

Miller Avenue Elementary

# Husky News



**Monthly Issue:** The newsletter, loaded with information pertaining to our school, will be emailed to the Parent group email and can also be found on the Garaway home page at [www.garaway.org](http://www.garaway.org) - hover over the schools tab and click on Miller Avenue from the drop-down choices. Call the office at (330)852-2441 for any questions you may have and we will be happy to help you.



Friday, November 5, 2021

***E + R = O, (E)vent + (R)esponse = (O)utcome***



I am sorry for the delay in getting the Monthly newsletter out. The beginning of the school year has been a very busy but fun couple of months and unfortunately time just got away from me. I have tried to add pictures of the many activities that we have had going on. Hope you enjoy them!

*Tina Medley, Secretary*

# UPCOMING EVENTS

21ST ANNUAL FAMILY READING FESTIVAL  
**READING "SHORE" IS FUN!**

SATURDAY, NOVEMBER 6 | NEW TOWNE MALL  
10:00 AM - 3:00 PM | NEW PHILADELPHIA, OH

Free books for every student!  
Character appearances by Pete the Cat,  
Pout Pout Fish, and Paddington Bear!

**THANK YOU TO OUR SPONSORS!**

*Jeanne Souers Garcia Grant*

Adventure Harley Davidson \* Bowerston Shale \* Buckeye Career Center \*  
Clayland Lions Club \* East of Chicago Pizza \* Gervasi Vineyard & Italian Bistro  
\* Hawk \* Family Dental Care \* Mark's Place \* May Valley Flooring \* Michael H.  
Brown DC \* Nathan Springer DDS MS \* New Philadelphia Elks Lodge #510 \*  
The Commercial Savings Bank \* Tuscarawas County Literacy Coalition \*  
Tuscarawas County YMCA \* Wendy's

East Central  
EDUCATIONAL  
SERVICE CENTER Ohio

**For some weekend fun check out this fun activity for your family to enjoy.**

★ **SCHOLASTIC BOOK FAIR** Our book fair is being held next week, **Monday, November 8th thru Friday, November 12th**. Monday, November 8th is a day for 3rd, 4th, 5th & 6th graders to browse, and on Tuesday, November 9th they can shop. Wednesday, November 10th is a day for Kindergarteners, 1st & 2nd graders to browse, and on Thursday, November 11th they can shop. If anyone forgets money, or otherwise needs to shop for last minute items, Friday the 12th will be a day to shop as well. Checks can be made payable to Miller Ave. PTO. You may also set up an eWallet account at [scholastic.com/fair](http://scholastic.com/fair), and search for Miller Ave. Elementary. On top of that, you may shop online through November 21st.



We would like to collect a Free and Reduced Lunch Form from every family in our school - even if you know your child(ren) will not qualify for it. Our school receives extra money based on that statistic, so every application filled out helps. The information is kept strictly confidential. For any family that turns in a Free and Reduced Lunch Form, Mr. Fisher will buy a book for each child in that family at our book fair next week. :) Students in families who have already turned in their form will also receive a free book.

**\*\*\*\*A Free and Reduced Lunch Form is attached at the end of this newsletter for you to print out for use. If you need a paper copy sent home please send in a note requesting one.\*\*\*\***



★ Our Pepperoni Rollers fundraiser was a great success! Pepperoni Rollers will be delivered on **Thursday, November 11th** - you can pick them up at **2:30 p.m. thru dismissal time (by 4:00 p.m. please)**. Proceeds from the sale will go towards curriculum improvements, rewards for students, and technology updates, among other things. Thank you for your support with this fundraiser.

**Happy Veterans Day to all who serve or have served, we appreciate you!!**



★ **Thursday, November 18th - 2 Hour Early Dismissal - Parent/Teacher Conferences** Your child's teacher will be sending home more information pertaining to conferences.

★ **Friday, November 19th - Lifetouch Fall Picture Retake Day - NOTE - Retake flyers will be sent home next week for anyone who is interested and or were absent on picture day.**

★ **Wednesday, November 24th we will have a 2 Hour Early Dismissal to begin our Thanksgiving Break which is Thursday, November 25th thru Monday, November 29th**

*School resumes Tuesday, November 30th.*



★ **Sunday, December 12th - Winter Concert at 2 p.m.**  
for Grades Kindergarten, 1st, 2nd & 3rd  
(all Garaway Elementaries will be participating)  
It will be held at Garaway High School

★ **Friday, December 17th - End of 2nd 9 Week Grading Period**



★ **Monday, December 20th thru Sunday, January 2nd - NO SCHOOL - Winter Break - School resumes on Monday, January 3rd.**



We have welcomed some new faces to our staff this year at Miller Avenue and I would like to share some pictures that they shared with me. If you have not yet met them I hope it helps you to put a face to the names of the staff your kids have been talking about.



