

MOHAWK TRAIL REGIONAL SCHOOL DISTRICT/HAWLEMONT REGIONAL SCHOOL DISTRICT

Dear Parents and Caregivers,

Welcome back students and families! We are excited to update you with the news that Massachusetts students will receive FREE meals in the School Year 2024-2025. Massachusetts became the 8th state to make Free School Meals for All permanent which means that breakfast and lunch will continue to be served at no cost to all students for years to come.

Please note that even though meals will be free for all, it is very important for families to still complete the Household Application for Free/Reduced price meals for the 2024-2025 school year. We strongly encourage **ALL** families to submit this form as it allows us to waive fees for those who qualify and serve families most effectively. Completing this form also helps our district to receive more federal funding to keep our Nutrition Program strong.

If you are interested, please consider applying for SNAP, the federal nutrition program that provides eligible residents with monthly financial assistance to purchase groceries. More SNAP information can be found at gettingsnap.org or by calling Project Bread's FoodSource Hotline at 1-800-645-8333.

It is our privilege to provide breakfast and lunch to your children, supporting them with nourishing and healthy meals to power through the school day! We can't wait to see them in the coming weeks. Please reach out with any questions or concerns that you may have.

Best

Debbie Plante & Tammy Wheeler

Co-Food Directors

Mohawk Trail/Hawlemont Regional School Districts

1-413-625-9811 EXT. 1324

dplante@mtrsd.org or twheeler@mtrsd.org

Limited English Proficiency Taglines Cover Page

Insert local phone numbers below where a parent who is not proficient in English and/or is hearing impaired could call to get access to program information. This should be available at the school or district level where a parent can go to get any vital information about their child's education experience.

ATTENTION: If you speak [insert language], language assistance services, free of charge, are available to you. Call 1-877-382-2363.

Spanish

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-877-382-2363.

Vietnamese

CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-877-382-2363.

Mandarin Chinese

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-877-382-2363。

Portuguese

ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis. Ligue para 1-877-382-2363.

Russian

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-877-382-2363.

Haitian Creole

ATANSYON: Si w pale Kreyòl Ayisyen, gen sèvis èd pou lang ki disponib gratis pou ou. Rele 1-877-382-2363.



I Speak Statements

- | | |
|--|--|
| ☐ Unë flas shqip (Albanian) | ☐ N̄ a po Klāo Win . (Kru) |
| ☐ አማርኛ እናገለግላለሁ (Amharic) | ☐ ຂ້າພາຍ(ຂ້າ)ເວົ້າພາສາລາວ. (Lao) |
| ☐ أنا أتكلم اللغة العربية. (Arabic) | ☐ Yie gorngv Mienh waac . (Mien) |
| ☐ Ես խոսում եմ հայերեն (Armenian) | ☐ म नेपाली बोल्छु (Nepali) |
| ☐ আমি বাংলা জানি। (Bengali) | ☐ Mówię po polsku . (Polish) |
| ☐ Ja govorim bosanski jezik (Bosnian) | ☐ Eu falo Português . (Portuguese) |
| ☐ ကျွန်ုပ်တို့ပြောသောစကားမှာဗမာစကားဖြစ်သည်။ (Burmese) | ☐ ੲ ਸੁਪਹਾਵ ਪੰਜਾਬੀ (Punjabi) |
| ☐ 我说中文 (Chinese Simplified) | ☐ Cunosc limba Română . (Romanian) |
| ☐ 我說中文 (Chinese Traditional) | ☐ Я говорю по-русски . (Russian) |
| ☐ Ja govorim hrvatski . (Croatian) | ☐ Ou te tautala faa Samoa . (Samoan) |
| ☐ ینجانبه زبان فارسی صحبت می کنم (Farsi) | ☐ Govorim srpski . (Serbian) |
| ☐ Je parle français . (French) | ☐ Waxaan ku hadlaa Somali . (Somali) |
| ☐ Je parle le Français haïtien (French Creole) | ☐ Yo hablo español . (Spanish) |
| ☐ Μιλώ ελληνικά . (Greek) | ☐ أناحدت السودانية (لغوي سوداني) (Sudanese) |
| ☐ འོ འུཤར་ཀྱི་ ལོལུ ལུ (Gujarati) | ☐ Marunong po akong magsalita ng Tagalog . (Tagalog) |
| ☐ Mwen pale Kreyòl . (Haitian Creole) | ☐ ฉันพูดภาษาไทย (Thai) |
| ☐ मैं हिंदी बोलता हूँ (Hindi) | ☐ እነ ትግርኛ ይዘረብ እየ. (Tigrinya) |
| ☐ Kuv hais lus hmoob . (Hmong) | ☐ Я розмовляю українською . (Ukrainian) |
| ☐ Ana m a sụ igbo (Igbo) | ☐ میں اردو بولتا بولتی ہوں۔ (Urdu) |
| ☐ Parlo italiano (Italian) | ☐ Tôi nói tiếng Việt . (Vietnamese) |
| ☐ 私は 日本語 を話します (Japanese) | ☐ יידיש רעד איך (Yiddish) |
| ☐ Mi chat Jamiekan langwijj (Jamaican Creole) | ☐ Mo gbọ Yoruba (Yoruba) |
| ☐ yk t kqshl b (Karen) | |
| ☐ ខ្ញុំនិយាយភាសាខ្មែរ (Khmer) | |
| ☐ 본국의 모국어를 한국어 입니다 (Korean) | |
| ☐ ئە ز زمانێ کوردی دە ناخهم. (Kurdish) | |

USDA is an equal opportunity provider and employer.

