

# Welcome Back, Students & Staff!

POSTMASTER: Send Form 3547 TO:  
Educational News & Views  
% Battle Creek Public School  
P.O. Box 100  
Battle Creek, NE 68715-0100

Published Quarterly in February, May, August & November

Volume 153

August 2017

Periodicals Paid  
At  
Battle Creek, NE 68715  
USPS # 428-930



# Battle Creek

August, 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
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August 4, 2017

I would like to take this opportunity to welcome the patrons of our District, our staff, and students to the 2017-2018 school year. I'm sure it will prove to be a very challenging, yet rewarding school year. We are very excited to get to work with you and your children, hopefully creating/maintaining a positive relationship that is so important for success to take place in any school system.

I usually introduce the new people we hired at this time but this year is the first year in many that we will be entering this school year with the same faces you saw here last year. I believe this is the first year in the twenty years that I have been here we didn't have to hire one person! One of our goals is that we make Battle Creek a special place to work and hopefully this is an indication of that.

It's been a busy summer at school, as we continue to get ready for the up-coming school year. Little projects are still taking place. In the elementary we just finished putting in new cabinets and counters into some rooms. We also put in new tile on the floor in those rooms as well as new tile in the bathrooms and hallways. It really does look nice. Hopefully we get our elementary playground completed shortly as we are putting in a new surface called Playsafer Rubber Mulch that should be safer for our kids to play on. Thanks to all that donated their time on this project. As always our custodians have worked hard this summer cleaning, waxing, and painting the hallways and rooms. We appreciate their time and efforts. Both schools are looking good.

As always, we strive to do what is in the best interest of our children/students. We continue to be committed to student excellence. To do this, the community, administration, educators, and parents need to work together to accomplish this most important goal. I feel strongly about this, and would like you to know that if you have questions, concerns or would just like to visit about what is taking place in your school, please feel free to call. It is important that we keep the lines of communication open, as this is the key to a successful school year.

We anticipate a great and successful year. Come and be a part of the excitement at the Battle Creek Public School, where the learning never ends.

A handwritten signature in black ink, appearing to read "P. Bellar". The signature is fluid and cursive, with a large initial "P" and "B".

## **From the Desk of the Principal**

Dear Parents and Supporters of Battle Creek Schools;

I would like to welcome back all students and families to the 2017-18 school year at Battle Creek Jr. /Sr. High School. I hope that you are looking forward to the many great successes that we as a school and community have before us this year. Research supports that when our school and community work together our students achieve greater success; therefore, I look forward to continuing this partnership and making it stronger this year and into the future.

We will be starting the TeamMates Mentoring Program. Most of you may be familiar with this program as Dr. Tom Osborne and his wife Nancy have been very instrumental in promoting this program for the past 25 years. The goal of the program is to provide support and encouragement to our students at Battle Creek Public Schools. To reach this goal, students will meet one-on-one with a local mentor during the school day for about 30-40 minutes. The mentors are volunteers and are matched with one student which they will meet with during the school year. Mentors are expected to meet with their match at least 25-30 times a school year.

Congratulations to the Trailblazers for the 2017-2018 school year. **Seniors:** Dylan Anderson, Kiana Bolling, Sam Dederman, Brianna Forman, Haley Grudzinski, Blake Heller, Mallori Hinkel, Lucas Hrabanek, McKenzie Jensen, Taya Johnson, Weston Johnson, Stone Kraft, Krista Lenz, Andrew Lutt, Kailey Meinke, McKenna Mink, Alison Obst, McKinley Seifert, Brooklyn Tegeler, Cassidy Weinandt and Kaitlin Young. **Juniors:** Hannah Bleich, Cody Burgett, Maisey Clausen, Curtis Eickhoff, Cora Gillespie, Mackenzi Goodwater, Brynn Hamer, Anson Hawthorne, Ty Heimes, Caitlyn Hitz, Damien Kersten, Tessa Kruger, Austin Marx, Rebekah McCaffrey, Caydon McCracken, McKinzie Miller, Natalie Miller, Shelby Obst, Parker Pokorney, Makayla Ruge, Rachel Schlote, and Chloe Volk. These students will be the leaders of our Blaze Days as well as mentor individual students in both the elementary and secondary school this year.

