

Information about Applying for Free or Reduced-Price School Meals

Dear Parent/Guardian:

Children need healthy meals to learn. Colorado Charter School Institute offers healthy meals every school day. Please reach out to your school for the cost of Breakfast and Lunch. Your children may qualify for free or reduced-price school meals. Students in all grades that qualify for free or reduced-price meals will receive breakfast and lunch at no charge.

This packet includes an application for free or reduced-price meal benefits, and a set of detailed instructions. You can also find applications at your school front office or apply online at family.titank12.com beginning July 1, 2022.

Below are common questions and answers to help you with the application process.

- 1. WHO CAN RECEIVE FREE OR REDUCED-PRICE MEALS?
 - a. All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance for Needy Family (TANF/Colorado Works Basic Cash Assistance or State Diversion), are eligible for free meals.
 - b. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Foster children may be added as a household member of the foster family if the foster family chooses to apply. Including foster children as household members may help other children qualify for benefits. If the foster family is not eligible, it does not prevent a foster child from receiving benefits.
 - c. Children who qualify for their districts Head Start program are eligible for free meals.
 - d. Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
 - e. 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 INCO	ME CHART For School	Year 2022 – 2023
Household size	Yearly	Monthly	Weekly
1	\$25,142	\$2,096	\$484
2	\$33,874	\$2,823	\$652
3	\$42,606	\$3,551	\$820
4	\$51,338	\$4,279	\$988
5	\$60,070	\$5,006	\$1,156
6	\$68,802	\$5,734	\$1,324
7	\$77,534	\$6,462	\$1,492
8	\$86,266	\$7,189	\$1,659
Each additional person:	\$8,732	\$728	\$24

- 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 have not already been notified that your children will receive free meals, please call or e-mail Ilene Agustin at (720)765-2981 or IleneAgustin@csi.state.co.us
- 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 school kitchen manager.**

- 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 received carefully and follow the instructions. If any children in your household are missing from your eligibility notification, contact lleneAgustin@csi.state.co.us 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 family.titank12.com to begin or to learn more about the online application process. Contact Ilene Agustin if you have any questions about the online application at (720)765-2981 or IleneAgustin@csi.state.co.us
- 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 valid for that school year and for the first 30 days of this school year. You must send in a new application unless the school notified you that your child is eligible for the new school year.
- 7. I RECEIVE WIC. CAN MY CHILDREN RECEIVE FREE MEALS? Children in households participating in WIC <u>may</u> be eligible for free or reduced-price meals. Please send in a completed free and reduced-price school meal application.
- 8. WILL THE INFORMATION I GIVE BE CHECKED? You may be selected to provide written proof of the household income you report on the application.
- 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: IleneAgustin@csi.state.co.us
- 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. Immigration, migrant, citizenship or refugee status is not required to be provided during the application process, and families should continue to apply for free or reduced-price school meals. The application does require the last four numbers of a Social Security number or an indication that there is no Social Security number. Social Security number information is not reported to any organization outside of Colorado Charter School Institute.
- 12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you <u>normally</u> 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. The last four digits of the Social Security Number of an adult household member (or an indication of "none") is required to process a complete income application.
- 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. The last four digits of the Social Security Number of an adult household member (or an indication of "none") is required to process a complete income application.
- 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, or receive Family Subsistence Supplemental Allowance payments, 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 front office 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 other assistance benefits, contact your local assistance office. Colorado PEAK is an online service to screen and apply for medical, food and cash assistance programs. It can be accessed at http://coloradopeak.force.com/.

If you have other questions or need help, contact IleneAgustin@csi.state.co.us

Sincerely,
Ilene Agustin, MSOL, RD, SNS
Colorado Charter School Institute, School Nutrition Manager

Non-discrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

This institution is an equal opportunity provider.

