

COATESVILLE AREA SCHOOL DISTRICT

3030 CG Zinn Road
Thorndale, PA 19372

"Excellence in Education"

August 2014

Dear Parent or Guardian:

The Food Service Department of the Coatesville Area School District uses a computerized meal accountability system for the management of school meals. This process will begin at your student's school site on the first day of school. The system allows us to provide better services to our students and staff.

All students in grades K through 12 will have a Personal Identification Number (PIN) card to access their meal account. This PIN card will be given to every student on the first day of school by their homeroom teacher. As the student goes through the cafeteria line, they will enter their PIN on the keypad that will electronically record the student's meal by category, debit the student's account or ask for money. Please work with your student in memorizing their PIN.

We encourage parents/guardians to put money in their student's account. For example, by putting \$25.00 into your student's account, they will be able to purchase any breakfast, lunch, milk, or snack item using this money. Pre-paying will speed the cafeteria lines and will eliminate the worry of students losing their money. This system will automatically credit or debit the student's account and tell the student when the account balance is low. Parents can request an itemized listing of what their child has eaten for any specific period, and can request that the money in their student's account be used only to purchase meals, not snacks. Parents should contact the School Food Service Manager if interested in the above.

To pre-pay parents/guardians may send a check payable to "Coatesville Area School District Food Service." Please place pre-payment money in a sealed envelope and include the following information:

- Student's Name
- Student's Homeroom number
- Dollar amount enclosed

This envelope should be given directly to the Food Service Manager in the morning.

Households with more than one student in the same school need to state the amount of money to be placed in each student's account. Different children in the same household cannot share an account balance.

Additionally, pre-payment to your child's account may be made online, for a nominal fee, through the PayPAMS service at www.paypams.com.

This system does not eliminate the Free and Reduced Price meal application process. Parents/guardians will still have to fill out a meal application for Free or Reduced Price meals each year if they have not done so already. This system does not overtly identify those students on Free or Reduced price meals. ALL STUDENTS will have a PIN card and use this system.

Should you have any questions, you may obtain further information by calling the Food Service Department at 610/466-2404.

Erin Z. Robinson
Supervisor - Food Service

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SCHOOL MEAL POLICY

All students will receive a Personal Identification Number (PIN) card at the beginning of each school year. This PIN will remain the same as long as the student remains in the same school. Once the student graduates or transfers to another school, then a new PIN is given to the student. The student will access their meal account when purchasing breakfast, lunch or a la carte items by using this PIN. All students can prepay for their meals by depositing cash or check into their account. Prepayments are accepted daily in the cafeteria, or online at PayPAMS (www.paypams.com)

FNS #791-1, PROHIBITION AGAINST DENYING MEALS AND MILK TO STUDENTS AS A DISCIPLINARY ACTION

Disciplinary action that indirectly results in the loss of meals or milk is allowable (example: a student suspended from school). However, when withholding meals or milk is the disciplinary action, or the disciplinary action directly results in the loss of meals or milk, it is inconsistent with the state regulation and not allowable. For example, school food authorities are to make a reimbursable meal or milk available to any student attending school who, for disciplinary reasons, is not allowed to eat in the cafeteria. Denial of meals or milk is inconsistent with Sections 2 and 9 of the National School Lunch Act and Sections 2, 3 and 4 of the Child Nutrition Act of 1966

SCHOOL MEAL CHARGES IN SECONDARY GRADES (6-12)

Any student in grades 6 thru 12 who does not have money to pay for their meal will be allowed to charge or debit one lunch meal to their account. The student will not be allowed to charge any more until the account is paid in full. Breakfast meals and a la carte items are not allowed to be charged. Parents will be contacted daily to notify them that they owe the cafeteria money for lunch charges. Any student with a negative account balance must pay in full at the end of each marking period; otherwise, that student may not be allowed to participate in extra curricular activities. Please make sure your child has a bagged meal or meal money.

ALLOWABLE SCHOOL MEAL CHARGES IN ELEMENTARY GRADES (K-5)

Any student in grades K thru 5 who does not have money to pay for their lunch meal will be allowed to charge or debit their meal account up to (\$5.00). Breakfast meals and a la carte items are not allowed to be charged. Parents will be contacted daily to notify them that they owe the cafeteria money for lunch charges. Any student with a negative account balance must pay in full at the end of each marking period; otherwise, that student may not be allowed to participate in extra curricular activities.

If you owe on the account and your child comes to school with no money or no bagged meal, your child will receive an alternate meal, consisting of a cheese sandwich and white milk, until the account is paid in full. The charge for each one of these meals is \$1.00. The cafeteria cannot deny receipt of a current meal to pay for a past due account when the child is either prepaying or pays on a daily basis for meals.

