**July 2022**

Dear Parent/Guardian:

Children need healthy meals to learn. **Hardeman R-10 School District** offers healthy meals every school day. Breakfast costs **$1.60 and L**unch costs **$2.30**. Your children may qualify for free meals or for reduced price meals. Reduced price is **$0.30** for breakfast and $0.40 for lunch. An application for free or reduced price meal benefits and a set of detailed instructions can be found on the website at [www.hardemanschool.com](http://www.hardemanschool.com) under the menu/food service tab. 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 the Food Stamp Program/Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) or **Temporary Assistance/Temporary Assistance for Needy Families (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.

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| --- | --- | --- | --- | --- | --- | --- |
| Household Size | Free Meals-Annual Income | Free Meals-Monthly Income | Free Meals-Weekly Income | Reduced Meals-Annual Income | Reduced Meals-Monthly Income | Reduced Meals- Weekly Income |
| 1 | $17,667 | $1,473 | $340 | $25,142 | $2,096 | $484 |
| 2 | $23,803 | $1,984 | $458 | $33,874 | $2,823 | $652 |
| 3 | $29,939 | $2,495 | $576 | $42,606 | $3,551 | $820 |
| 4 | $36,075 | $3,007 | $694 | $51,338 | $4,279 | $988 |
| 5 | $42,211 | $3,518 | $812 | $60,070 | $5,006 | $1,156 |
| 6 | $48,347 | $4,029 | $930 | $68,802 | $5,734 | $1,324 |
| 7 | $54,483 | $4,541 | $1,048 | $77,534 | $6,462 | $1,492 |
| 8 | $60,619 | $5,052 | $1,166 | $86,266 | $7,189 | $1,659 |
| Each Add’l Member | +$6,136 | +$512 | +$118 | +$8,732 | +$728 | +$168 |

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 the school at 660-837-3400 or e-mail **Mrs. Leimkuehler at rleimkuehler@hardeman.k12.mo.us.**

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 Mrs. Leimkuehler in the school office or mail your application to: **Hardeman R-10 School District ATTN: Mrs. Leimkuehler 21051 Hwy D Marshall, MO 65340**

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 the Hardeman R-10 School District office immediately at 660-837-3400 or rleimkuehler@hardeman.k12.mo.us.

5. 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 the new school year. You must send in a new application to become eligible for the new school year.

6. 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.

7. Will the information I give be checked? Yes. We may also ask you to send written proof of the household income you report.

8. 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.

9. 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: **Kristy Forrester, Principal at 660-837-3400 or by email at kforrester@hardeman.k12.mo.us.**

10. 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.

11. 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.

12. 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.

13. 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, or receive Family Subsistence Supplemental Allowance payments, 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.

14. 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.

15. My family needs more help. Are there other programs we might apply for? To find out how to apply for the Food Stamp Program/SNAP or other assistance benefits, contact your local assistance office or call 1-855-373-4636.

If you have other questions or need help, call **660-837-3400**

Sincerely,

Rayetta Leimkuehler

Hardeman R-10 School District Sec/Bkpr

**2022-2023 USDA Non-discrimination Statement:**

**It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act of 2008 (ADAAA), the Genetic Information Non-Discrimination Act (GINA), or USDA Title VI.**

**Direct inquiries related to department employment practices to the Jefferson State Office Building, Human Resources Director, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-9619.  Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email****civilrights@dese.mo.gov****.**

**Anyone attending a meeting of the State Board of Education who requires auxiliary aids or services should request such services by contacting the Executive Assistant to the State Board of Education, Jefferson State Office Building, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone 573-751-4446 or TTY: 800-735-2966.**

**Inquiries or concerns regarding civil rights compliance by school districts or charter schools should be directed to the local school district or charter school Title IX/non-discrimination coordinator.  Inquiries and complaints may also be directed to the Office for Civil Rights, Kansas City Office, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64106; telephone: 816-268-0550; TDD: 877-521-2172.**

[**Department Complaint Procedure**](https://dese.mo.gov/media/pdf/2021-complaint-procedure) **This institution is an equal opportunity provider.**