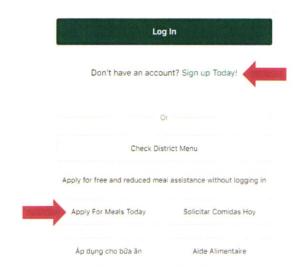
Completing the 2022-2023 Free and Reduced Lunch Application



 Apply online at <u>family.titank12.com</u> beginning July 1, 2022



2. Create an account OR click "Apply for Meals Today"



3. Choose your school as your School District



4. Fill out your information and click "Submit"

Next Steps

CSI will process information within 10 operating days of receiving your application. Your status will be emailed to you if you provide an email address otherwise, it will be mailed to you. For more information on your application contact IleneAgustin@csi.state.co.us



COLORADO

CHARTER SCHOOL INSTITUTE Sharing Free and Reduced-Price School Meal Information with Other Programs

School Year 2022-2023

Dear Parent/Guardian:

If you received notification that your student(s) qualified for free or reduced-price school meals, this information may be shared with the school/district for the purpose of waiving certain school/district program fees that you might otherwise be required to pay. The school/district is not permitted to share your information with anyone else. You are not required to consent to the release of your information; this will not affect your student(s) eligibility for school meals.

Return this completed and signed form to your school with your meal application

Yes! I DO want Colorado Charter School Institute to s Application with School Officials for School Fees (this	·	
Yes! I DO want Colorado Charter School Institute to s Application with Advanced Testing Coordinator/Scho Merit Scholarship Qualifying Test (NMSQT).		
DO NOT share my information with any programs. DO NOT share my information with Medicaid/SCHIP	offices.	
f you marked any or all of the boxes above, complete the sec n your household. Your information will be shared with only		ed for the child(ren)
Child's Name:	School:	-
Child's Name:	School:	-
Child's Name:	School:	
Child's Name:	School:	-
Signature of Parent/Guardian:	Date:	
Printed Name:		-
Mailing Address:		_

For more information, you may call Ilene Agustin at (720)765-2981 or e-mail at IleneAgustin@csi.state.co.us

Non-discrimination Statement: 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 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, (AD-3027) found online at: 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. This institution is an equal opportunity provider.

FREE & REDUCED LUNCH 2022-2023 UPDATE — A

Why are meals no longer free?

Over the past two years, the federal government allowed all students to eat free regardless of the learning environment or family financial situations. However, beginning on the first day of school for the 22-23 school year, students will be charged for both breakfast and lunch unless they qualify for free or reduced-price meals.

I don't qualify for free or reduced-price meals. Do I need to do anything?

If you do not believe you qualify for free or reduced-price meals, please make sure that there is money in your student's account. You can add money to their account at family.titank12.com.

If I do qualify for free or reduced-price meals, what do I need to do?

If you do believe you qualify for free or reduced-price meals, please be sure to apply for free/reduced meals beginning July 1, 2022 for the 2022-2023 school year. Go to family.titank12.com to apply:

- Click on apply now or create an account to apply. Your district is the name of your school.
- If you need assistance with your meal application, please contact Ilene Agustin, School Nutrition Manager for the Colorado Charter School Institute, at IleneAgustin@csi.state.co.us

What will meal prices be for 22-23?

Students who qualify for reduced-price meals do not need to pay for their meals. The State of Colorado has passed legislation that allows students who qualify for reduced-price meals to eat for free.

If your child qualifies for free meals, they will not be charged for breakfast or lunch but would need to pay for seconds or additional entrées.

Students who do not qualify for free or reducedprice meals will need to pay for their meals.

Breakfast price	\$ 2.75
Lunch price	\$ 4.25
Adult breakfast price	\$ 3.00
Adult lunch price	\$ 4.75
Second entrée price	\$ 2.50
Second meal price	\$ 4.25

Colorado Charter School Institute 2022-2023 Application for Free and Reduced Price School Meals Apply online at family.titank12.com

STEP 1 Please list only <u>students</u> who are enrolled in Colorado Charter School Institute in grades Kindergarten through 12th grades. (if more spaces are required for additional names, attach another sheet of paper)

