



Dear Parent/Guardian:

2018-2019 School Year

We are pleased to inform you that Indianapolis Public Schools (IPS) participates in an option of the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for the 2018-2019 school year.

What does this mean for you and your children attending IPS? Great news for you and your students!

All enrolled students of IPS are eligible to receive a healthy breakfast and lunch at school each day, at no charge to your household. No further action is required of you. Your child (ren) will be able to participate in these meal programs without having to pay a fee or complete an application.

OTHER EDUCATIONAL BENEFITS

The CEP Provision pertains only to meals and does not extend to other educational benefits. Some examples of other educational benefits may include: test/exam fee reduction or waiver; tutoring; the After School Snack Program; and curricular materials (textbook rental assistance).

All IPS students must pay curricular material (textbook) fees unless you have been notified in writing that your child has been approved for free curricula materials (textbooks) for the 2018-2019 school year.

WHO MAY RECEIVE OTHER EDUCATIONAL BENEFITS? Children in households receiving SNAP (Food Stamps) or TANF benefits. Foster children who are under the legal responsibility of a foster care agency or court. Also, if your household 's gross income is within the limits on the Federal Income Chart, (see Page 2), your children may receive free educational benefits.

To apply, complete a **2018-2019 Application for Educational Benefits**. See page 2 for instructions. Return the completed application to the school cafeteria manager or mail to the IPS Foodservice Department, 4125 Producers Dr., Indpls., IN 46218. **YOU WILL BE NOTIFIED WHEN YOUR APPLICATION IS APPROVED OR DENIED. IF YOU DO NOT RECEIVE NOTIFICATION WITHIN TEN DAYS, CALL (317) 226-4951.**

Q & A

MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes, you must complete a new application each school year.

CAN HOMELESS, RUNAWAY, OR MIGRANT CHILDREN GET OTHER EDUCATIONAL BENEFITS? Yes, children who meet the definition of homeless, runaway, or migrant are eligible for free curricular materials (textbooks). If you believe children in your household meet these descriptions please call Charie Gibson, McKinney-Vento Liaison at (317) 226-4748 to see if they qualify.

WHO DO I INCLUDE AS MEMBERS OF MY HOUSEHOLD? You must include all people living in your household, related or not (grandparents, other relatives, or friends), who share income and expenses. You must include yourself and all of your children who live with you. Do not include other people who live with you who are economically independent.

WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount you normally receive. For example, if you normally receive \$1000 each month, but you missed some work last month and only received \$900, record \$1000 per month. If you normally receive overtime, include it, but not if you receive it occasionally. **If you are a seasonal or a 9, 10, or 11 month employee, list the amount you normally receive.** If you have lost your job or had your hours or wages reduced, use your current income.

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.

IF MY CHILDREN DO NOT QUALIFY NOW, MAY I REAPPLY LATER? Yes, you may reapply any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible if the household income drops below the income limit.

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.

WILL THE INFORMATION I GIVE BE CHECKED? Yes, we may ask you to provide written proof of income to verify eligibility.

WHAT IF I DISAGREE WITH THE DECISION OR HAVE QUESTIONS ABOUT MY APPLICATION? Call (317) 226-4951.

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](http://www.ascr.usda.gov/complaint_filing_cust.html), (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) email: program.intake@usda.gov.

The Indianapolis Public Schools does not discriminate on the basis of race, religion, color, creed, national origin, sex or disability.

HOW TO APPLY FOR EDUCATIONAL BENEFITS

2018-19 School Year

Please follow the instructions below. We cannot process an application that is incomplete, so be sure to complete ALL required information. Please use black ink and **use one application per household.** **Questions? Please call (317) 226-4951 for assistance.**

STEP 1: LIST ALL STUDENTS ATTENDING INDIANAPOLIS SCHOOLS

- List all children enrolled in IPS, their birth dates, and school numbers.
- Check the appropriate box if the child is a foster child or has been qualified by an IPS official as homeless, runaway, or migrant.
- Is the student living with parent or caretaker relative? Mark 'Yes' or 'No'
- Record gross income in whole dollars for each student. (Only count foster children's income if you are applying for them with the rest of your household.)

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP OR TANF? If no one in your household participates in these programs, Go to STEP 3.

- If anyone in your household (adult or child) has a valid SNAP or TANF case number, record the case number in the boxes. **(EBT, Hoosier Healthwise or Medicaid numbers DO NOT qualify a child for benefits.)**
- Go to STEP 4. A parent/guardian must sign the application. The last 4 digits of the Social Security Number are not required.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS:

- List everyone (**related or unrelated**) living in your household. Include yourself, spouse, children not listed in STEP 1, grandparents, other relatives and unrelated people. Use another sheet of paper if needed.
- For each household member list each type of gross income received. **Gross income is the amount earned before taxes and other deductions.** Report all income in whole dollars. Do not include cents. (See Sources of Income below)
- Mark how often the money is received – weekly, every other week, twice a month, or monthly. **If the household has no income, write '0' and provide a brief explanation on how you support your household.**
- Write total number of household members.
- The parent/guardian must provide the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).

STEP 4: CONTACT INFORMATION AND PARENT/GUARDIAN SIGNATURE

- Provide contact and address information.
- **A parent/guardian must sign the application.** By signing the application, that household member is promising that all information has been truthfully and completely reported.

SOURCES OF ADULT INCOME

Earnings from Work— Gross income from wages, salaries, cash bonuses / Net income from self-employment (farm or business) If you are in the U.S. Military--Basic pay and cash bonuses (do not include combat pay, FSSA or privatized housing allowances) / Allowances for off-base housing, food, and clothing

Public Assistance//Child Support/Alimony—Unemployment benefits / Worker's compensation / SSI / Cash assistance from State or local government / Alimony payments / Child support payments / Veteran's benefits

Pensions/Retirement/All Other Income--Social Security (including railroad retirement and black lung benefits) / Private Pensions or disability / Income from trusts or estates / Annuities / Investment income / Regular cash payments from outside household

SOURCES OF CHILD INCOME

Earnings from work (regular full or part-time jobs / Social Security (Disability Payments or Survivor's Benefits) / Income from persons outside the household. / Income from any other source

**FEDERAL ELIGIBILITY INCOME CHART
For School Year 2018-2019**

Household size	Yearly	Monthly	Weekly
1	22,459	1,872	432
2	30,451	2,538	586
3	38,443	3,204	740
4	46,435	3,870	893
5	54,427	4,536	1,047
6	62,419	5,202	1,201
7	70,411	5,868	1,355
8	78,403	6,534	1,508
Each additional	+7,922	666	154

Information Statement: This explains how we will use the information you give us.

The information contained in the application will be used to determine eligibility for curricular materials assistance under Indiana Code 20-33. You do not have to provide the information, but if you do not, we cannot approve your child for curricular materials assistance. 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 the State of Indiana school curricular materials program. 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.