I truly believe that the greatest schools have an outstanding working relationship with their community, parents, and students. This summer I had the opportunity to listen to author Jon Gordon. His message to educators was to be effective leaders in their schools by having a positive influence with the people around them by demonstrating to the students that you are willing to love, serve, and care for them every day. With these three principles, I believe that Battle Creek Public Schools can and will achieve many great things this school year.

I look forward to reuniting with all the students on Wednesday August 16<sup>th</sup>. I would also like to thank you for all of your support and please feel free to call me anytime with any questions or concerns.

Thank you,

Jeff Heimes

Battle Creek Jr. /Sr. High School Principal

**B**attle **C**reek Elementary  
**B**uilding **C**haracter  
**Submitted by: Kyle Finke, Elementary Principal**

As the school year ended last year, it was a very busy time for the Finke family. We weren't quite sure we would survive as Taylor graduated on May 13, I had the pleasure of taking 11 girls to the state track meet for the worst weather in the 19 years I have been coaching track, and Megan was married on Memorial Day weekend to end a busy May and the school year. So I spent early June finishing up school items and took some needed time off in July and went on a couple of golfing trips sandwiched in between quite a few baseball games for Garrett. I hope everyone else was able to enjoy time with family and friends over the summer break and are now ready to get back to a routine and continue doing what I love which is educating the students of Battle Creek.

Along with it being a busy summer for me personally, the elementary building also had a busy summer with many projects that will hopefully make the learning experience more enjoyable for everyone. The first project of the summer was to remove floor tiles from the classrooms that contained asbestos; once that was completed new floor tile was put in place to help brighten up the rooms. Once the new tiles were in place, some hallways with older tiles were also replaced to match the new tile. In three classrooms, teachers will come back to new cupboards as well. Along with these projects, the summer custodial staff of Anita and Leona tried to work around all of the projects and do their normal summer cleaning as well. Things are pretty close to being back to normal and all will be in place by August 16 when the students are welcomed back.

One other project that will also be wrapping up soon is the playground rejuvenation project. This past year, Keli Wiehn helped the school by writing a grant that was funded by the NRD to take out the wood mulch in the elementary playground and replace it with rubber mulch. On July 8, the Battle Creek Girls Scouts' and Boy Scouts' under the direction of Keith and Keli Wiehn and Andy Hrbanek, other adult volunteers, and high school student volunteers dug up the old wood mulch to help prepare for the new rubber mulch. It was a rather warm morning and the students and adult volunteers did an outstanding job of getting rid of the wet mulch and thanks to Mother Nature's temperatures in July, the playground dried out and the playground is ready for the final phase. As I write this piece, Crouch Recreation is scheduled to be in town August 14 to put the mulch in place just in time for school.

With the building coming along, the only thing missing will be students. On Monday, August 14, an Open House will be held from 6:30 – 7:30 p.m. so that students can meet their new teachers, find their classrooms, bring in any school supplies, as well as bring any paperwork that the office may need. The Open House is a great ice-breaker for the first day of school jitters that may happen for some students. The first actual day of school will be Wednesday, August 16 with students entering the building at 8:05 as classes begin at 8:10; students will be dismissed at 11:50 for those riding the bus and 11:55 for all other students. On August 21, the PK students will have their first day of school beginning at 7:55 a.m. for the morning session and at 12:10 for the afternoon session.

This is an exciting time for Battle Creek Elementary school as over half of the student population will be in grades PK-2. With this many young students that always seem so eager to learn, it will be a very exciting and busy year at the elementary building. On the very first Monday of the school year, the students will be treated to an anomaly with the solar eclipse taking place. Look for information to come home with your student at either the Open House or the first day of school that will outline the day. I look forward to an exciting year that will once again bring lots of learning.

