894	2,658	1,329	1,227	614
3	40,182	3,349	1,675	1,546	773
4	48,470	4,040	2,020	1,865	933
5	56,758	4,730	2,365	2,183	1,092
6	65,046	5,421	2,711	2,502	1,251
7	73,334	6,112	3,056	2,821	1,411
8	81,622	6,802	3,401	3,140	1,570
For each additional family member add:					
	8,288	691	346	319	160

2. 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 haven't been told your children will get free meals, please call or e-mail Brad Shrum, Homeless Liaison at 570-758-2640 bshrum@linemountain.com to see if they qualify.
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. **Use one Household Application for Free and Reduced Price Meals for all students in your household.** We cannot approve an application that is not complete, so be sure to fill out all required information.

4. 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 you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Joanna Hovenstine at 570-758-2645 immediately.
5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit <https://www.schoolcafe.com> to begin or to learn more about the online application process. Contact Joanna Hovenstine at 570-758-2645 if you have any questions about the online application.
6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW APPLICATION? Yes. Your child's application is only good for that school year and for the first 30 days of this school year, through September 28, 2020. You must complete a new application unless the school told you that your child is eligible for free or reduced price meals for the new school year. If you do not complete a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. I GET WOMEN, INFANTS, AND CHILDREN (WIC). CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please complete an application.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
9. 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 or reduced price meals if the household income drops below the income limit.
10. 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: Kaitlin Rosselli, Line Mountain School District, District Office, 185 Line Mountain Road, Herndon, PA 17830, Telephone: 570-758-2645, E-Mail: krosselli@linemountain.com.
11. 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.
12. 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.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, 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.
14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay, cash bonuses, allowances for off-base housing, food, and clothing, must be reported as income. Exclude combat pay, Family Subsistence Supplemental Allowance, and privatized housing allowances.
15. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP or other assistance benefits, visit <http://www.compass.state.pa.us>, contact your local assistance office, or call the Department of Human Services at 1-800-692-7462.

If you have other questions or need help, call Joanna Hovenstine at 570-758-2645, x6010.

Sincerely,


 Joanna Hovenstine
 Determining Official
 Telephone: 570-758-2645, x6010

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.esor.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 (888) 632-9982. Submit your completed form or letter to USDA by:

(1) Mail: 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) 690-7442; or
 (3) E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

HOW TO APPLY FOR FREE AND REDUCED PRICE MEALS

Please use these instructions to help you fill out the application for free or reduced price meals. You only need to submit one application per household, even if your children attend more than one school in Line Mountain School District. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these step-by-step instructions beginning with STEP 1! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Joanna Hovenstine 570-758-2645, x6010; email jhovenstine@linemountain.com.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many children live in your household. They do NOT have to be related to you to be a part of your household. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
 - In your care under a foster arrangement, or qualify as homeless, migrant, runaway, or Head Start.
- A) **List each child's name.** Print each child's name. Use one line of the application for each child. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.
- B) **Do you have any foster children?** If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing STEP 1, go to STEP 4. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, finish completing STEP 1, then proceed to STEP 3.
- C) **Are any children homeless, migrant, runaway, or Head Start?** If you believe any child listed in this section meets this description, mark the corresponding box next to the child's name and complete all steps of the application.

STEP 2: DO ANY HOUSEHOLD MEMBERS (INCLUDING YOU) CURRENTLY PARTICIPATE IN ONE OR MORE OF THE FOLLOWING ASSISTANCE PROGRAMS: SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) OR TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)?

- A) **IF NO ONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:** Circle 'NO' and proceed to STEP 3 on these instructions and STEP 3 on your application.
- B) **IF ANYONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:** Circle 'YES' and provide the nine-digit case number. You only need to write one case number. If you participate in one of these programs and do not know your case number, contact 1-877-395-8930. You must provide a case number on your application if you circled "YES". Skip to STEP 4.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS (EVEN IF THEY DO NOT RECEIVE INCOME)

- A) **REPORT ALL INCOME EARNED OR RECEIVED BY CHILDREN.** For ALL children listed in STEP 1, report the combined gross income in the box "Child Income" and check how often the income is received.
- B) **LIST ALL HOUSEHOLD MEMBERS (including yourself)** who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- Do not include children listed in STEP 1.
 - Do not include people who live with you but are not supported by your household's income AND do not contribute income to your household.
- C) **REPORT TOTAL INCOME** for each household member listed for each source provided. Report all income in whole dollars. Do not include cents. If they do not receive income from any source, write "0". If you write "0" or leave any income fields blank, you are certifying (promising) that there is no income to report. Mark how often each type of income is received by using the boxes to the right of each field.
- **Report all amounts in GROSS INCOME ONLY.** Gross income is the total income received before taxes; many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
 - **What if I am self-employed?** Report income as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.
- D) **REPORT TOTAL HOUSEHOLD SIZE.** Enter the total number of household members in the field "Total Household Size (Children and Adults)." This number MUST be equal to the number of household members listed in STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.
- E) **PROVIDE THE LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER.** The household's primary wage earner or another adult household member must provide the last four digits of his/her Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that adult household member is promising all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the Privacy Act Statement and Non-discrimination Statement at the bottom of these instructions.

- A) **PRINT AND SIGN YOUR NAME.** Print your name in the box "Printed name of adult completing the form." And sign your name in the box "Signature of adult completing the form."
- B) **WRITE TODAY'S DATE.** In the space provided, write today's date in the box.
- C) **PROVIDE YOUR CONTACT INFORMATION.** Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price meals. Sharing a phone number, email address or both is optional, but helps us reach you quickly if we need to contact you.
- D) **SHARE CHILDREN'S RACIAL AND ETHNIC IDENTITIES (OPTIONAL).** At the bottom of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price meals.

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 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.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.

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:

(1) Mail: 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) 690-7442; or

(3) E-mail: program.intake@usda.gov.

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