**Mr. Cyrus Copeland, 5th/6th Math & Science with his wife, who teaches 3rd Grade at Baltic.**

**Mrs. Sarah Robinson, Music**



**Mr. Glen Huffman, Computer/Technology**



**Miss Kaley Weaver, Art**

**Mrs. Steffinee Yoder, Aide in our CC Unit with her family on her wedding day.**



**Mrs. Linda Hochstetler, Elementary Guidance Counselor**

## IMPORTANT NOTES FROM THE OFFICE

Thank you so much for actively helping your children and taking an interest in their education. Please know that our students' and teachers' instructional time is very valuable and we would like to minimize any disruptions to that time. So it is with that in mind that we ask you to **always check in at the office** when coming to the school. Please allow the Secretary, Tina Medley, to deliver any forgotten items or messages to your child. We also would appreciate it when walking children in that you say your goodbyes to them in the lobby and allow them to proceed to the classroom on their own. This will also help with keeping interruptions to a minimum and will encourage your child's independence.



**SCHOOL BUILDING DOES NOT OPEN UNTIL 8:30 a.m.** Please do not drop off students before 8:30 a.m. Employees do not start their day until 8:15 a.m., so therefore, for proper supervision of students, they should not be arriving until 8:30 a.m. We appreciate your consideration of this matter. Thank you!!



### **EARLY MORNING BUS ISSUES**

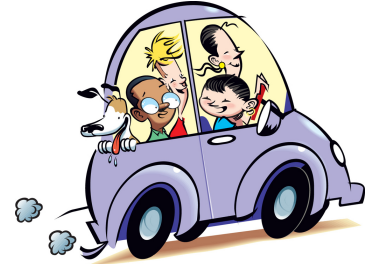
When experiencing an early morning bus issue (from 7:30 a.m. to 8:30 a.m.), please call the **Central Office at (330) 852-2421** rather than calling the Miller Avenue office to better ensure that there will be someone available to assist you. Thank you for your cooperation in this matter.

**CALLS & NOTES PERTAINING TO THE TRANSPORTATION OF YOUR CHILD(REN):** Due to the busy nature of dismissal time and the office at Miller Avenue, it is best to send in a written note with your child(ren) in the morning explaining any change in their ordinary routine. All changes in routine **MUST** go through the Secretary, Tina Medley. All notes are sent down to the office every morning and a coordinating bus or pick-up slip will be issued and passed back to the teacher in the afternoon. **Please, do not give notes to the bus drivers!** If your child has a complicated schedule (such as going on different busses to babysitters/grandparents) please send in the details of the schedule to Tina. It is very difficult for the bus drivers to keep all of the students' schedules coordinated, so to make it easier on them a bus slip must be issued. All calls for any changes pertaining to the plans for transporting your child must be made by **2:00 p.m. PLEASE!!** We understand that things come up from time to time, but the earlier those arrangements are made, the smoother dismissal runs for our school. Whether the change involves a bus, walking home or needing to be sent to the pick-up line, you may phone the Miller Avenue office at (330)852-2441. We do want to stress that a **change in the routine must be made to the secretary by a parent/guardian by a note or phone call.** We will **NOT** make a change to your child(ren)'s schedule from them telling us to.





**CAR PICK-UP LINE** We are always striving to make the process of picking up your children the safest and most efficient way that we can. We have a large volume of pick-up students, so we will begin our Pick-up line **starting at 3:15**. Please be sure to follow the directions of the aides that are on duty and to have the pick-up tag visible, to make it as easy as possible for the aide on duty to see the name. Please do not exit your vehicle and enter the building while in the pick-up line as it holds up the



whole process. If you need to enter the building (example: your child has forgotten something) please pull to a parking spot and walk your child back into the building. The pick-up line can become very dangerous, so please do not allow children to dart across to re-enter the building. Please make sure they are walked back across by a responsible adult. Older children may re-enter on their own, but please remind them to go to the crosswalk and wait for an aide to safely direct them back across. We are most appreciative of your cooperation and patience in our efforts to have this process run as smoothly as possible. Car Pick-Up tags are available at any time. Please send in a note or phone the office to request pick-up tags.