The following is a list of teacher assignments for the 2017-18 school year: PK - Mrs. Fink; K - Mrs. McCracken and K – Mrs. Mettler; 1<sup>st</sup> – Mrs. Finke and Mrs. Seifert; 2<sup>nd</sup> - Mrs. Krueger and Mrs. Tillotson; 3<sup>rd</sup> – Mr. Suehi; 4<sup>th</sup> – Mrs. Bellar and Mr. Olson; 5<sup>th</sup> - Mrs. Bagley; 6<sup>th</sup> – Mrs. Sheppard

Kyle L. Finke  
Elementary Principal

## **FROM THE GUIDANCE OFFICE**

### **ACT DATES FOR 2017-2018**

The ACT test will be administered the following Saturdays during the 2017-2018 academic year: September 9th, 2017; October 28th, 2017; December 9th, 2017; February 10<sup>th</sup>, 2018; April 14<sup>th</sup>, 2018; June 9th, 2018; and July 14<sup>th</sup>, 2018. To sign up students need to register online at [actstudent.org](http://actstudent.org). The deadline for registering for the September 10<sup>th</sup> test is August 4<sup>th</sup>. The district's ACT/SAT School Code is 280-160. For more information go to [actstudent.org](http://actstudent.org) or contact the high school counselor, Cathy Thompson.

The National Association of Secondary School Principals publishes a list of approved contests and scholarship competitions. The NASSP does not recommend students to participate in dubious recognition programs such as *Who's Who*, *America's Outstanding Names and Faces*, *Society of Distinguished High School Students*, ect. The NASSP gives three basic reasons for their positions:

1. "Any recognition accorded to students through mere inclusion in such a publication is of little or no value and is unlikely to provide any future educational or personal benefit;
2. The sponsoring organization is unlikely to be able to verify that students actually measure up to the selection criteria since nominations ordinarily come from a variety of sources; and
3. The organizations sponsoring these programs are commercial in nature, having no connection with educational, philanthropic, or professional association.

### **HANDICAPPED CHILD FIND**

Local school districts are required to conduct a child find on an annual basis to inform patrons that a free appropriate public education is available to each handicapped child from birth to age 21. The definition of handicapped includes physically handicapped, visually handicapped, acoustically handicapped, speech handicapped, orthopedically handicapped, educable mentally handicapped, behaviorally impaired, specific learning disabled, mentally retarded, multi-handicapped, and home and hospital bound. If you know of a child who may qualify, please notify Battle Creek Public schools or the ESU #8 in Neligh.

### **DIRECTORY INFORMATION**

Directory information or information considered not critical to a student's privacy rights may be disclosed by Battle Creek Public School.

"Directory information" is governed by state and federal statutes and can include the following information: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

The Buckley Amendment states that public notice is to be given regarding the following:

1. The categories of personally identifiable information which the institution has designated as directory information;
2. The right of the parent or the eligible student to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to the student as directory information and
3. The period of time within which the parent of the student or the eligible student must inform the institution in writing that such personally identifiable information is not to be designated as directory information with respect to that student.

The information that Battle Creek Public Schools designates as "directory information" includes the student's name, parents' names, address, date of birth, weight and height of members of athletic teams, and year of graduation. Parents of eligible students must notify Battle Creek Public School in writing by September 1<sup>st</sup> of each school year if they want directory information withheld. School districts do not have the authority to release directory information to some and not to others.

Sincerely, Cathy Thompson

## **Activities Department**

Welcome back! I hope everyone had an enjoyable summer and is ready to roll on with another school year. I know our coaches and students devoted a lot of time to improving over the summer and I am excited to see that work pay off throughout the upcoming seasons.

As we enter the 2017-2018 schoolyear I want to list some reminders for everyone:

-A physical must be on file for each athlete, grades 7-12, wanting to participate.

-Booster Club Kickoff Night will be Friday, August 18<sup>th</sup> starting at 6:00 p.m.

-Battle Creek B-Club Golf Tournament will be Sunday, September 3<sup>rd</sup> at Evergreen Hill Golf Course. The tournament is a 3-person scramble with some unique twists to it. More information will follow.

