

It's MORE than **A** MEAL application



Applications can be found at any ASD school or online at amorypanthercafe.com

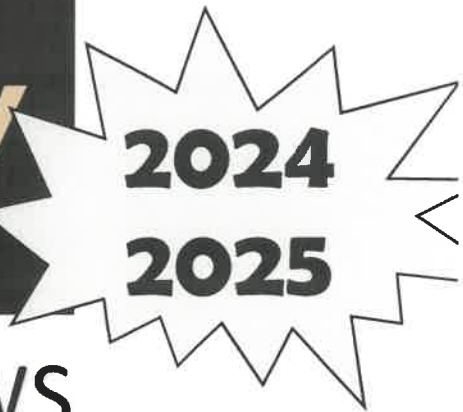
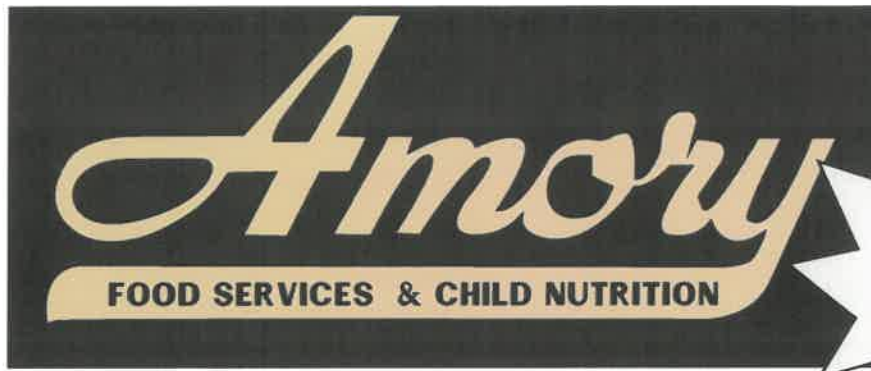
Filling out an application MAY help provide:

- * State and Federal funding for your school
- * Fee waivers for college admission tests like the ACT
- * Resources for classrooms, teachers & students

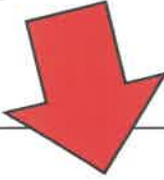
Only ONE application per household is needed.
Completing an application is quick, easy & all information is confidential!

Amory
FOOD SERVICES & CHILD NUTRITION

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IMPORTANT UPDATE



FOOD SERVICE NEWS

How Do I Pay for School Meals?

Revised June 2024

AMORY SCHOOL DISTRICT MEAL CHARGE POLICY:

The Amory School District accepts online meal payment thru MySchoolBucks.com. From this secure site parents can pay for meals or check a student's account balance any time, day or night, for the last 30 calendar days. A student ID# is required to access the system the first time. This can be obtained from the student's school office or the Amory School District Child Nutrition Office. Payments may also be made at each cafeteria and pre-payments are encouraged. Cash is accepted but checks are encouraged in the event that cash gets lost/stolen or misspent.

Students in grades K-12 may charge a meal if the need arises. The charge limit for **Full Pay** students is **\$25.00**. The charge limit for **Reduced** students is **\$8.00**. No adult meals will be charged. When the maximum charge amount is reached, parents will have a 5-day grace period to resolve the debt. After this 5-day grace period if the debt is not resolved, the student will be offered an alternative meal (vegetables, fruit, and milk) for 5 days. After this 5-day period, no more alternative meals will be available.

Parent are strongly encouraged to create a MySchoolBucks account so they can closely monitor their child's account balance. Low balance notifications can also be set up. Charging meals is a courtesy and should not become a habit.

Parents may apply for Free/Reduced meals each year. This is highly beneficial to the parent and to the Amory School District. Applications are not required but highly encouraged.

It is the parent's responsibility to make certain their child has money in their account. Balances can be checked via MySchoolBucks or by contacting the Food Services Department or the café manager at the appropriate school.

The ASD Child Nutrition Department has multiple options you can use to pay for school meals. The Online Payment System (MySchoolBucks) can be accessed through our Food Services page: www.amorypanthercafe.com. Checks and exact cash are also accepted (see below for more details).

To use the online payment system, you will need to contact the Child Nutrition office to receive the access code for your child. Simply call **662-256-3576** and speak with Sandy Smith or email her at ssmith2@amoryschools.com. Sandy will walk you through the process of setting this service up. Through the online payment system you will be able to monitor your child's meal account balance and make payments by check, debit/credit card. There is a nominal fee for each payment transaction (set by MySchoolBucks); however, this is no fee to check your child's balance.

Consider your child's meal account as a "bank" account. All money that is sent to the school needs to be in a lunch envelope. You may obtain these from our office, the school office or the cafeteria. Please send exact amounts, as all monies will be deposited into your child's account. No change will be given. All monies remain in your child's account and will be deducted from as food purchases are made. Please monitor your child's account & set up "low balance" notifications so that the account does not go into the negative. It is the parent's responsibility to ensure that adequate funds are available. This will help avoid any problems that may arise due to our charge policy.



TO SEE THE POLICY IN FULL DETAIL:
WWW.AMORYPANTHERCAFE.COM



Download our Mobile App today



www.amorypanthercafe.com

What if your child requires a special diet?