			Stopphia	Check all that apply Foster
blodomon of Louisian	Legal First Name	M Legal Last Name	M M M O D A	School Name Migrant Homeless Child Runaway
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				
Meals for more information				
erep 7 Do any House	Do any Household Members (including you) currently participat	ently participate in one or more of the following assistance programs: SNAP, TANF, FDPIR? Check the appropriate box below	ance programs: SNAP, TANF, FDP	IR? Check the appropriate box below.
SNAP	FDPIR If you checked one of the	If you checked one of the boxes to the left, write a case number If you DID NOT cl here then go to step 4. (DO NOT complete STEP 3) to the left, c	If you DID NOT check one of the boxes to the left, complete STEP 3.	er:
STEP 3 Report Incom	e for ALL Household Members (Sk	e of the boxes		
	A. Child Income		Child Income Ho	Fill in Circle How Often ?
có a	ometimes children in the household earn in	Sometimes children in the household earn income. Please include income earned by students in Step 1 here. By all other Household Members not including students listed above (including yourself)	S O Weekly	O Monthly Every Other WKO O Weekly Twice A Month O
o ⊃ ŏ	List all Household Members not listed in Step 1 (including yourself) dolars ONLY. If they DO NOT receive income from any source,	List all Household Members not listed in Step 1 (including yourself) even if they did not receive income. For each Household Member listed, if they receive income from any source is check the no income check box, or enter '0' in the appropriate field. If you check the no income check box, enter '0' or leave blank, you are	ach Household Member listed, if they rec in the appropriate field. If you check the r	elf) even if they did not receive income. For each Household Member listed, if they receive income, report total income for each source in whole check the no income check box, or enter '0' in the appropriate field. If you check the no income check box, enter '0' or leave blank, you are
5	certifying (promising) that there is no income to report.		Public Assistance Fill in Circle	Pay from Pensions/ Sircle Retirement/All Other Fill in Circle
Please read How to	Name of Adult Household Members (First and Last)	First and Last) No Income Earnings from Work How Offen ?	NWC SupperfAllmony How Often ?	How Often ?
Reduced Price School Meals for more information. The		S O Monthly Every Other WA.O	\$ O Monthly	Every Other WikO S O Monthly Every Other WikO Twice A Month O
Sources of Income for Children section will help you with the Child		\$ O Monthly Every Other WKO	rWkO S O Monthly Every Other WkO	rry Other Wik O
Sources of Income for Adults section will help		\$ O Monthly Every Other WK-O	rWkO	ry Other WhO
you with the All Adult Household Members section.		\$ O Monthly Every Other WACO	r WACO S O Monthly Every Other WACO	sry Other WKO Coe A Month O S Coe A Month O Weekly Twice A Month O
WRITE TOTAL NUMBER OF	WRITE TOTAL NUMBER OF HOUSEHOLD MEMBERS HERE	Last Four Digits of Social Security Number (SSN) of Primary Wage Earner Other Adult Household Member.	Primary Wage Earner or ***_**	Check if no SSN
STEP 4 Contact Infor	Contact Information and Adult Signature			
"I certify (promise) that all information o (check) the information. I am aware that if	"I certify (promise) that all information on this application is true and that all income is reported. I understand that this in (check) the information, I am aware that if I purposely give false information, my children may lose meal benefits, and I may	nformation is g be prosecuted	8	STEP 5 MEDICALD ANDIOR STATE CHILDREN'S HEALTH INSURANCE PROCEAM (SCHIP) The information provided in the anotheristic may be shared with Maderaid or SCHIP offices.
Address	City	y Zip Daytime Phone		to seek enrollment of children into the above programs. You are not required to consent to the disclosure of this information; this will not affect your student(s) aligbility for school
PRII	PRINT HERE	SIGN HERE	meals	Your information WILL be shared unless you check the box below.
Printed Name of	Printed Name of adult completing the form	Signature of adult completing the form	Today's Date	Please do NOT share my information with the Medicaid or SCHIP offices.
We are required to ask for informatik	We are required to ask for information about your children's race and ethnicity. This inform	nation is important and helps to make sure w	y. Responding to this section is optional and doe	s not affect your children's eligibility for free or reduced price meals. AMERICAN INDIAN NATIVE ROWING OF THE PROMISE OF THE
Children's etimolace fac	diffees (percent): croose one cumon	COMPLETE the application sign volv name and return to volv School	d return to vour School	4