



# Prince William County

## PUBLIC SCHOOLS

*Providing A World-Class Education*

**School Food and Nutrition Services**  
 P.O. Box 389  
 Manassas, VA 20108  
**703-791-7319**  
**703-791-8142**  
**703-791-7314**

August 2009

Dear Parent or Guardian:

The employees in the School Food and Nutrition Services Department of the Prince William County School Division look forward to serving you and your children during this school year. Nutritious, high quality meals are available each school day. Students may buy meals for the following prices:

<b>Breakfast:</b>		-	\$1.20
<b>Lunch:</b>	Elementary	-	\$2.10
	Middle	-	\$2.25
	High		\$2.35

You must apply for meal assistance every year. Children from households that meet Federal Income Guidelines shown on the income chart below are eligible for a minimum of reduced price meals at 30¢ for breakfast and 40¢ for lunch and may be eligible for free meals. Children who are members of households participating in WIC may also be eligible for meal assistance based on their household's income.

INCOME CHART			
Effective July 1, 2009 to June 30, 2010			
Household Size	Annual	Monthly	Weekly
1	20,036	1,670	386
2	26,955	2,247	519
3	33,874	2,823	652
4	40,793	3,400	785
5	47,712	3,976	918
6	54,631	4,553	1,051
7	61,550	5,130	1,184
8	68,469	5,706	1,317
For Each Additional Family Member Add	+6,919	+577	+134

Foster children who are the legal responsibility of a welfare agency or court may be eligible for benefits regardless of the income of the household with whom they reside. Eligibility for the foster child is based on the child's income.

Children who are members of households receiving Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamp Program) or who receive Temporary Assistance for Needy Families (TANF) are eligible for free meals regardless of income. Households receiving SNAP or TANF for their children should not have to fill out an application. School officials will notify those households of the children who do not need to apply. If you do not receive notification by **September 8, 2009**, you must submit an application.

To get free and reduced price meal benefits for your children, complete and return the attached application. Please review the instructions carefully, as an incomplete or unsigned application must be returned for the required information. If you have questions or need help in filling out the application, please contact the School Food and Nutrition Services Office at (703)791-7319, (703)791-8142 or (703)791-7314. **For quicker processing you may also complete the application electronically by visiting the school division's website @ [www.pwcs.edu](http://www.pwcs.edu).**

You may apply for free and reduced price meal benefits at any time during the school year. If you are not eligible now but have a decrease in household income, an increase in your household, become unemployed, or get SNAP or TANF for your child(ren), fill out and complete the application at that time.

School officials use the information on the application to determine if your child is eligible for meal benefits and to verify eligibility. As authorized by the National School Lunch Act, the school division may inform officials connected with other child nutrition, health, and education programs of the information to determine benefits for those programs or for funding and/or evaluation purposes.

School officials may check your eligibility at any time during the school year. They may ask you to send information to prove that your child(ren) should receive free or reduced price meals.

Meals served in Prince William County Schools meet the standards established by the U.S. Department of Agriculture. If a child has been determined by a doctor to be disabled and the disability prevents the child from eating the regular school meal, the school will make substitutions prescribed by the doctor at no extra charge. If your child needs such a substitution, please get in touch with the School Food and Nutrition Services Dietitian at (703)791-7480.

Sincerely,

Steven L. Walts  
 Superintendent of Schools

**Non-discrimination Statement:** In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## INSTRUCTIONS FOR COMPLETING THE WEB BASED HOUSEHOLD APPLICATION FOR FREE AND REDUCED PRICE MEALS

To apply for free or reduced price meals, complete **one application for ALL children in the household** who are in school, using the following **instructions**. Call the School Food and Nutrition Services office at 703.791.8142, 703.791.7319 or 703.791.7314 if you need assistance.

Follow these steps as you complete your application on line. The program will provide prompts to assist you in providing the required information.

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### PART 1 – HOUSEHOLDS WITH A FOSTER CHILD

If this application is for a Foster Child, check the box in the far right portion of this section. You may only include one Foster Child per application. If your household includes multiple foster children, please complete one application for each Foster Child.

