

Tallapoosa County Schools Child Nutrition Program
679 East Columbus Street
Dadeville, Alabama 36853
256-825-0746 ext.34- Jenny Knox, CNP Director

Attention Parents

You may now apply for free or reduced lunch online at family.titank12.com. This is a faster, easier way to apply. You may also put money in your child's account online at family.titank12.com. If you prefer a **paper application**, attached is a new FREE and REDUCED Lunch Form. **Only fill out one form per household.**

This year, all children will be given free breakfast and lunch. **We ask that you still complete a Free and Reduced Lunch Application to benefit your school. If your child qualifies for free or reduced status, this will also benefit you, in that you can be eligible for the P-EBT extra payment to households, and a voucher for free internet.** 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.

Advance Payment/Charge Policy

No Ala Carte or extra portions will be charged. No adult meals may be charged. Teachers may buy lunch for \$3.00, and visitors pay \$3.50. Teachers may buy breakfast for 2.00, and visitors pay \$2.25. Prepayment by the month, week, or year is recommended. Daily payments may be accepted during meal service at all schools. Due to the recent pandemic, NO change will be returned. All monies received by the Child Nutrition Program, will go into the student's account. Students spend less time in line if money is put in their account ahead of time. You can go online to family.titank12.com, to create, and put money in your child's account, as well as check their balance. Checks must have an address and phone number listed. If two (2) non-sufficient fund checks are received from one household, only cash or a money order will be accepted for payment.

Tallapoosa County Schools Lunchroom Policy Regarding Food and Drinks
Brought Into the Lunchroom

1. No carbonated beverages are to be brought into the lunchroom (Coke, Pepsi, etc.)
2. No “fast food” meals are to be brought into the lunchroom in their original wrappers.
3. No meals are to be delivered to the schools to be eaten in the lunchroom.
4. Our campuses are closed campuses; therefore, no one should leave campus to purchase meals.
5. Neither food nor drink can be withheld as a punishment or restriction.
6. Non-nutritive food cannot be offered for sale anytime during the school day, or immediately before or after meal services.

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **Tallapoosa County School District** offers healthy meals every school day. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from **[AL SNAP], [the Food Distribution Program on Indian Reservations (FDPIR)] or [AL TANF]**, are eligible for free meals.
- Foster children that are 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 this chart.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2021-2022			
Household size	Yearly	Monthly	Weekly
1	\$23,828	\$1,986	\$459
2	\$32,227	\$2,686	\$620
3	\$40,626	\$3,386	\$782
4	\$49,025	\$4,086	\$943
5	\$57,424	\$4,786	\$1,105
6	\$65,823	\$5,486	\$1,266
7	\$74,222	\$6,186	\$1,428
8	\$82,621	\$6,886	\$1,589
Each additional person:	\$8,399	\$700	\$162

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 **Kathy Ledbetter at 256-825-0746, ext.14 or kathy.ledbetter@tallapoosak12.org**
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? *No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Jenny Knox 679 East Columbus Street Dadeville, AL 36853.***

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 **Jenny Knox at 256-825-0746 ext. 34 or jenny.knox@tallapoosak12.org** 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 **family.titank12.com** to begin or to learn more about the online application process. Contact **Jenny Knox at 256-825-0746 ext. 34 or jenny.knox@tallapoosak12.org** if you have any questions about the online application.

No, an online application is not available at this time.

6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year, through **[date]**. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in 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 WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in 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 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 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: **Raymond Porter 256-825-0746 ray.porter@tallapoosak12.org**.

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. DO I HAVE TO PROVIDE MY SOCIAL SECURITY NUMBER? Only the last 4 digits of the social security number of the household's primary wage earner or another adult household member (or an indication of "none") is required.
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 must also 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 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. Contact **Jenny Knox at 256-825-0746 ext. 34 or at jenny.knox@tallapoosak12.org** to receive a second application.
17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **[AL SNAP]** or other assistance benefits, contact your local assistance office or call **1-800-382-0499**.

If you have other questions or need help, call **256-825-0746 ext. 34**.

Sincerely,

Jenny Knox

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, 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) email: program.intake@usda.gov.

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