



Dear Parent/Guardian:

When a child is hungry, learning can be a struggle. The Child Nutrition department provides healthy meal choices to all of its enrolled students. For students, breakfast is free at all Pamlico County Schools regardless of income. All student lunches will cost **\$2.05** however, children who qualify for reduced benefits will pay **\$.40** for lunch.

1. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Complete the application to apply for free or reduced price meals. 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: Pamlico County Schools, Child Nutrition Department, 507 Anderson Drive, Bayboro, NC 28515, (252)745-4171 ext. 638/639.
2. **WHO CAN GET FREE MEALS?** All children in households receiving benefits from Food and Nutrition Services, formerly known as The Food Stamp Program, the Food Distribution Program on Indian Reservations or TANF/Work First can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Guidelines.
3. **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.
4. **CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail Nancy Ross 745-4171 or [nancyross@pamlicoschools.org](mailto:nancyross@pamlicoschools.org) to see if they qualify.
5. **WHO CAN GET REDUCED PRICE MEALS?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart, shown on this application.
6. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS?** Please read the letter you got carefully and follow the instructions. Call the school at (252)745-4171 ext.638/639 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 unless the school told you that your child is eligible for the new school year.
8. **CAN 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 and 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 (252) 745-4171 or writing to: Steve Curtis, Director of Auxiliary Services/finance Officer, 507 Anderson Drive, Bayboro, NC 2851 or email [stevecurtis@pamlicoschools.org](mailto:stevecurtis@pamlicoschools.org).
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. **WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** You must include all people 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 do not support, who do not share income with you or your children, and who pay a prorated share of expenses), do not include them.
14. **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.
15. **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.
16. **My spouse is deployed to a combat zone. is her combat pay counted as income?** No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
17. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for Food and Nutrition Services, formerly known as The Food Stamp Program or other assistance benefits, contact your local assistance office or call The Careline phone number (1-800-662-7030).

If you have other questions or need help, call 745-4171 ext.638/639.  
Si necesita ayuda, por favor llame al teléfono: 745-4171 ext.638/639.  
Si vous voudriez d'aide, contactez nous au numero: 745-4171 ext.638/639.

Sincerely,

**M. Bell Minor**

**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 Food and Nutrition Services (FNS, formerly known as the Food Stamp Program), 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 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 USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 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.

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507 Anderson Drive • Bayboro, NC 28515 • 252-745-4171 • FAX 252-745-4172 • [www.pamlico.k12.nc.us](http://www.pamlico.k12.nc.us)

*Pamlico County Schools does not discriminate in the employment, tenure, or promotion of employees on the basis of sex, race, religion, age, national origin or disability.*



**Part 6. Children's ethnic and racial identities (optional)**

Choose one ethnicity:

- Hispanic/Latino  
 Not Hispanic/Latino

Choose one or more (regardless of ethnicity):

- Asian       American Indian or Alaska Native       Black or African American  
 White       Native Hawaiian or other Pacific Islander

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

**Annual Income Conversion:**      **Weekly x 52,**      **Every 2 Weeks x 26,**      **Twice A Month x 24,**      **Monthly x 12**  
 Total Income: \_\_\_\_\_ Per:  Week,  Every 2 Weeks,  Twice A Month,  Month,  Year      Household size: \_\_\_\_\_  
 Categorical Eligibility: \_\_\_\_ Date Withdrawn: \_\_\_\_\_ Eligibility: Free \_\_\_\_ Reduced \_\_\_\_ Denied \_\_\_\_ Reason: \_\_\_\_\_  
 Temporary: Free \_\_\_\_ Reduced \_\_\_\_ Time Period: \_\_\_\_\_ (expires after \_\_\_\_ days)  
 Determining Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Confirming Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Verifying Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FEDERAL INCOME CHART**

Effective For School Year July 1, 2011- June 30, 2012

Household size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	<b>20,147</b>	<b>1,679</b>	<b>840</b>	<b>775</b>	<b>388</b>
2	<b>27,214</b>	<b>2,268</b>	<b>1,134</b>	<b>1,047</b>	<b>524</b>
3	<b>34,281</b>	<b>2,857</b>	<b>1,429</b>	<b>1,319</b>	<b>660</b>
4	<b>41,348</b>	<b>3,446</b>	<b>1,723</b>	<b>1,591</b>	<b>796</b>
5	<b>48,415</b>	<b>4,035</b>	<b>2,018</b>	<b>1,863</b>	<b>932</b>
6	<b>55,482</b>	<b>4,624</b>	<b>2,312</b>	<b>2,134</b>	<b>1,067</b>
7	<b>62,549</b>	<b>5,213</b>	<b>2,607</b>	<b>2,406</b>	<b>1,203</b>
8	<b>69,616</b>	<b>5,802</b>	<b>2,901</b>	<b>2,678</b>	<b>1,339</b>
Each additional person:	<b>7,067</b>	<b>589</b>	<b>295</b>	<b>272</b>	<b>136</b>

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

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