NON-SUFFICIENT FUNDS (NSF) CHECKS

Any student who prepaids into their meal account with a NSF check, that dollar amount plus any bank charges will be debited from that Student's account upon receipt of the NSF check from the bank. The cafeteria will no longer accept checks for a student's account once a NSF check has been written.

Apply Online. Anytime. Anywhere.

Coatesville Area School District has made it faster and easier for parents to apply for free and reduced meals.

This free service enables families to receive program benefits faster than using the paper application. Your application is electronically submitted directly to the child nutrition office for processing.

- ✓ **Submit an application in minutes.**
- ✓ **Easy-to-follow steps.**
- ✓ **Faster processing.**
- ✓ **Safe and secure.**

To get started, visit:

www.paschoolmeals.com

To apply for
Free/Reduced
Meals please
go ONLINE to:


www.paschoolmeals.com

Paper applications will only be distributed upon request.

Coatesville Area School District
Child Nutrition Department
School Year 2014-2015
Letter to Household

Dear Parent/Guardian:

Children need healthy meals to learn. **Coatesville Area School District** offers healthy meals every school day. Breakfast costs **\$1.00 for elementary students and \$1.25 for secondary students**; lunch costs **\$1.95 for elementary school students, \$2.15 for middle school students, and \$2.50 for high school students and all Alternative Education students**. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$0.30 for breakfast and \$0.40 for lunch**. Below are some common questions and answers to aid in the process of determining your child's eligibility.

- 1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Families can apply online for free or reduced school meals at www.paschoolmeals.com. If you are unable to complete an online application, you can request a Meals and/or Special Milk Program Family Application from: **Pat Hart, Secretary – Food Service, 3030 CG Zinn Road, Thorndale, PA 19372, (610)466-2404 or hartp@coatesville.k12.pa.us**.
- 2. WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** You must include all those living in your household, related or not (such as grandparents, other relatives, or friends), who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
 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.
- 3. WHO CAN GET FREE/REDUCED MEALS?** All children in households receiving benefits from Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) can get free meals regardless of your income. This includes children living in the household who do not receive SNAP or TANF. Your children can get free/reduced meals if your household's gross income is within the free/reduced limits on the Federal Income Eligibility Guidelines. The required Federal Eligibility Income Chart is included in this letter.
- 4. CAN FOSTER CHILDREN GET FREE MEALS?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income and should be included on the household application.
- 5. CAN HOMELESS, RUNAWAY, HEAD START AND MIGRANT CHILDREN GET FREE MEALS?** Yes, children who meet the definition of homeless, runaway, head start or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail **Darian Smith, Home and School Visitor, at (610)383-3730 or smithdn@coatesville.k12.pa.us** to see if they qualify.
- 6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS?** No, but please read the letter you got carefully and follow the instructions. Call the school at **(610)466-2404** if you have questions.
- 7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE?** Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application by **October 7, 2014** unless the school told you that your child is eligible for free meals for the new school year.
- 8. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
- 9. WILL THE INFORMATION I GIVE BE CHECKED?** Yes and we may also ask you to send written proof.
- 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 or reduced price meals if the household income drops below the income limit.
- 11. 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: **Ronald Kabonick, Director of Business Administration, 3030 CG Zinn Road, Thorndale, PA 19372, (610)466-2401 or kabonickr@coatesville.k12.pa.us**.
- 12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You or your child(ren) do not have to be U.S. citizens to qualify 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 \$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.
- 14. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME?** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
- 15. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS THEIR COMBAT PAY COUNTED AS INCOME?** No, if the combat pay is received in addition to their basic pay because of their deployment and it wasn't received before they were deployed, combat pay is not counted as income. Contact your school for more information.
- 16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for SNAP and/or other assistance benefits, contact your local assistance office or call 1-800-692-7462 (1-800-451-5886 TDD number for individuals with hearing impairments).

If you have other questions or need help, call **(610)466-2404**.

Your children may qualify for reduced price or free meals if your household income falls at or below the limits on this chart.

FEDERAL ELIGIBILITY INCOME CHART FOR SCHOOL YEAR 2014-2015

Household size	Yearly	Monthly	Weekly
1	\$21,590	\$1,800	\$416
2	\$29,101	\$2,426	\$560
3	\$36,612	\$3,051	\$705
4	\$44,123	\$3,677	\$849
5	\$51,634	\$4,303	\$993
6	\$59,145	\$4,929	\$1,138
7	\$66,656	\$5,555	\$1,282
8	\$74,167	\$6,181	\$1,427
Each additional person:	\$7,511	\$626	\$145

Use of Information 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.

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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