

State and Federal Financial Assistance FAQ's 2018-2019

If you have been notified that your student is directly certified for free lunch and the fee waiver, **do not submit applications**. Applications are not necessary because your student is already qualified. Direct certification notices will be sent by July 20, 2018.

If you have not received notice of direct certification by July 20, 2018 and you feel your student may be eligible for free/reduced lunch or fee waiver benefits, you will then need to submit applications as soon as possible. This will allow you to bypass this step at walk-in registration and save you time.

The following is some helpful information regarding lunch and fee waiver applications:

- Unless directly certified, it is necessary to complete these applications each school year, even if your student was approved for benefits last school year.
- Along with your application for the fee waiver, please be sure to include the following:
 - Verification of all household income. If submitting paystubs, please submit copies of two (2) most recent paystubs.
 - A copy of the 2017 Income tax return must be included.
- Los alumnos quienes sus padres están teniendo dificultades en cumplir con las obligaciones financieros del costo de la matriculación y costo de almuerzo para el nuevo año escolar, podrán ser elegibles en recibir asistencia escolar por los costos y almuerzo gratis o almuerzo a un costo reducido. El alumno es elegible cuando el ingreso del hogar iguala o esta debajo de la Tabla Federal de Ingresos. Si UD necesita una solicitud en español para asistencia escolar o una solicitud para comida escolares gratis o a precio reducido, por favor comuníquese con la Sra. Priscilla Vazquez al 847-599-4768.
- Applications will be taken at the following locations:

July 1 st – July 30 th	Almond Campus Fee Office
After July 30 th	OPlaine Campus Fee Office
July, 31 st & August 1 st , 2 nd 1:00pm – 6:00pm	Walk-In Registration

If you have any questions about the application or eligibility, please contact:

Rina Satkiewicz, Bookkeeper
Phone: 847-548-6572
Email: rsatkiewicz@wths.net

FREE AND REDUCED LUNCH FAQ'S

Children need healthy meals to learn. **Warren Township High School District 121 (WTHS)** offers healthy meals every school day. **Your children may qualify for free lunch or for reduced price lunch.** Reduced lunch is **\$1.00**. This packet includes an application for free or reduced price lunch benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?
 - All children in households receiving benefits from **IL SNAP (Supplemental Nutrition Assistance Program)** or **TANF (Temporary Assistance for Needy Families)** 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 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, which can be accessed on the WTHS website Registration page.
2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? 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 haven't been told your children will get free meals, please contact **Patti Shea, WTHS Homeless Liaison**, at pashea@wths.net or **847-548-6853**.
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *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: **WTHS Almond Campus Fee Office through 7/30/18. WTHS OPlaine Campus Fee Office after 7/30/18, phone 847-599-4821.**
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Rina Satkiewicz, 847-548-6572, rsatkiewicz@wths.net** immediately.
5. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
6. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.

7. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
8. 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.
9. 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 or writing to: **Karen Efsen, Business Services Supervisor, 34090 Almond Rd., Gurnee, IL 60031.**
10. 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.
11. 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.
12. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field.
13. 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.
14. WHAT IF THERE ISN'T 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.
15. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **IL SNAP or TANF** benefits, contact:

DHS Family Community Resource Center
2000 North Lewis Avenue
Waukegan, IL 60087
Phone: (847) 336-5212

If you have other questions or need help, call **847-548-6572**.