A foster child is the legal responsibility of a welfare agency or court.

1. List the foster child's monthly "personal use" income. Indicate "0" if the foster child does not get "personal use" income. "Personal use" income is (a) money given by the welfare office identified by category for the child's personal use, such as for clothing, school fees, and allowances; and (b) all other money the child gets, such as money from his/her family and money from the child's full-time or part-time jobs.
2. You will notice that required fields will appear white, while fields that are not required will appear gray. Please complete all required fields.

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**PART 2** - If this application is for a Homeless, Migrant or Runaway student, check the appropriate box or boxes. If applicable, contact your school to talk with the homeless liaison or migrant coordinator. Continue with Part 3 of the Application.

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### PART 3 – CHILDREN IN SCHOOL

1. Complete the requested data for all children in your household who attend Prince William County Schools.
2. Type the student's date of birth and exact spelling of the first and last name as they appear on the student's school records. To find the student's ID number press, the "find student ID". If the student is found in the system's database the ID field will disappear and the school and grade will be filled in. If the student is not found, please complete the required information including school and grade. The Food Services staff will fill in the appropriate ID number.
3. If the student or students receive Supplemental Nutrition Assistance Program(SNAP) benefits (formerly the Food Stamp Program) or TANF, mark the appropriate box. List the current SNAP or TANF case number for each child. This number is on your approval letter. If you list a SNAP or TANF number you need to complete Part 4 but can skip Part 5. You will notice that required fields will appear white, while fields that are not required will appear gray. Please complete all required fields.

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### PART 4 - PARENT/GUARDIAN NAME AND SOCIAL SECURITY NUMBER

1. The fields that are required for a complete application are white. You must fill in all information that is highlighted in white on the application.
2. If Social Security number is required and you do not have a social security number you must indicate so by checking the box marked "I do not have a SSN."

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### PART 5 - TOTAL HOUSEHOLD INCOME FOR LAST MONTH

Fields in this section will appear grey if they are not required based on information you have provided in the sections above.

1. If not already listed, type the names of everyone in your household, whether or not they receive income. Include yourself, all children, your spouse, parents, grandparents, and other related and unrelated people in your household.
2. Type the amount of income each household member received **last month** (before taxes or anything else is taken out). For example, list the gross income each person earned from work. The amount should be listed on your pay stub. This is not the same as take home pay; it is the amount before taxes and other deductions. If any amount **last month** was more or less than usual, write that person's usual income.
3. Next to the amount received, indicate how often this income is received by selecting an income frequency. Select (W) for weekly, (E) for every two weeks, (T) for twice a month, (M) for monthly or (Y) for yearly.
4. Eligibility for meal assistance may make you eligible for other benefits. If you do not want your status shared to receive these benefits, mark the box at the end of this section.

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### PART 6 – APPROVAL AND SIGNATURE

You must read each of the statements below and indicate your acceptance of them by clicking the "Agree" button on the left. If you select "Decline" on either statement, your application will not be processed.

1. After accepting or declining each section of the statements, click in the "Guardian Signature" box. Your name will appear with today's date and time. Then select "Submit" from the drop down on the right and click the "Go" button.
2. You will receive an application number for reference purposes and an estimated processing time.

Privacy Act Statement: Unless you list the child's SNAP or TANF case number, Section 9 of the National School Lunch Act requires that you include the social security number of the household member signing the application or indicate that the household member does not have a social security number. You do not have to list a social security number, but if a social security number is not listed or an indication is not made that the adult household member signing the application does not have a social security number, we cannot approve the application. The social security number may be used to identify the household member in verifying the correctness of information stated on the application. This may include program reviews, audits, and investigations and may include contacting employers to determine income, contacting a SNAP or TANF office to determine current certification for SNAP or TANF benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by the household member to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal action if incorrect information is reported. The social security number may also be disclosed to programs as authorized under the National School Lunch Act and Child Nutrition Act, the Comptroller General of the U.S., Law enforcement officials for the purpose of investigating violations of certain federal and state laws, and local education, health, and nutrition programs.

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[Go to Online Application Form](#)