

Westford Public Schools - Food & Nutrition Services

PUBLIC RELEASE

The Westford Public Schools is happy to announce its policy for determining free meals/milk and reduced price meals served under the National School Lunch Program. Free and Reduced Meal Benefits are available to qualifying families. Applications for Free and Reduced Price Meals are sent home with each student on the first day of school. Applications are also available on the school website at www.westfordk12.us as well as in the main office at any of the schools. You may apply for Free and Reduced Price Meals at any time during the school year. Your children may qualify for Free or Reduced Price Meals if your household income falls within the limits on the chart below. **The Federal Income Eligibility Guidelines for July 1, 2015 through June 30, 2016 are as follows:**

HOUSEHOLD SIZE	ANNUAL		MONTHLY		TWICE PER MONTH		EVERY TWO WEEKS		WEEKLY	
	Free	Reduced Price	Free	Reduced Price	Free	Reduced Price	Free	Reduced Price	Free	Reduced Price
1	15,301	21,775	1,276	1,815	638	908	589	838	295	419
2	20,709	29,471	1,726	2,456	863	1,228	797	1,134	399	567
3	26,117	37,167	2,177	3,098	1,089	1,549	1,005	1,430	503	715
4	31,525	44,863	2,628	3,739	1,314	1,870	1,213	1,726	607	863
5	36,933	52,559	3,078	4,380	1,539	2,190	1,421	2,022	711	1,011
6	42,341	60,255	3,529	5,022	1,765	2,511	1,629	2,318	815	1,159
7	47,749	67,951	3,980	5,663	1,990	2,832	1,837	2,614	919	1,307
8	53,157	75,647	4,430	6,304	2,215	3,152	2,045	2,910	1,023	1,455
For each additional household member										
Add:	5,408	7,696	451	642	226	321	208	296	104	148

If anyone in your household participates in any of the following assistance programs, your children are eligible for free school meals: The Supplemental Nutrition Assistance Program (SNAP) or MA SNAP, Temporary Assistance for Needy Families (TANF) or MA TANF, or The Food Distribution Program on Indian Reservations (FDPIR)

Households receiving any of these benefits are only required to provide the recipient's name, their Agency ID, TANF or FDPIR number, student name(s) and adult signature when submitting an application.

For up to 30 operating days into the new school year, eligibility from the previous year will continue. When the carry-over period ends, unless the household is notified their children are directly certified* or the household submits an application that is approved, the children must pay full price for school meals.

*No application is required if the district directly certifies a child through the Massachusetts Executive Office of Health and Human Service's Virtual Gateway as receiving MA SNAP, MA TAFDC, Medicaid or is a foster child. This electronic match process is required by Federal Regulation. (The Virtual Gateway is an internet portal designed by the Executive Office of Health and Human Services to provide the general public, medical providers, community-based organizations and EOHHHS staff with online access to health and human services). All children in these households are eligible for free meal benefits. If you receive a notice of Direct Certification for your child to receive free school meals and there are other children in your household that are not listed, you may contact Colleen Wallace, 978-399-2741 to have the benefit extended to them. Households notified of their children's eligibility must contact Colleen Wallace, 978-399-2741 or submit in writing if they want to *decline* the free meal benefits. Students who are homeless, migrant, runaway or enrolled in an eligible Head Start or pre-kindergarten class are also eligible for benefits. If children or households receive benefits under Assistance Programs or Other Source Categorically Eligible Programs and are not notified by the school of their free meal benefits, the parent or guardian should contact Colleen Wallace, 978-399-2741.

Foster children that are under the legal responsibility of a foster care agency or court, are categorically eligible for free meals. A foster child may be included as a member of a foster family if the foster family chooses to also apply for benefits. If a foster family is not eligible for free or reduced price meal benefits, it does not prevent the foster child from receiving free meal benefits. Note however, that a foster child's free eligibility does not automatically extend to all students in the household.

Application forms for all other households must list the names of all household members, all household income with the amount, source and frequency of the income received by each household member. An adult signature is required along with the last 4 digits of the adult's Social Security Number or the box checked that applicant does not have a Social Security Number. Completed applications should be submitted to Colleen Wallace, Director of Food Service, Westford Public Schools, 23 Depot Street, Westford, MA 01886. Under the provisions of the policy for determining eligibility for free and reduced-price meals, the Food Service Director, Colleen Wallace, will review applications and determine eligibility. If a parent is dissatisfied with the ruling of the determining official, he/she may wish to discuss the decision with the determining official on an informal basis by calling 978-399-2741. If he/she wishes to make a formal appeal, a request either orally or in writing may be made to: Kathy Auth, Director of School Finance, Westford Public Schools 978-692-5560 ext. 2106.

If a household member becomes unemployed or if household size changes at any time, the family can file a new application.

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