Student Name: _____
School: _____

Grade: _____



If you have received a Notice of Direct Certification – FREE from the school district for free meals, do not complete an application. If you have received a Notice of Direct Certification – REDUCED PRICE from the school district for reduced price meals, you may apply. DO let the school know if any children in the household are not listed on the Notice of Direct Certification – FREE letter you received.

How To Apply for Free and Reduced Price School Meals

Please use these instructions to help you fill out the application for free and reduced price school meals. You only need to submit one application per household, **even if your children attend more than one school in the Mohawk Trail Regional School District.**

The application must be filled out completely to determine the eligibility of your child(ren) 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 Debbie Plante or Tammy Wheeler @ 413-625-9811 Ext. 1324.

Please use a pen (not a pencil) when filling out the application and do your best to print clearly.

Step 1: List ALL children, infants, and students up to and including grade 12

Tell us how many infants/toddlers, children not in school, and elementary/middle/high 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 formal foster arrangement through a court or state/local agency, or qualify as homeless, migrant, or runaway youth;
- Students attending (regardless of age) [school/school system here].

List each child's first and last name. Print each child's name. Use one line of the application for each child. If there are more children present than lines on the application, attach a second piece of paper (or a second application if completing electronically) with all required information for the additional children. This also applies to adults in Step 3. "MI" is short for middle initial. Print the first letter of each child's middle name in the box.

Is the child a student? If "Yes," write the grade level of the student in the "Grade" column to the right.

Do you have any foster children? 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 Step 1, go to Step 4.

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. Note: Adopted children are not considered foster children. A foster child is a minor child who has been taken into state custody and placed with a state-licensed adult, who cares for the child in place of their parent or guardian.

Are any children homeless, migrant, or runaway? 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. Homeless, Migrant, Runaway status must be confirmed with the appropriate program staff. If the school district cannot confirm your student's homeless, migrant, or runaway status, then the school district will contact you to complete an income-based application. You may choose to provide income information now in order to prevent the school district from potentially needing to contact you later.

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) or [Insert State SNAP here].
- Temporary Assistance for Needy Families (TANF) or [Insert State TANF here].
- The Food Distribution Program on Indian Reservations (FDPIR).

A) If no one in your household participates in any of the above listed programs:

- Check "No" in Step 2 and go to Step 3.

B) If anyone in your household participates in any of the above listed programs:

- Write the agency ID number for SNAP, TANF, or FDPIR. You only need to provide one number. If you participate in one of these programs and do not know your agency ID number, contact: [Insert State/local agency contacts here]. You may be asked to provide a copy of your award letter.
- Go to Step 4.

Step 3: List ALL household members and income for each member

How do I report my income?

- Use the lists titled "Sources of Income for Adults" & "Sources and Examples of Income for Children," 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 and deductions.
 - 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 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 List income earned by children

List all income earned or received by children.

List 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.

Step 3: List ALL household members and income for each member

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.**

1) List adult household members' names.

Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Include college students, unless they are declared independently on taxes (all college students are considered adults). Do not list any household members you listed in Step 1.

2) List earnings from work.

List 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. Net income is your income after taxes and deductions have been subtracted.

- What if I have multiple jobs?** List each job separately by entering your name and income from each job on a new line. Add an additional sheet of paper if necessary.
- What if I am self-employed?** List income from your business as a net amount. This net amount is calculated by subtracting the total operating expenses of your business from its gross receipts (revenue). Gross receipts or revenue are all the income earned from the sale of any products or services offered.

If a child listed in **Step 1** has income, follow the instructions in **Step 3, Part A.**

3) List income from public assistance/child support/alimony.

List 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.

4) List income from pensions/retirement/all other income.

List all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

- What if I receive income from multiple sources in this category?** List each source separately by entering your name and income from each source on a new line. Add an additional sheet of paper if necessary.

5) List total household size.

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.

6) Provide the last four digits of your Social Security Number.

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 Social Security Number."

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 statements on the back of the application.

A) Provide your contact information. Write your current mailing address in the fields provided, if this information is available. If you have no permanent address, that is okay. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.	B) Print and sign your name and write today's date. Print the name of the adult signing the application and that person signs in the box "Signature of adult."	C) Mail completed application to: Please send to your child's school.
--	---	--

Optional

Share children's racial and ethnic identities (optional). 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. This information is requested solely for the purpose of determining the State's compliance with Federal civil rights laws, and your response will not affect consideration of your application, and may be protected by the Privacy Act. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner.

Please return the application directly to your child's SCHOOL. DO NOT mail, fax, or email completed applications or questions about applications to the USDA Office of the Assistant Secretary for Civil Rights or your child's eligibility for free or reduced-price meals will be delayed.