If your child requires a special diet due to food allergies, please contact the Food Services Department for the necessary forms to complete. These forms must be signed by the child's doctor and renewed each school year. *No school meals/diets will be altered until these forms are returned. You may also ask the school nurse for assistance.

USDA Nondiscrimination 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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. 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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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.

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We are here to help!

CONTACT US:

AMORY SCHOOL DISTRICT

OFFICE OF CHILD
NUTRITION AND FOOD
SERVICES

124 Main Street North
Amory, MS 38821

662-256-3576

EMMIE MCDANIEL

DIRECTOR

emcdaniel@amoryschools.com

SANDY SMITH

ASSISTANT

ssmith2@amoryschools.com

School Cafeteria Managers:

WAES	Debra Pruitt	256-4480
EAES	Kathy Davis	257-9989
AMS	Annette Dykes	256-4917
AHS	Rita Vaughn	256-1448



FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED-PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. The **Amory School District** offers healthy meals every school day. **Breakfast costs \$2.50; lunch costs \$3.50. Your children may qualify for free meals or for reduced price meals.** Reduced price is **\$.30** for breakfast and **\$.40** for lunch. 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 **MISSISSIPPI SNAP, the Food Distribution Program on Indian Reservations (FDPIR)]** or **MISSISSIPPI TANF**, are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school’s Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced-price meals if your household’s income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart.

FEDERAL ELIGIBILITY INCOME CHART for School Year <u>2024-2025</u>			
Household size	<u>Yearly</u>	<u>Monthly</u>	<u>Weekly</u>
1	\$27,861	\$2,322	\$536
2	\$37,814	\$3,152	\$728
3	\$47,767	\$3,981	\$919
4	\$57,720	\$4,810	\$1,110
5	\$67,673	\$5,640	\$1,302
6	\$77,626	\$6,469	\$1,493
7	\$87,579	\$7,299	\$1,685
8	\$97,532	\$8,128	\$1,876
Each additional person:	\$9,953	\$830	\$192

- 2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven’t been told your children will get free meals, please call or e-mail **ANDREA MCGREGER, 662-256-5991 OR AMCGREGER@AMORYSCHOOLS.COM.**
- 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: SANDY SMITH, FOOD SERVICES ASSISTANT, 124 MAIN STREET NORTH, AMORY, MS, 38821, OR RETURN TO YOUR CHILD’S SCHOOL.*
- 4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?** *No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification,*

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contact **SANDY SMITH, FOOD SERVICES ASSISTANT AT 662-256-3576 OR SSMITH2@AMORYSCHOOLS.COM**, immediately.

5. **CAN I APPLY ONLINE?** Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit www.amorypanthercafe.com to begin or to learn more about the online application process. Contact **SANDY SMITH, 662-256-3576 OR SSMITH2@AMORYSCHOOLS.COM** if you have any questions about the online application.
6. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?** **YES!!!** Your child's application is only good for that school year and for the first few days of this school year, through [date]. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. **I GET WIC. CAN MY CHILDREN GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced-price meals. Please send in an application.
8. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof of the household income you report.
9. **IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced-price meals if the household income drops below the income limit.
10. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials. You also may ask for a hearing by calling or writing to: **EMMIE MCDANIEL, PO BOX 330, AMORY, MS, 38821, OR EMAIL EMC DANIEL@AMORYSCHOOLS.COM**
11. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.
12. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. **WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. **WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?** Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. **WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?** List any additional household members on a separate piece of paper, and attach it to your application. Contact **SANDY SMITH, 662-256-3576, OR SSMITH2@AMORYSCHOOLS.COM** 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 **MISSISSIPPI SNAP** or other assistance benefits, contact your local assistance office or call **601-359-4500**

If you have other questions or need help, call **662-256-3576**.

EMMIE TAYLOR MCDANIEL, FOOD SERVICES DIRECTOR

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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 AMORY 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 Sandy Smith at 662-256-3576 or ssmith2@amoryschools.com.

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) Amory School District.

<p>A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper (or a second application if completing electronically) with all required information for the additional children. This also applies to adults in Step 3. "M" is short for middle initial. Print the first letter of each child's middle name in the box.</p>	<p>B) Is the child a student? If "Yes," write the grade level of the student in the "Grade" column to the right.</p>	<p>C) 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.</p> <p><u>Foster children who live with you may count as members of your household and should be listed on your application.</u> 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.</p>	<p>D) 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 <u>complete all steps of the application.</u> 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. <u>You may choose to provide income information now in order to prevent the school district from potentially needing to contact you later.</u></p>
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Step 2: Do any household members currently participate in SNAP, TANF, or FDPIR?

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

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

<p>A) If no one in your household participates in any of the above listed programs:</p> <ul style="list-style-type: none"> • Check "No" in Step 2 and go to Step 3. 	<p>B) If anyone in your household participates in any of the above listed programs:</p> <ul style="list-style-type: none"> • Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: Your local agency • Go to Step 4.
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Step 3: List ALL household members and income for each member

How do I report my income?

- Use the lists titled "**Sources of Income**" & "**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. 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**.

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

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 B.**

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

List all income that applies in the "Public Assistance/Child Support/Allimony" 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 allimony, 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."

3.B 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 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:
 Amory School District
 Department of Food Services
 124 North Main Street
 Amory, MS 38821

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.