**SOME ADDITIONAL NOTES PERTAINING TO SAFETY AT DROP-OFF/PICK-UP** Parents who bring students to school, please make sure to line-up in the drop-off zone (behind bus zone) only if dropping your child off. At 8:30 your children can exit their vehicles and walk into the building. . Please continue on straight through and exit out of the bottom parking lot - **DO NOT TURN LEFT OR SWING OUT TO GO AROUND THE CAR AHEAD OF YOU, please be patient and keep the line moving swiftly and safely.** Please be respectful of everyone's time and if you are planning on walking your child into the school, you must move to the parking spaces on the left. Please **DO NOT block** the bus zone at any time. Please make sure that your child **DOES NOT dart out** into the lane of traffic, as it is a very busy time of day with cars coming and going. Also **DO NOT** allow them to walk between the busses. As stated above, please say your goodbyes to them in the lobby and allow them to proceed to the classroom on their own. If you would like to speak to your child's teacher, stop in the office and talk to Tina Medley, Secretary and she will either deliver the message or ask the teacher to come to the office to speak to you. **PLEASE DO NOT GO TO THE CLASSROOM**, as teachers are very busy during this time. Thank you for helping us out in these circumstances so as to keep our students as safe as possible

**Please know that making sure your child arrives at school and gets home safely is our utmost priority. Thank you so much for helping us out with all of these matters.**

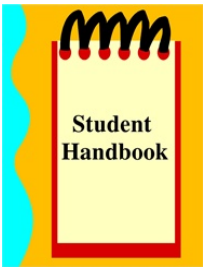


*The Miller Avenue staff would like to extend a big "THANK YOU" to all of the PTO mothers who so generously donated food/drink for our evening meal on the night of Parent/Teacher conferences. It was very yummy and was enjoyed by all!*

**If your child will not be in school.....**

- Please email me at [tmedley@garaway.org](mailto:tmedley@garaway.org) or
- Call the school phone (330) 852-2441 and leave a message - if leaving a message, please be sure to send in a written excuse when the student returns to school.

On the email or school phone please state the date, your name, your child's name, grade level and the reason for the absence. If any homework is requested please also state how you would like to receive the homework. Teachers ask if you would like to come in to pick up the homework that you please wait until the end of the school day to make sure they have time to gather it up.



**DRESS CODE REMINDERS**

As stated in the student handbook, students are permitted to wear shorts until the end of October. Just a reminder that "Shorts must be worn at a length that is decent and in good taste with the length being at least mid-thigh." Also, "Proper footwear is required at all times. Flip-flops are not permitted. Sandals must have heel straps." Please see your student handbook for any other dress code concerns.

**COLDER WEATHER IS ON THE WAY!!**

The weather at this time of year can be very unpredictable, so please be sure that your student is dressed appropriately for **outside weather** – we want to remind you that we hold our recesses outside if at all possible.



**Layered clothing works best when the weather is so unpredictable!**

**MEDICATION POLICY REMINDER:** Just a reminder that students per the Medication Policy are not allowed to have any kind of medication (including over the counter types, cough drops and such) on them at any time. Please try to administer any type of medication your child may need before and/or after school. If your child will need to have any medication administered during school hours the parent/guardian may come to the school to administer it. If the medication must be administered by the school Secretary or Nurse, the proper paperwork must be filled out by the physician and sent into the school. **PLEASE do not send** in cough drops and such with your child.



**4th, 5th & 6th GRADE PARENTS:** All 4th, 5th & 6th Grade students received a Garaway Chromebook Policy Handbook that was included in the First Day Packet. That Handbook detailed the usage/policies of the Chromebooks supplied to your student. Please submit your \$50 payment for the Chromebook at your earliest convenience.



