



How do I apply for the program?

The application for the Free and Reduced Lunch Program is located on the "Parent" page of the MCHS web site, www.mchs.net. After you download and complete the application, return it to the main office at either campus and address it to Mrs. Kathy Krakowski. Once processed, MCHS will mail you a letter detailing the status of your application.

Once my child is approved for free/reduced lunch, how and where can he/she get their daily lunch?

The free and reduced lunch meal, known as the *Big Meal Deal*, is located in Line 1 of the cafeteria at each campus. Each day, your child must let his/her server know that they would like the *Big Meal Deal* and present his/her student ID to the cashier. If your child does not mention that they would like the *Big Meal Deal*, we will not be able to provide him/her with the proper lunch, nor will our cashier know how to correctly charge your child. Failure to mention this will result in your child being charged full price for the meal on his/her tray.

What food items does the Big Meal Deal include?

The *Big Meal Deal* consists of a fruit and vegetable of the day, choice of a main entrée, and a water or milk (chocolate or white). Options for the main entrée are as follows:

- Cheeseburger
- Chicken Sandwich
- Slice of Pizza
- Small Cup of Soup
- Small Salad w/Dressing
- Large Hot Pretzel w/Cheese (at South Campus only)

Your child may choose any one of the entrees listed above each day of the week; the choice is theirs. Your child may also purchase any additional a la carte items along with their free/reduced meal, as long as he/she has funds available on his/her MealTime account or are paying cash.

What is the cost of lunch in the reduced lunch program?

If participating in the reduced lunch program, your child's lunch will cost \$.40 per day. Your child is free to purchase any additional a la carte items along with their free/reduced meal, as long as he/she has funds available on their MealTime account or are paying cash.

Do I have to apply for the Free and Reduced Lunch Program every year?

To remain in the Free and Reduced Lunch Program, you must re-apply at the beginning of each school year. Program approval does not carry over from school year to school year.

Who do I contact with additional questions?

If you have any questions regarding this program, please call 815-521-4122 for assistance. You may also contact the South Cafeteria Supervisor at 815-521-4058 or the Central Cafeteria Supervisor at 815-521-2311.



What is MealTime?

MealTime is a convenient purchasing system used in both MCHS cafeterias. MealTime works similar to a debit card system and allows students to purchase lunch items by presenting their student ID card at any cafeteria checkout line. Funds for purchased items are debited from the student's account, which can be maintained over the Internet or by making deposits in the black boxes at either MCHS campus.

Who is MealTime for?

MealTime is available in both MCHS cafeterias for use by students and staff.

Are all students required to use MealTime?

No. Each campus has three lunch lines serving a variety of items, all of the lunch lines allow for cash transactions.

Do I need to create a MealTime account for my child?

All MCHS students automatically have a MealTime account created for them when they register with our school district. Parents who would like to view their child's account online (starting one week prior to the beginning of the school year) through MealTime Online should do the following:

- 1) Visit www.mymealtime.com
- 2) Create a MealTime Online account by clicking on the "Create New Account."
- 3) Enter a username and password of your choice. (User names and passwords must be at least six characters in length.)
- 4) Click on the "Add New Student" link and enter your child's first name and student ID number (located on his/her student schedule and student ID card).

Is there a cost to families that use MealTime?

Aside from maintaining a fund balance for their child(ren), there are no additional costs to families who utilize MealTime or use MealTime Online to view their child's account. There is, however, a 2.5% service charge assessed to each credit card transaction when adding funds to your child's account online. The service provider, not MCHS District 111, receives money generated by the service fee.

Can parents/guardian monitor their child's purchases?

Parents/guardians can monitor their child's account activity either by logging into their account by visiting www.mymealtime.com or by requesting a hardcopy account report from one of the MCHS Food Service Offices.

How do I deposit funds into my child's MealTime account?

Parents/guardians can deposit funds into their child's account two ways:

- 1) One option is to make a deposit via cash or personal check made payable to "MCHS." Please note your child's student ID number in the "Memo" section of the check. Prior to the start of school, parents/guardians can drop off deposits in the Main Office at their child's MCHS campus. Once the school year begins, your child can drop off a deposit in one of the black boxes in their school's cafeteria by 9:30 a.m.
- 2) A second option is to make a deposit to your child's account online via a secure credit card transaction. To make a deposit online, simply visit www.mymealtime.com, log into your child's account, and click on the "Make a Deposit" button. There is, however, a 2.5% service charge assessed to each credit card transaction when adding funds to your child's account online. The service provider, not MCHS District #111, receives money generated by the service fee.

How quickly will deposited funds appear in my child's account?