-The Booster Club will be selling memberships soon. I encourage you to join and recruit others to join. Our Booster Club does a lot for our programs and only gets stronger with more memberships. Please consider joining and helping out with their activities throughout the school year!

Each year we as a school must provide information on concussions to our student-athletes and parents as per LB 260. Again this year, rather than intruding on your time with a meeting, we will be posting the information on our school website: [www.battlecreekschools.net](http://www.battlecreekschools.net) Look under the High School tab to find the information. Every student grades 7-12 must turn in the signed form to the high school office prior to participating in any practices. Forms can be found on the website or in the high school office. Kurt Schmoldt will be providing a brief run-down of our procedures at the Booster Club Kickoff Night as well.

I look forward to another exciting year at Battle Creek High School. It is my hope that our students and parents continue to see the benefit of participation in our programs and that we can all work together to make this a year to remember!

Go Braves and Bravettes!

*Cody Wintz*

-Activities Director





# BATTLE CREEK PUBLIC SCHOOLS

ELEMENTARY: 305 S. 4th ST. P.O. BOX 100 BATTLE CREEK, NE 68715-0190 FAX: 402: 675-3020  
JR., SR. HIGH SCHOOL: 605 W. MARTIN ST. P.O. BOX 100 BATTLE CREEK, NE 68715-0100 FAX: 402-675-1038

August 1, 2017

Dear Parent/Guardian:

Children need healthy meals to learn. Battle Creek Public Schools offers healthy meals every school day. Breakfast costs are \$1.60 for Preschool-6 and \$1.85 for 7-12. Lunch costs are **\$2.35** for Preschool-6, and **\$2.60** for 7-12. Extra milk is \$0.50. Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.30 for breakfast and \$0.40 for lunch. If your child(ren) qualified for free or reduced price meals at the end of last school year, you must submit a new application by **September 28, 2017**, in order to avoid an interruption in meal benefits.

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 the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR) 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.

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 Battle Creek School, homeless liaison, or migrant coordinator.

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free & 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: **Battle Creek Public Schools, PO Box 100, Battle Creek, NE 68715, (675-6905).**


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 school at 675-6905.

5. 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. 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 full price for meals.

6. 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.
7. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
8. 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 or reduced meals if the household income drops below the income limit.
9. 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: Jay Bellar, Superintendent, at Battle Creek Public Schools, 675-6905.
10. 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 a U.S. citizen to qualify for free or reduced price meals.
11. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
12. 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.
13. 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.
14. 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 the school to receive a second application.
15. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP or other assistance benefits, please go online to [ACCESSNebraska.ne.gov](http://ACCESSNebraska.ne.gov) or call 1-800-383-4278.

If you have other questions or need help, call 402-675-6905.

Sincerely,



Jay Bellar, Superintendent

Nebraska Department of Education – Nutrition Services  
National School Lunch Program

## Instructions for Completing the Free & Reduced Price School Meals Family Application

**For households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR), follow these instructions:**

- Part 1:** List each child's name, the school they attend and their grade.  
**Part 2:** Enter household's Master Case Number if the household qualifies for SNAP, TANF or FDPIR.  
**Part 3:** Skip this part.  
**Part 4:** Complete this part. An adult must sign the form.  
**Part 5:** This part is optional and does not affect your children's eligibility for free or reduced price meals.

**For households with FOSTER CHILDREN, follow these instructions:**

**If all children in the household are foster children:**

- Part 1:** List all foster children, the school they attend and their grade. Check the box indicating the child is a foster child.  
**Part 2:** Skip this part.  
**Part 3:** Skip this part.  
**Part 4:** Complete this part. An adult must sign the form.  
**Part 5:** This part is optional and does not affect your children's eligibility for free or reduced price meals.

**If some of the children in the household are foster children:**

- Part 1:** List all children, including foster children, the school they attend and their grade. Check the box if the child is a foster child.  
**Part 2:** If the household does not have a Master Case Number, skip this part.  
**Part 3:** Follow these instructions to report total household income from last month.  
**Column 1 – Household Members:** List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. Attach another sheet of paper if necessary.  
**Column 2 - Gross Income and How Often it was Received:** Gross income is the amount earned **before taxes and other deductions**; it is not your take-home pay. For each household member, list each type of income received for the month. You must also report how often the money is received – weekly, every other week, twice a month, or monthly.

