

## FAQS ABOUT FREE & REDUCED SCHOOL MEALS @ HCA

Dear Parent/Guardian:

Children need healthy meals to learn. Harpswell Coastal Academy offers healthy meals every school day. Lunch costs \$4.00. Your children may qualify for free meals or for reduced price meals. Reduced price is \$1.20 for lunch. We are required to charge full price for second meals and snacks above and beyond the first meal offered. 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 Maine SNAP 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 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.

**INCOME ELIGIBILITY GUIDELINES**  
[Effective from July 1, 2018 to June 30, 2019]

Household size	Federal poverty guidelines	Reduced Price Meals—185%					Free Meals—130%				
		Annual	Monthly	Twice per month	Every two weeks	Weekly	Annual	Monthly	Twice per month	Every two weeks	Weekly
	Annual										
<b>48 Contiguous States, District of Columbia, Guam, and Territories</b>											
1 .....	12,140	22,459	1,872	936	864	432	15,782	1,316	658	607	304
2 .....	16,460	30,451	2,538	1,269	1,172	586	21,398	1,784	892	823	412
3 .....	20,780	38,443	3,204	1,602	1,479	740	27,014	2,252	1,126	1,039	520
4 .....	25,100	46,435	3,870	1,935	1,786	893	32,630	2,720	1,360	1,255	628
5 .....	29,420	54,427	4,536	2,268	2,094	1,047	38,246	3,188	1,594	1,471	736
6 .....	33,740	62,419	5,202	2,601	2,401	1,201	43,862	3,656	1,828	1,687	844
7 .....	38,060	70,411	5,868	2,934	2,709	1,355	49,478	4,124	2,062	1,903	952
8 .....	42,380	78,403	6,534	3,267	3,016	1,508	55,094	4,592	2,296	2,119	1,060
For each add'l family member, add .....	4,320	7,992	666	333	308	154	5,616	468	234	216	108

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 Carrie Branson at [cbranson@harpswellcoastalacademy.org](mailto:cbranson@harpswellcoastalacademy.org).
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: Carrie Branson, HCA, 9 Ash Point Road, Harpswell, ME 04079/ [cbranson@harpswellcoastalacademy.org](mailto:cbranson@harpswellcoastalacademy.org).

4. 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. 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.
5. 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.
6. Will the information I give be checked? Maybe. We may ask you to send written proof of the household income you report.
7. 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.
8. 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: Carrie Branson at 207-833-3229, ext. 602 or [cbranson@harpswellcoastalacademy.org](mailto:cbranson@harpswellcoastalacademy.org).
9. 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.
10. 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.
11. 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.
12. 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.
13. 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 Carrie Branson at 207-833-3229, ext. 602 or [cbranson@harpswellcoastalacademy.org](mailto:cbranson@harpswellcoastalacademy.org) to receive a second application.
14. My family needs more help. Are there other programs we might apply for? To find out how to apply for Maine SNAP or other assistance benefits, contact your local assistance office or call (207) 624-8090.

If you have other questions or need help, call 207-833-3229, ext. 602, for Carrie Branson.

Sincerely, Carrie Branson, Executive Director