Deposits made to student lunch accounts during the school year will typically appear within twenty-four hours of processing.

How much money should I deposit in my child's account?

Because most food purchases are a la carte (item by item), an average lunch (entrée, drink, snack) costs between \$4-\$5 per day, or \$92-\$115 per month. While this estimate should adequately cover your child's lunch needs, we encourage you to determine the amount that best suits the needs of your child and family.

Will parents/guardians be notified when funds are low in their child's account?

No, but your child will be notified. When your child's account falls to \$5 or less, he/she will be reminded by the cashier to deposit additional funds into his/her account. If your child's account falls to a balance of \$0, he/she will not be able to purchase lunch items through MealTime until a fund balance is replenished. Until you are able to replenish your child's fund balance, they may make cash purchases instead.

What happens to funds that remain in my child's account at the end of the school year?

Fund balances that remain in student accounts can either be "rolled over" to his/her account for the following year or be refunded. Refunds can be requested through either MCHS cafeteria office. For more information on refunds please contact the South Cafeteria Supervisor at 815.521.4058 or the Central Cafeteria Supervisor at 815.521.2311.

Can spending limits be set on my child's account?

Yes. Parents interested in placing a spending limit on their child's lunch account can do so by contacting the South Cafeteria Supervisor at 815-521-4058 or the Central Cafeteria Supervisor at 815-521-2311.

If I have two or more children who eat lunch at MCHS, will they each have their own account or is there an option for one joint account?

Because MealTime accounts are tracked according to student ID numbers, each student at MCHS must have his/her own separate account.

How does Mealtime work for students enrolled in the school's free & reduced lunch program?

Students who are enrolled in the school's Free & Reduced Lunch Program will be given a Type A lunch and will check out by presenting their student ID card (the same procedure as students utilizing MealTime). Additional purchases can be made as long as a fund balance has been placed in that student's account.

What if my child forgets his/her student ID card at home?

If your child forgets his/her student ID card at home, he/she should report to the Deans' Office to receive a temporary ID. This temporary ID can be used the same way a regular student ID card is used to make MealTime purchases in the cafeteria.

What happens if another student makes purchases on my child's account?

It is very important that your child keeps his/her student ID card and student ID number with them at all times. Any instance of a student using another student's account will be referred to the Dean's Office as theft.

Do MealTime accounts work at both campuses?

Yes. Your child's MealTime account works at either MCHS campus. Purchases made through MealTime are debited from your child's account, regardless of at which campus the purchase is made.

INSTRUCTIONS FOR APPLYING – COMPLETE ONE APPLICATION PER HOUSEHOLD PER SCHOOL DISTRICT

IF YOUR HOUSEHOLD RECEIVES SNAP OR TANF BENEFITS, FOLLOW THESE INSTRUCTIONS AND RETURN THE COMPLETED FORM TO YOUR SCHOOL:

Part 1: List all household members, school and grade for each student, and a SNAP or TANF case number for any household member including adults receiving such benefits. (Attach another sheet of paper if necessary.)

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Sign the form. (The last four digits of a Social Security Number are not necessary.)

Part 5 & 6: Contact Information, and Children's Racial and Ethnic Identities: Answer these questions if you choose to. (Optional)

IF NO ONE IN YOUR HOUSEHOLD GETS SNAP OR TANF BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, A MIGRANT OR RUNAWAY OR HEAD START/EVEN START, FOLLOW THESE INSTRUCTION AND RETURN THE COMPLETE FORM TO YOUR SCHOOL:

Part 1: List all household members and the name of school for each child.

Part 2: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your school.

Part 3: Complete only if a child in your household isn't eligible under Part 2. See instructions for All Other Households.

Part 4: Sign the form. Only if part 3 is completed, please include the last four digits of a Social Security Number. (or mark the box if s/he doesn't have one).

Part 5 & 6: Contact Information, and Children's Racial and Ethnic Identities: Answer these questions if you choose to. (Optional)

IF YOU ARE APPLYING FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS AND RETURN THE COMPLETED FORM TO YOUR SCHOOL:

If all children in the household are foster children that are the legal responsibility of a foster care agency or court:

Part 1: List all foster children and the school name for each child. Check the "Foster Child" box for each foster child.

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Sign the form. The last four digits of a Social Security Number are not necessary.

Part 5 & 6: Contact Information, and Children's Racial and Ethnic Identities: Answer these questions if you choose to. (Optional)

If some of the children in the household are foster children that are the legal responsibility of a foster care agency or court:

Part 1: List all household members and the name of school for each child. Check the "Foster Child" box for each foster child.

Part 2: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your school.