**\*\*When sending in money to the school for such things as lunches and chromebook fees, please make the check payable to Garaway Local Schools and include in the memo line what the money is for - PLEASE DO NOT make it out to Miller Ave. as the bank will not accept it. Thank you!!**



**Our 6th graders happily posing for a class picture.**

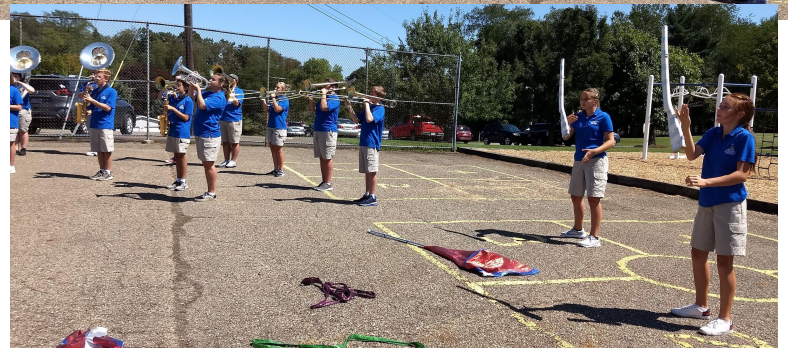


**Our Kindergarten class posed with their fire helmets that were given to every student in honor of Fire Prevention/Safety week. We would like to thank the Sugarcreek Fire Department for a very fun and informative interactive assembly. A great time was had by all.**

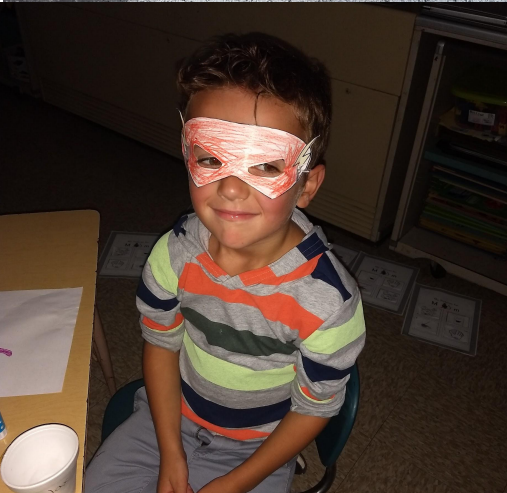
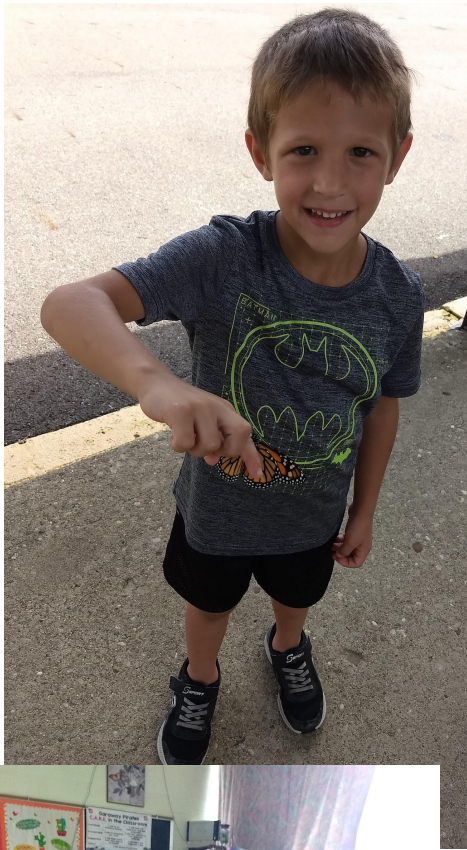




More pics from the Fire Prevention/Safety assembly and a couple of pics from when the Garaway Marching Pirates visited us to give us a fun presentation of what it is like to be in band.







**Some fun pics of the many activities that our Kindergarten has been taking part in from learning about the life of the caterpillar/butterfly, the big wheel race at the Swiss Festival, making masks for the letter M and lunch in the room with Mrs. Atkinson.**





**Mr. Meek & Mrs. Bane's classrooms recently took a fun-filled field trip to Ramseyer Farms.**













# GARAWAY LOCAL SCHOOLS

## WE NEED YOU!

# 3

## Reasons to Apply for Free-or-Reduced School Meals

Did you know that filling out a free-or-reduced price school meal application each year can benefit not only your family but also your children's schools?



### 1

#### Help for your family

Besides free-or-reduced priced school meals, your family may qualify for:

- Reduced school and activity fees
- Medical benefits
- Housing benefits
- Utilities benefits
- And more!



### 2

#### Help for your school

The more applications your school gathers at the start of each school year, the more additional funding they can receive for all kinds of programs that help children, families, teachers, administrators—everyone!



### 3

#### Fast and secure

It takes just a few minutes to complete an online application. What's more, your data is handled with strict protocols that ensure security and confidentiality.

