

2017-2018  
Letter to Parents for School Meal Programs

Dear Parent/Guardian:

Children need healthy meals to learn. **Pioneer Central School District** offers healthy meals every school day. Breakfast costs **\$1.05** at the Elementary Schools and **\$1.15** at the Middle School & High School; lunch costs **\$1.95** at the Elementary Schools and **\$2.20** at the Middle School & High School. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$0.25** for breakfast and **\$0.25** for lunch.

1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Complete the application to apply for free or reduced price meals. *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: **Pioneer Central School District C/O: Cate Pritchard, P.O. Box 579, Yorkshire, NY 14173.**
2. WHO CAN GET FREE MEALS? All children in households receiving benefits from **SNAP, the Food Distribution Program on Indian Reservations** or **TANF**, can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.
3. CAN FOSTER CHILDREN GET FREE MEALS? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.
4. CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS? Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail **Homeless/Runaway Liaison Mrs. Jeannene Wager at (716)492-9326 [JWagner@pioneericsd.org](mailto:JWagner@pioneericsd.org)** or the **Migrant Education Coordinator Mrs. Lucia Johnson at (716)673-3526 [lucia.johnson@fredonia.edu](mailto:lucia.johnson@fredonia.edu)** to see if they qualify.
5. WHO CAN GET REDUCED PRICE MEALS? Your children can get low cost meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart, shown on this application.
6. 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 **Cate Pritchard (716)492-9347** if you have questions.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child's application is only good for that school year and for the first 30 operating days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
8. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out a FREE/REDUCED PRICE MEAL application.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes and we may also ask you to send written proof.
10. 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.
11. 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: **Pioneer Central School District C/O: Mr. Nicholas Silvaroli, P.O. Box 579, Yorkshire, NY 17173 [NSilvaroli@pioneericsd.org](mailto:NSilvaroli@pioneericsd.org).**
12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
13. 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-rated share of expenses), do not include them.
14. 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.
15. 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.
16. 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 her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call **1-800-342-3009**.

**2017-2018 INCOME ELIGIBILITY GUIDELINES  
FOR FREE AND REDUCED PRICE MEALS OR FREE MILK**

**REDUCED PRICE ELIGIBILITY INCOME CHART**

Total Family Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 22,311	\$ 1,860	\$ 930	\$ 859	\$ 430
2	\$ 30,044	\$ 2,504	\$ 1,252	\$ 1,156	\$ 578
3	\$ 37,777	\$ 3,149	\$ 1,575	\$ 1,453	\$ 727
4	\$ 45,510	\$ 3,793	\$ 1,897	\$ 1,751	\$ 876
5	\$ 53,243	\$ 4,437	\$ 2,219	\$ 2,048	\$ 1,024
6	\$ 60,976	\$ 5,082	\$ 2,541	\$ 2,346	\$ 1,173
7	\$ 68,709	\$ 5,726	\$ 2,863	\$ 2,643	\$ 1,322
8	\$ 76,442	\$ 6,371	\$ 3,186	\$ 2,941	\$ 1,471
*Each additional person add	\$ 7,733	\$ 645	\$ 323	\$ 298	\$ 149

**How to Apply:** To get free or reduced price meals for your children carefully complete one application for your household and return it to the designated office. If you now receive Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF) for any children, or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household SNAP, TANF or FDPIR case number and the signature of an adult household member. All children should be listed on the same application. If you do not list a SNAP, TANF or FDPIR case number, the application must include the names of everyone in the household, the amount of income each household member, and how often it is received and where it comes from. It must include the signature of an adult household member and the last four digits of that adult's social security number, or check the box if the adult does not have a social security number. An application that is not complete cannot be approved. Contact your local Department of Social Services for your SNAP or TANF case number or complete the income portion of the application.

**Reporting Changes:** The benefits that you are approved for at the time of application are effective for the entire school year. You no longer need to report changes for an increase in income or decrease in household size, or if you no longer receive SNAP.

**Income Exclusions:** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

**Nondiscrimination Statement:** This explains what to do if you believe you have been treated unfairly.

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, audiotope, 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.

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.

Meal Service to Children With Disabilities: Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of Federal regulations, as one who has a physical or mental impairment which substantially limits one or more major life activities. Major life activities are defined to include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. You must request the special meals from the school and provide the school with medical certification from a medical doctor. If you believe your child needs substitutions because of a disability, please get in touch with us for further information, as there is specific information that the medical certification must contain.

Confidentiality: The United States Department of Agriculture has approved the release of students names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and federal State or local nutrition programs similar to the National School Lunch Program. Additionally, all information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA); including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.

Reapplication: You may apply for benefits any time during the school year. Also, if you are not eligible now, but during the school year become unemployed, have a decrease in household income, or an increase in family size you may request and complete an application at that time.

The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian. We will let you know when your application is approved or denied.

Sincerely,

*Catherine Pritchard*  
Food Service Director

### 2017-2018 School Breakfast and Lunch Pricing



Elementary School	Breakfast \$1.05 Lunch \$1.95
Middle & High School	Breakfast \$1.15 Lunch \$2.20
A la Carte Milk	\$0.50



Your children may qualify for free meals or reduced price meals. Reduced price \$0.25 for breakfast and \$0.25 for lunch.