**Earnings from Work** includes the following:

- Salary, wages, cash bonuses
- Net income from self-employment (farm or business)

If you are in the U.S. Military, include:

- Basic pay and cash bonuses (do not include combat pay, Family Subsistence Supplemental Allowance (FSSA) payments or privatized housing allowances)
- Allowances for off-base housing, food and clothing

**Do not include income** from SNAP, FDPIR, WIC, Federal education benefits and foster care payments.

**Public Assistance/Child Support/Alimony** includes the following:

- Unemployment benefits, Worker's compensation
- Supplemental Security Income (SSI), Cash assistance from state or local government
- Veteran's benefits (VA benefits), Strike benefits
- Child support payments, Alimony payments

**Pensions/Retirement/All Other Income** includes the following:

- Social Security payments (including railroad retirement and black lung benefits)
- Private pensions or Disability benefits
- Regular income from trusts or estates, Annuities, Investment income, Earned interest, Rental income and *Regular* cash payments received from outside the household.

If you have no income, write "0" or leave the income field blank. If you do this, you are certifying there is no income to report.

**Household Size:** Enter the total number of people in your household.

**Social Security Number:** The adult signing the form must list the last four digits of their Social Security Number (SSN) or check the box to the right labeled "Check if no SSN."

**Part 4:** Complete this part. An adult must sign the form.

**Part 5:** This part is optional and does not affect your children's eligibility for free or reduced price meals.

**For ALL other households, follow these instructions:**

**Part 1:** List all children, the school they attend and their grade.

**Part 2:** If the household does not have a Master Case Number, skip this part.

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

**Column 1 – Household Members:** List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. Attach another sheet of paper if necessary.

**Column 2 - Gross Income and How Often it was Received:** Gross income is the amount earned **before taxes and other deductions**; it is not your take-home pay. For each household member, list each type of income received for the month. You must also report how often the money is received – weekly, every other week, twice a month, or monthly.

**Earnings from Work** includes the following:

- Salary, wages, cash bonuses
- Net income from self-employment (farm or business)

If you are in the U.S. Military, include:

- Basic pay and cash bonuses (do not include combat pay, Family Subsistence Supplemental Allowance (FSSA) payments or privatized housing allowances)
- Allowances for off-base housing, food and clothing

**Do not include income** from SNAP, FDPIR, WIC, Federal education benefits and foster care payments.

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- Private pensions or Disability benefits
- Regular income from trusts or estates, Annuities, Investment income, Earned interest, Rental income and *Regular* cash payments received from outside the household.

If you have no income, write "0" or leave the income field blank. If you do this, you are certifying there is no income to report.

**Household Size:** Enter the total number of people in your household.

**Social Security Number:** The adult signing the form must list the last four digits of their Social Security Number (SSN) or check the box to the right labeled "Check if no SSN."

**Part 4:** Complete this part. An adult must sign the form.

**Part 5:** This part is optional and does not affect your children's eligibility for free or reduced price meals.

**Free & Reduced Price School Meals Family Application** – complete one application per household Attachment C: 2017-18

Return Completed Application to: (Insert School name, mailing address here)

**Part 1: Children in School**

List names of all children, including foster children, in school. If all children listed are foster, skip to Part 4 to sign the form. (First, Middle Initial, Last Name)	Check box below if a foster child	Name of School Child Attends	Grade
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

**Part 2: Assistance Programs – SNAP, TANF or FDPIR Benefits**

Enter **MASTER CASE NUMBER** if household qualifies for SNAP, TANF or FDPIR:   
 (Social Security numbers, Medicaid numbers and EBT numbers are not accepted.) Skip to Part 4