**So please, fill out your back-to-school 2021 application by visiting: [www.payschoolscentral.com](http://www.payschoolscentral.com).**

**Only one application per household is needed.**

Thank you for everything you do to care for your children and your school community.

## FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **Garaway Local Schools** offers healthy meals every school day. This packet includes an application for free or reduced price meal 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 **Ohio SNAP, or Ohio 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.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2021/2022			
Household size	Yearly	Monthly	Weekly
1	\$12,800	\$1,986	\$459
2	17,420	2,686	620
3	21,960	3,386	782
4	26,500	4,086	943
5	31,040	4,786	1,105
6	35,580	5,486	1,266
7	40,120	6,186	1,428
8	44,660	6,886	1,589
Each additional person:	4,540	700	162

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 call or e-mail the Superintendent's Office at (330) 852-2421 ext. 2, ktroyer@garaway.org.
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: your child's school.
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 the Superintendent's Office at (330) 852-2421 ext. 2 immediately.



5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit [www.payschoolscentral.com](http://www.payschoolscentral.com) to begin or to learn more about the online application process. Contact the Superintendent's Office at (330) 852-2421 ext. 2 if you have any questions about the online application.
6. 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 and for the first few days of this school year, through **[date]**. 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.
7. 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.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
9. 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.
10. 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: Sheryl Hardesty, Treasurer, 146 Dover Road NW, Sugarcreek, Ohio 44681, (330) 852-2421 ext. 3.
11. 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.
12. 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.
13. 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. 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.
14. 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.
15. 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. Contact your school secretary to receive a second application.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for Ohio SNAP or other assistance benefits, contact your local assistance office or call **877-852-0010**.

If you have other questions or need help, call (330) 852-2421 ext. 2.

**GARAWAY LOCAL SCHOOL DISTRICT**

# 2021-2022 Household Application for Free and Reduced Price School Meals

Complete one application per household. Please use a pen (not a pencil).

Apply online:  
www.payschoolscentral.com

**STEP 1** List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

**Definition of Household Member:** "Anyone who is living with you and shares income and expenses, even if not related."  
Children in **Foster care** and children who meet the definition of **Homeless, Migrant or Runaway** are eligible for free meals. Read **How to Apply for Free and Reduced Price School Meals** for more information.

Child's First Name	MI	Child's Last Name	Grade	Student? Yes No	Foster Child Runaway

Check all that apply

**STEP 2** Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDIPIR?

Case Number: \_\_\_\_\_

If NO > Go to STEP 3. If YES > Write a case number here then go to STEP 4 (Do not complete STEP 3)

**STEP 3** Report income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

**A. Child Income**  
Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

Child income: \$ \_\_\_\_\_

How often?  
Weekly  Bi-Weekly  2x Month  Monthly

**B. All Adult Household Members (including yourself)**  
List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work			Public Assistance/Child Support/Alimony			Pensions/Retirement/All Other Income					
	Weekly	Bi-Weekly	2x Month	Monthly	Weekly	Bi-Weekly	2x Month	Monthly	Weekly	Bi-Weekly	2x Month	Monthly
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Total Household Members (Children and Adults) \_\_\_\_\_

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member: \_\_\_\_\_

Check if no SSN

X X X X

**STEP 4** Contact information and adult signature. Return completed forms to the building secretary who will forward them to the Garaway Central Office.

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Street Address (if available) \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone and Email (optional) \_\_\_\_\_

Signature of adult \_\_\_\_\_ Today's date \_\_\_\_\_



**INSTRUCTIONS**

**Sources of Income**

Sources of Child Income	Examples)
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages
- Social Security - Disability Payments - Survivor's Benefits	- A child is blind or disabled and receives Social Security benefits - A Parent is disabled, retired, or deceased, and their child receives Social Security benefits
- Income from person outside the household	- A friend or extended family member regularly gives a child spending money
- Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust

Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
<ul style="list-style-type: none"> <li>- Salary, wages, cash bonuses</li> <li>- Net income from self-employment (farm or business)</li> </ul>	<ul style="list-style-type: none"> <li>- Unemployment benefits</li> <li>- Worker's compensation</li> <li>- Supplemental Security Income (SSI)</li> <li>- Cash assistance from State or local government</li> <li>- Alimony payments</li> <li>- Child support payments</li> <li>- Veteran's benefits</li> <li>- Strike benefits</li> </ul>	<ul style="list-style-type: none"> <li>- Social Security (including railroad retirement and black lung benefits)</li> <li>- Private pensions or disability benefits</li> <li>- Regular income from trusts or estates</li> <li>- Annuities</li> <li>- Investment income</li> <li>- Earned interest</li> <li>- Rental income</li> <li>- Regular cash payments from outside household</li> </ul>
<ul style="list-style-type: none"> <li>- If you are in the U.S. Military: - Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</li> <li>- Allowances for off-base housing, food and clothing</li> </ul>		

**OPTIONAL Children's Racial and Ethnic Identities**

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one):  Hispanic or Latino  Not Hispanic or Latino  
 Race (check one or more):  American Indian or Alaskan Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPRI) case number or other FDPRI identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

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 apply 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: (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:

mail: U.S. Department of Agriculture  
 Office of the Assistant Secretary for Civil Rights  
 1400 Independence Avenue, SW  
 Washington, D.C. 20250-94-10  
 fax: (202) 690-7442; or  
 email: [program.intake@usda.gov](mailto:program.intake@usda.gov).  
 This institution is an equal opportunity provider.

**Do not fill out For School Use Only**

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24 Monthly x 12

Total Income

How often?  
 Weekly  Bi-weekly  2x Month  Monthly

Household Size

Categorical Eligibility

Eligibility:  
 Free  Reduced  Denied

Determining Official's Signature

Date

Confirming Official's Signature

Date

Verifying Official's Signature

Date



## HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in the Garaway District. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Kelli Troyer, (330) 852-2421 x2, ktroyer@garaway.org.

**PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.**

### **STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12**

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

**Who should I list here?** When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending Garaway Schools, regardless of age.

<p><b>A) List each child's name.</b> Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.</p>	<p><b>B) Is the child a student at Garaway?</b> Mark 'Yes' or 'No' under the column titled "Student" to tell us which children attend Garaway. If you marked 'Yes,' write the grade level of the student in the 'Grade' column to the right.</p>	<p><b>C) Do you have any foster children?</b> If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing <b>STEP 1</b>, go to <b>STEP 4</b>. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.</p>	<p><b>D) Are any children homeless, migrant, or runaway?</b> If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application.</p>
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### **STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?**

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP).
- Temporary Assistance for Needy Families (TANF).
- The Food Distribution Program on Indian Reservations (FDPIR).

<p><b>A) If no one in your household participates in any of the above listed programs:</b></p> <ul style="list-style-type: none"> <li>• Leave <b>STEP 2</b> blank and go to <b>STEP 3</b>.</li> </ul>	<p><b>B) If anyone in your household participates in any of the above listed programs:</b></p> <ul style="list-style-type: none"> <li>• Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact Job and Family Services.</li> <li>• Go to <b>STEP 4</b>.</li> </ul>
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### **STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS**

**How do I report my income?**

- Use the charts titled "Sources of Income for Adults" and "Sources of Income for Children," printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
  - Gross income is the total income received before taxes.
  - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been



### STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

- reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write "0" or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

#### 3.A. REPORT INCOME EARNED BY CHILDREN

- A) Report all income earned or received by children.** Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

**What is Child Income?** Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

#### 3.B. REPORT INCOME EARNED BY ADULTS

**Who should I list here?**

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- Do NOT include:**
  - People who live with you but are not supported by your household's income AND do not contribute income to your household.
  - Infants, Children and students already listed in STEP 1.

<p><b>B) List adult household members' names.</b> Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Do not list any household members you listed in STEP 1. If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.</p>	<p><b>C) Report earnings from work.</b> Report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.</p> <p><b>What if I am self-employed?</b> Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.</p>	<p><b>D) Report income from public assistance/child support/alimony.</b> Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.</p>
<p><b>E) Report income from pensions/retirement/all other income.</b> Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.</p>	<p><b>F) Report total household size.</b> Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.</p>	<p><b>G) Provide the last four digits of your Social Security Number.</b> An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."</p>

### STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

*All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.*

<p><b>A) Provide your contact information.</b> Write your current address in the fields provided. If this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.</p>	<p><b>B) Print and sign your name and write today's date.</b> Print the name of the adult signing the application and that person signs in the box "Signature of adult."</p>	<p><b>C) Return completed forms to your school secretary.</b></p>	<p><b>D) Share children's racial and ethnic identities (optional).</b> On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.</p>
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