### Please Discuss Important School Breakfast & Lunch Regulations with your Child

At Breakfast, Schools must offer 4 required components:

1. ½ Pint Milk
2. ½ Cup to 1 Cup Fruit and or Vegetable
3. Two Grains/Whole Grain Rich Breads **OR**
4. Protein and a Grain

**Students must take 3 out of 4 components.**

**At least one component must be ½ cup of fruit or vegetable.**  
**Meals without a fruit or vegetable must be priced as a la carte items.**

**Example Using Elementary Pricing**  
**1 Bagel \$0.95 and ½ Pint Milk \$0.50 = \$1.45**  
**Add Fruit or Vegetable price drops to \$1.05**

At Lunch, Schools must offer 5 required components:

1. ½ Pint Milk
2. 2-3 oz Meat/Meat Alternate
3. 1-2 Grains/Whole Grain Rich Products
4. Fruit
5. Vegetable

**Students must take 3 out of 5 components.**

**At least one component must be a ½ cup of fruit or vegetable.**  
**Meals without a fruit or vegetable must be priced as a la carte items.**

**Example Using Middle & High School Pricing:**  
**Slice of Pizza \$1.90 and ½ Pint Milk \$.50 = \$2.40**  
**Add Fruit or Vegetable prices drops to \$2.20**



**Prepayment:** If your child(ren) purchase meals at school you can place money on their account in advance. Please make out a separate check for students who do not attend the same school building. Note your child's name on the memo section of your check. **Please make checks payable to Pioneer School Lunch.** Account balances can be monitored through parent portal. Contact Joellen Morey at (716)492-9301 to set up an account.

**Eligibility:** To apply for Free or Reduced Meals for your children read the instructions on the back of the application. Complete **ONLY ONE APPLICATION** for your household. If you have questions regarding free or reduced eligibility for your child(ren)'s school meals, please contact Cate Pritchard or Cynthia Landis at (716)492-9347.

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The Food Service Department values communication between the parent/guardian and the staff, if you have any Questions regarding the Free & Reduced Meal Application, please contact Catherine Pritchard. *If you have received a Direct Certification Letter/Eligibility Letter for one student in your household and not the other student(s) please contact the Food Service Director immediately as the other student(s) can be added to the Directly Certified Student or Application and will not incur further meal charges.*

*\*Please Note: The Direct Certification/Eligibility Letter would have to be for 2017-2018 school year\**

For student meal accounts, requesting student account history, or any questions regarding student meal account please feel free to contact us. Parents/Guardians can also utilize Parent Portal to monitor your students account balance. If you do not have an account, please contact Joellen Morey at (716)492-9301 to set up an account.

Food Service Director  
Catherine Pritchard  
[cpritchard@pioneersd.org](mailto:cpritchard@pioneersd.org)  
(716)492-9347

High School Cook Manager  
Linda Frazier  
[lfrazier@pioneersd.org](mailto:lfrazier@pioneersd.org)  
(716)492-9300 x 1113

Middle School Cook Manager  
Shirley Burch  
[sburch@pioneersd.org](mailto:sburch@pioneersd.org)  
(716)492-9300 x 2108

Arcade Cook Manager  
Nancy Bantle  
[nbantle@pioneersd.org](mailto:nbantle@pioneersd.org)  
(716)492-9432

Delevan Cook Manager  
Lori Smith  
[lsmith@pioneersd.org](mailto:lsmith@pioneersd.org)  
(716)492-9470



## YORKSHIRE-PIONEER CENTRAL SCHOOL DISTRICT CHARGING PROCEDURE

The Pioneer Central School District believes no child should go hungry throughout the school day. If a student comes to school without a lunch or money to purchase a lunch or a breakfast then that student will be served a meal that is charged to his or her student account.

Regulations require each district to address the following areas for handling charged meals by students:

1. ***What can be charged:***

Only complete meals, Breakfast or Lunch. À la carte purchases and second meals are **not permitted** to be charged.

2. ***How a charged meal is handled:***

Cashier will allow the student to charge the meal he or she would like without exception. At the Middle School/High School the cashier will ask the student to bring in money owed on the next school day.

- A courtesy call to the parent/guardian will automatically be placed on Wednesday and Friday informing them of any negative account balance over \$1.00.
- If an elementary student charges over 3 breakfast and 3 lunches the Elementary Cook Managers will print a charge slip, place it in a sealed envelope, and put it in the teacher's mail box to be sent home to the parent/guardian with the elementary student.

If charging persists, the Cook Manager must submit a list of names to the Principal who will contact the families for reimbursement or determine if other action is required. (Need for Social Services or Homeless Liaison assistance). If a financial hardship is suspected, the families will be encouraged to apply for free/reduced meals anytime during the school year.

***Parents can also utilize parent portal to monitor lunch account balances. Contact Joellen Morey at 716-492-9301 to set up an account.***

3. ***The system used for identifying and recording all charge meals:***

When a student needs to charge a meal the cashier will enter \$0.00 money into the students account in the WebSMARTT POS system. This will create a negative charge balance on the students account.

4. ***The system used for collecting repayments:***

When a student re-pays the charge the cashier rings the money received under the prepay button to eliminate the negative balance on the students accounts.

5. ***Communication of the procedure to Parent/Guardian and Students:***

A copy of the charge meal procedure will be posted on the school Food Service website. At the start of the school year a written copy of the procedure will be included in the student orientation package. In addition the written copy will be provided to applicable staff, and new households that transfer into the District during the school year.