



Dear Parent/Guardian:

The Red Clay Consolidated School District understands children need healthy meals to learn. Through the Red Clay Nutrition Program, students have access to a nutritious breakfast and lunch in school, every day. **This letter is intended to provide you with information about how your child may be eligible to receive FREE meals at school.** Enclosed are answers to commonly asked questions about Meal Benefit Forms, as well as a copy of the Meal Benefit Form (MBF). You can also obtain a MBF online at [www.redclaycafe.com](http://www.redclaycafe.com), from the school office, cafeteria or by contacting the Nutrition Department directly at (302) 992-5580 ext 6.

**WHO IS ELIGIBLE FOR FREE OR REDUCED PRICE MEALS?**

- All children in households receiving benefits from DE-SNAP, the Food Distribution Program on Indian Reservations (FDPIR)] or DE-TANF are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

**INCOME ELIGIBILITY GUIDELINES USED BY SCHOOL FOOD AUTHORITY TO DETERMINE ELIGIBILITY FOR FREE OR REDUCED PRICE MEALS**

*Effective July 1, 2020-June 30, 2021*

Household Size	Yearly		Monthly		Twice per Month		Every two weeks		Weekly	
	Free meals 130%	Reduced Meals 185%	Free meals 130%	Reduced Meals 185%	Free meals 130%	Reduced Meals 185%	Free meals 130%	Reduced Meals 185%	Free meals 130%	Reduced Meals 185%
<b>1</b>	\$16,588	\$23,606	\$1,383	\$1,968	\$692	\$984	\$638	\$908	\$319	\$454
<b>2</b>	\$22,412	\$31,894	\$1,868	\$2,658	\$934	\$1,329	\$862	\$1,227	\$431	\$614
<b>3</b>	\$28,236	\$40,182	\$2,353	\$3,349	\$1,177	\$1,675	\$1,086	\$1,546	\$543	\$773
<b>4</b>	\$34,060	\$48,470	\$2,839	\$4,040	\$1,420	\$2,020	\$1,310	\$1,865	\$655	\$933
<b>5</b>	\$39,884	\$56,758	\$3,324	\$4,730	\$1,662	\$2,365	\$1,534	\$2,183	\$767	\$1,092
<b>6</b>	\$45,708	\$65,046	\$3,809	\$5,421	\$1,905	\$2,711	\$1,758	\$2,502	\$879	\$1,251
<b>7</b>	\$51,532	\$73,334	\$4,295	\$6,112	\$2,148	\$3,056	\$1,982	\$2,821	\$991	\$1,411
<b>8</b>	\$57,356	\$81,622	\$4,780	\$6,802	\$2,390	\$3,401	\$2,206	\$3,140	\$1,103	\$1,570
For each additional household member, add	\$5,824	\$8,288	\$486	\$691	\$243	\$346	\$224	\$319	\$112	\$160

**DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Use one Free & Reduced Price School Meals Application for all students in your household within the Red Clay School District. We cannot approve an incomplete application, so be sure to fill out all required information and return to the school cafeteria, school office or Nutrition Office at 1798 Limestone Road, Wilmington, DE 19804

**SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR STATING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?**

- If you received a letter stating **one** of your children will receive free meals because they attend a school participating in the Community Eligibility Provision (CEP), **you will still need to submit a MBF if you have a child who does not attend a CEP school.** For a list of CEP schools, see chart of page 3.

- If you received a letter stating your children are eligible for free meals through a means other than CEP, you do not need to submit a MBF.
- If you are unsure if your child(ren) are eligible for free meals, call the Nutrition Office to confirm, (302)-992-5580, ext. 6.

**CAN I APPLY ONLINE?** You cannot apply online, however you can print an application from our web site: [www.RedClayCafe.com](http://www.RedClayCafe.com) → click on the "Meal Applications" icon. If you have any questions please contact Karen Talmo, (302) 992-5580 #6 or via e-mail at [Karen.Talmo@redclay.k12.de.us](mailto:Karen.Talmo@redclay.k12.de.us)

**MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?** Yes. Your child's application is only valid for one school year and for a designated period at the start of the following school year. **You must send in a new MBF at the start of EVERY SCHOOL YEAR if you have a child who does not attend a CEP school.**

**I GET WIC. CAN MY CHILDREN GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced priced meals. Please send in a completed application.

**HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNWAY?**

Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your child(ren) will get free meals, please call or e-mail April Anderson, Homeless Liaison for Red Clay at (302) 552-3714 to see if they qualify.

**WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof of the household income reported on the application.

**IF I DO NOT QUALIFY FOR FREE MEALS 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.

**WHAT IF I DISAGREE WITH THE DECISION ABOUT MY APPLICATION?** You can talk to school officials. You may also request a hearing in writing to: Ted Ammann, Assistant Superintendent of Operations, 1502 Spruce Avenue, Wilmington, DE 19805 or calling (302) 552-3700.

**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 for free or reduced price meals.

**WHAT IF MY INCOME CHANGES?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed time from work last month and 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.

**WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?** Household members may not receive some types of income we ask be reported on the application, or may not receive income at all. Whenever this happens, please write a **0** in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

**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, 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.

**WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?** List any additional household members on a separate piece of paper, and attach it to your application.

**MY FAMILY NEEDS MORE ASSISTANCE ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for DE-SNAP or other assistance benefits, contact your local assistance office or call 800-372-2022.

**WHAT RED CLAY SCHOOLS PARTICIPATE IN THE CEP PROGRAM?**

The below schools participate in the Community Eligibility Provision (CEP) Program, which was enacted as a result of Healthy, Hunger-Free Kids Act of 2010 and provides schools the opportunity to provide breakfast and lunch at no charge to all students in eligible schools. The CEP program is a federally funded program. There are no Red Clay District funds used to support this program. **THE LIST OF CEP SCHOOLS IS SUBJECT TO CHANGE EACH YEAR, SO PLEASE CHECK THE LIST ANNUALLY.**

**Community Eligibility Provision Schools**

- A.I. du Pont High
- A.I. du Pont Middle
- Anna P. Mote
- Austin D. Baltz
- Evan G. Shortlidge
- Forest Oak
- H.B. du Pont Middle
- Highlands
- John Dickinson
- Marbrook
- Meadowood
- Richardson Park
- RP Learning Center
- Richey
- Skyline
- Stanton
- Thomas McKean
- Warner
- William C. Lewis

**IF MY CHILD DOES NOT QUALIFY FOR FREE AND REDUCED MEALS, HOW MUCH DO SCHOOL MEALS COST?** Elementary students can purchase breakfast for \$0.75 and lunch for \$1.50. Secondary students can purchase breakfast for \$0.90 and lunch for \$1.75. Additionally, regardless of eligibility, students can purchase second meals or a la carte items. Student account balances can be replenished by using our online payment system [www.PayPams.com](http://www.PayPams.com) or by sending check or cash to the school cafeteria. Checks should be made payable to Red Clay School Nutrition Services.

If you have any other questions or need assistance, please call the Nutrition Office at (302)-992-5580, ext. 6. To learn more about the Red Clay School Nutrition Program or for details menu information, visit our website at [www.RedClayCafe.com](http://www.RedClayCafe.com).

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.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the

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](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](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.