

# School City of Hammond

## Food Service Department

41 Williams Street • Hammond, IN 46320 • (219) 933-2400

Fax (219) 554-4502



School City of Hammond

Walter J. Watkins Ph.D., Superintendent

Dear Elementary Parent/Guardian:

School City of Hammond offers healthy meals every school day. This year we are pleased to offer more meal benefits to families to ensure that students are prepared to learn. Breakfast and lunch will be provided at “no cost” to **all** students in elementary schools. The district is able to offer this benefit under the Community Eligibility Provision of the National School Lunch Program. Students in secondary schools are still required to apply for meal benefits and letters have been mailed to parents explaining this process.

In order to receive textbook assistance, students attending elementary school *may* need to complete a textbook assistance application. You will not need to complete the application for textbook assistance if you meet one of the following criteria:

- You have received a **Notice of Direct Certification** for free meals for your elementary student. Do let the Department of Food and Nutrition know if any children in your household are not listed on the **Notice of Direct Certification** letter you received. Any children not listed do not qualify for textbook assistance and you will be responsible for any charges incurred until you received written notice that the children have been approved.
- You have submitted an application for a middle or high school student living in your household and have received a letter indicating that they have been approved for free or reduced-priced meals. Any children not listed on the application do not qualify for textbook assistance and you will be responsible for any textbook charges.

If you do not meet either of these criteria, then you will need to apply for textbook assistance by completing the online application available at [www.SCHLunch.com](http://www.SCHLunch.com). The application is similar to the one used for free and reduced meals.

Below are some common questions and answers to aid in the process of determining your child’s eligibility for textbook assistance.

1. **Do I need to fill out an application for each child?** No. Use **one** Textbook Assistance Application for your household. We cannot approve an application that is not complete, so be sure to fill out all required information. The fastest way to apply for textbook assistance is to complete an application online at [www.SCHLunch.com](http://www.SCHLunch.com). You may apply for textbook assistance August 1 and applications must be submitted by September 30, 2014. If you do not have access to a computer the Hammond Public Library has computers available to the public. The Department of Food and Nutrition Services also has bilingual staff available to help parents complete an application online.
2. **Who can get textbook assistance?** All children in households receiving benefits from Food Stamps (SNAP) or TANF, can get free meals regardless of your income. Also, if your household’s gross income is within the limits on the Federal Income Chart listed below, your children can get free or reduced price meals.
3. **Can foster children get textbook assistance?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals.
4. **Can homeless, runaway, Head Start and migrant children get textbook assistance?** Yes, children who meet the definition of homeless, runaway, or migrant are eligible for free meals. If you believe children in your household meet these descriptions and haven’t been told your children will get textbook assistance, please call or email Jurutha Lay, Homeless/Runaway Coordinator 219-933-2464 x3530 or Tony Salinas, Director Language Development Program, 219-933-2400 x 1086 to see if they qualify.
5. **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 Department of Food and Nutrition Services at 219-933-2400 x 1055 if you have questions.
6. **I get WIC. Can my children get textbook assistance?** Children in households participating in WIC may be eligible for textbook assistance. Please fill out an application.
7. **Will the information I give be checked?** Yes and we may also ask you to send written proof.
8. **If I don’t qualify now, may I apply again later?** Yes if your household size or income changes. 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 textbook assistance 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 the school officials. You also may ask for a hearing by calling or writing to: Julie Boettger, Director of Food and Nutrition Services, 41 Williams Street, 219-933-2400 x 1056, [jaboettger@hammond.k12.in.us](mailto:jaboettger@hammond.k12.in.us).

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Mrs. Deborah White  
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#### Administration

Ms. Teresa Mayerik, *Chief Administrator for Curriculum*  
Mr. Theophilus Boone, *Chief Administrator for Business*

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10. **May I apply if someone in my household is not a U. S. citizen?** Yes. You or your children do not have to be U.S. citizens to qualify for textbook assistance.
11. **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 you do not support, who do not share income with you or your children, and who pay a pro-rate share of expenses), do not include them.
12. **What if my income is not always the same?** List the amount that you normally receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, put down that you make \$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. **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.
14. **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 his/her basic pay because of his/her deployment and it wasn't received before he/she was deployed, combat pay is not counted as income. Contact your child's school for more information.
15. **My family needs more help. Are there other programs available?** To find out how to apply for Food Stamps (SNAP) or other assistance benefits, contact your local assistance office.

Apply for textbook assistance for elementary students online [www.SCHLunch.com](http://www.SCHLunch.com) at any time after August 1, 2014. We cannot approve an application that is not complete, so be sure to fill out all required information. If you have other questions or need help, stop by the Administration Center at 41 Williams Street, Hammond IN, 46320 or call 219-933-2400 x 1059. Si necesita ayuda, por favor llame al teléfono: 219-933-2400 x 1059.

Sincerely,

Julie Boettger, PhD, RD  
Director of Food and Nutrition Services  
School City of Hammond

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	FEDERAL INCOME CHART FOR SCHOOL YEAR 2014-2015					
	Household Size	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
Your children may qualify for free or reduced price meals if your household income falls within the limits on this chart.	1.....	21,590	1,800	900	831	416
	2.....	29,101	2,426	1,213	1,120	560
	3.....	36,612	3,051	1,526	1,409	705
	4.....	44,123	3,677	1,839	1,698	849
	5.....	51,634	4,303	2,152	1,986	993
	6.....	59,145	4,929	2,465	2,275	1,138
	7.....	66,656	5,555	2,778	2,564	1,282
	8.....	74,167	6,181	3,091	2,853	1,427
	For each additional person:	+7,511	+626	+313	+289	+145