**Part 3: Total Household Gross Income – You must tell us how much and how often.**

1. Household Members List everyone in the household, current income each person earns in whole dollars (no cents) & how often. Entering "0" or leaving the income field blank certifies no income to report. A foster child's personal use income must be listed.	2. Gross Income (before taxes) and How Often it was Received					
	Earnings from Work before deductions		Public Assistance, Child Support, Alimony		Pensions, Retirement and All Other Income	
	Income	How often	Income	How often	Income	How often

Total Number of Household Members: (Children and Adults) \_\_\_\_\_ Last four digits of Social Security Number (SSN) of the adult signing this form: XXX – XXX – \_\_\_\_\_ Check if no SSN

**Part 4: Adult Signature and Contact Information – An adult household member must sign the application.**

"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."

Sign here: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Street Address (if available): \_\_\_\_\_ Zip: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

**Part 5: Children's Ethnic and Racial Identities – Optional**

Check one Ethnic Identity: – and – Check one or more Racial Identities:  
 Hispanic or Latino       Asian       Black or African American       Native Hawaiian or other Pacific Islander  
 Not Hispanic or Latino       White       American Indian or Alaskan Native

**Do Not Fill Out the Section Below - For School Use Only**

Annual Income Conversion:      Weekly X 52;      Every 2 weeks X 26;      Twice a month X 24;      Monthly X 12

Total Household Size: \_\_\_\_\_

Total Income: \_\_\_\_\_ per \_\_\_\_\_  
 Year    Month    2 X Mo    Every 2 Wks    Week

Free       Reduced       Denied  
 Income      Reason for denial:  
 Categorically eligible:       Income too high  
 SNAP/TANF/FDPIR       Incomplete application  
 Foster Child

Signature of Determining Official: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**FOR THE VERIFICATION PROCESS ONLY:**

Signature of Confirming Official: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_  
 Signature of Verifying Official: \_\_\_\_\_ Date Verified: \_\_\_\_\_  
 Date Withdrawn From School: \_\_\_\_\_

Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL INCOME CHART for School Year 2017-18					
Household size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	22,311	1,860	930	859	430
2	30,044	2,504	1,252	1,156	578
3	37,777	3,149	1,575	1,453	727
4	45,510	3,793	1,897	1,751	876
5	53,243	4,437	2,219	2,048	1,024
6	60,976	5,082	2,541	2,346	1,173
7	68,709	5,726	2,863	2,643	1,322
8	76,442	6,371	3,186	2,941	1,471
Each additional person:	7,733	645	323	298	149

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 are 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](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### Computing Income for Self-Employed Individuals

Individuals who are self-employed or engaged in farming may experience variations in cash flow and cannot easily report a monthly income. These individuals may use their 2016 U.S. Individual Income Tax Return Form 1040 to report self-employment income for the free and reduced price meal application. The income to be recorded is income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses, such as interest on home mortgages, medical expenses and other similar non-business items are not allowed in reducing gross business income.

USDA announced that **losses** (negative numbers) on the lines listed below can be used to determine the **total** income for this attachment. If the total income is a negative number, it must then be recorded as zero on the application in the category labeled "All Other Income".

Zero income resulting from the use of Form 1040 does not require follow-up.

Please note: Line 7 cannot be reported as current income. Income from wages or salaries must be reported on the application for the most recent month.

Line 22 (total income) and line 37 (adjusted gross income) may not be used for purposes of applying for free and reduced-price meals.

The required information for determining the allowable income from self-employment is to be taken from the **2016 U.S. Individual Income Tax Return Form 1040**.

Line 12, Business Income (or loss)	_____
Line 13, Capital Gain (or loss)	_____
Line 14, Other Gains (or losses)	_____
Line 17, Rental Real Estate, etc.	_____
Line 18, Farm Income (or loss)	_____

**NOTE:** If any members of the household have income from wages or salary, the gross income from last month must be reported on the application form.

This attachment is used only to report income from self-employment and/or farming.

Total of above lines: \_\_\_\_\_ equals annual self-employed income\*

**If the total of the above lines is a negative number, it must be changed to zero before it is transferred to the application.**

\* This figure can be reported on the application under "Earnings from Work."