Part 3: Follow these instructions to report total household income from this month or last month.

• **Box 1–Name:** List all household members with income.

• **Box 2 –Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month or monthly. For earnings, be sure to list the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under All Other Income, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, under Earnings from Work, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

Part 4: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).

Part 5 & 6: Contact Information, and Children's Racial and Ethnic Identities: Answer these questions if you choose to. (Optional)

ALL OTHER HOUSEHOLDS INCLUDING MEDICAID AND WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the name of school for each child.

Part 2: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your school.

Part 3: Follow these instructions to report total household income from this month or last month.

• **Box 1–Name:** List all household members with income.

• **Box 2 –Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month or monthly. For earnings, be sure to list the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under All Other Income, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, under Earnings from Work, report income after expenses. This is for your business, farm, or rental property. Do not include income from SNAP, FDPIR, WIC or Federal education benefits. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

Part 4: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).

Part 5 & 6: Contact Information, and Children's Racial and Ethnic Identities: Answer these questions if you choose to. (Optional)

Privacy Act Statement: This explains how we will use the information you give us. 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 (FDPIR) case number or other FDPIR 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 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.

1. All Household Members (Attach another sheet of paper if necessary.)

Check if Error Prone Application

NAMES OF ALL HOUSEHOLD MEMBERS First, Middle Initial, Last	(for Student only) School Name	(for Student only) Grade	SNAP OR TANF CASE NUMBER ONLY Skip to Part 4 if you list a SNAP or TANF case number. At least one SNAP/TANF must be provided below. If you receive Medicaid and were not directly certified for free meals, you MUST apply based on household size and income.						Check if Foster Child*
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>

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

2. Homeless, Migrant, Runaway, or Head Start (Categorically eligible)

Homeless Migrant Runaway Head Start

Signature of Your School Homeless Liaison, Migrant Coordinator, or Head Start Director _____

Date _____

3. Total Household Gross Income (before deductions) You must tell us how much and how often.

A. NAMES (LIST ALL HOUSEHOLD MEMBERS WITH INCOME)	GROSS INCOME AND HOW OFTEN IT WAS RECEIVED (Example: \$100/month; \$100/twice a month; \$100/every other week; \$100/week)							
	B. Earnings From Work (Before Deductions)		C. Welfare, Child Support, Alimony		D. Pensions, Retirement, Social Security		E. Worker's Comp., Unemployment, SSI, etc. (All other income)	
	Amount	How often?	Amount	How often?	Amount	How often?	Amount	How often?
i.	\$		\$		\$		\$	
ii.	\$		\$		\$		\$	
iii.	\$		\$		\$		\$	
iv.	\$		\$		\$		\$	
v.	\$		\$		\$		\$	

4. Signature and Social Security Number (Adult must sign)

An adult household member must sign the application. If Part 3 is completed, the adult signing the form must also list the last four digits of his or her social security number or mark the *I do not have a social security number* box.

X X X - X X - _____
Social Security Number

I do not have a social security number.

I certify (promise) all information on this application is true and all income is reported. I understand the school will get Federal funds based on the information I give. I understand school officials may verify (check) the information. I understand if I purposely give false information, my children may lose meal benefits and I may be prosecuted.

Date _____

Printed Name of Adult Household Member _____

Signature of Adult Household Member _____

5. Contact Information (Optional)

Work Telephone Number (Include Area Code) _____

Home Telephone Number (Include Area Code) _____

Home Address (Number, Street, City, State, Zip Code) _____

6. Children's Racial and Ethnic Identities (Optional)

Mark one ethnic identity:

- Hispanic/Latino
- Not Hispanic/Latino

Mark one or more racial identities:

- Asian
- White
- Black or African American
- American Indian or Alaska Native

Native Hawaiian or Other Pacific Islander

- THE FOLLOWING SECTIONS ARE FOR SCHOOL USE ONLY -

INITIAL DETERMINATION

TOTAL INCOME \$ _____ Per: Week Every 2 Weeks Twice a Month Month Year NUMBER IN HOUSEHOLD: _____ CHANGE IN STATUS: _____ Date _____

LEAs must annualize income only when multiple incomes, at varying frequencies, are reported.

Annual Income Conversion Weekly X 52 Every 2 Weeks X 26 Twice a Month X 24 Once a Month X 12

Free based on:

- homeless
- migrant
- runaway
- Head Start

SNAP or TANF

- foster child
- household's income

Reduced based on:

- household's income

Denied—Reason:

- income too high
- incomplete application
- Non-qualifying SNAP/TANF

Date Withdrawn: _____

Signature of Determining Official _____

Date: _____