

August 3, 2016



Dear Waconia School District Families,

Cafe #110, the Waconia School District's Nutritional Services Program, is kicking off a new lunch accounting program hosted by Wordware. This program will group all family members into a "Family Account" - meaning that all family members will now share the same funds.

**YOU MUST SET UP ACCESS TO VIEW YOUR NEW FAMILY LUNCH ACCOUNT**

By August 10<sup>th</sup>, all district families will receive an email from "Wordware Admin" with the subject "Waconia Public School online account access." This email will have all of the information and instructions you need to set up your new family meal account. Once established, your family account will allow you to make online deposits, view transactions, check account balance, & set account preferences.

Note: The 'student meal account number' and 'PIN' are the same as the 'student ID number.'

It is very important that you follow instructions in the email you receive and set up your family account as soon as possible - your "old" account is no longer available & all student balances have been rolled into your new family account.

Please contact us if you have any questions. Call and speak with Tracy Braun, at 952-856-4523 or email her at [cafe110@isd110.org](mailto:cafe110@isd110.org).

If, after August 11<sup>th</sup>, you have not received an email from Wordware Admin . . . check your SPAM folder or contact us.

Sincerely,

**Barbara Schank, L.D.**

Director of School Nutrition Services | 952-856-4512

Eat Smart. Be Smart.

Attached is the Application for Educational/ Meal Benefits - a new application must be submitted each year in order to qualify.



Breakfast  
Lunch  
Milk

**2016-2017 Meal Prices**

	PK, 1-5	K	6-8	9-12	Guest
Breakfast	\$0.75	Free	\$0.75	\$0.75	\$2.10
Lunch	\$2.60	\$2.60	\$2.75	\$2.95	\$3.65
Milk	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50

Note: There are 173 student school days/ year, & generally 19 student days/ month.

Return completed Application for Educational Benefits to any school office

Mail Waconia Public Schools, Attn: D. Siegle, 512 Industrial Boulevard, Waconia, MN 55387

Email dsiegle@isd110.org

Minnesota Department of



Application for Educational/ Meal Benefits

School Year 2016-17 - School Meals • State and Federally Funded Programs

**Step 1** List all infants, children and students through grade 12 in the household, even if they are not related. If more space is needed, attach another sheet.

Child's First Name	MI	Child's Last Name	Birthdate	School	Grade	Foster Child? (An agency or court has legal responsibility for the child.) If yes, fill in the circle.	Optional - Is the child Hispanic / Latino? If yes, fill in the circle.	Optional - Racial Identity * Fill in one or more circles for each child.				
								American Indian	Asian	African American	Pacific Islander	White
						<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
						<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
						<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
						<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

\* The full names of the racial categories are: American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander and White.

**Step 2** Do any Household Members, including yourself, currently participate in any of the following assistance programs: SNAP, MFIP or FDIR? Circle one: **Yes No**

Medical Assistance and WIC do not qualify. If **No** > Go to STEP 3. If **Yes** > Write in the. **CASE NUMBER**  here: then go to STEP 4.

**Step 3 A.** List ALL Adult Household Members including yourself and report all incomes. (Skip STEP 3 if you answered "yes" to STEP 2 or if all participants are foster children.)

Adults - Full Name For the purpose of school meal benefits, the members of your household are "Anyone who is living with you and shares income and expenses, even if not related." List the full name of each household member not listed in Step 1 and their income(s) in whole dollars. If a person has no income, write in 0 or leave the section blank. This is your certification (promise) of no income to report. Include any college students temporarily away from home.	Gross Pay from Work <i>Do not write in an hourly wage.</i>				Farm or Self-Employment Net Income after business expenses. State if annual or monthly.	Public Assistance, Child Support, Alimony Payments received.				All Other Incomes Pension, retirement, disability, unemployment, Veterans benefits, etc.						
	Gross pay before deductions (not take-home pay).	Weekly	Bi-Weekly	2x Month		Monthly	Weekly	Bi-Weekly	2x Month	Monthly	Weekly	Bi-Weekly	2x Month	Monthly		
	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**B.** Last four digits of signer's Social Security Number (SSN) or no SSN (required):

-     or  I don't have a Social Security Number.

**C.** Do any of the children listed in Step 1 receive regular incomes such as SSI or wages?

Regular incomes of children, if any. Total: \$  Weekly  Bi-Weekly  2x Month  Monthly

**Step 4** I certify (promise) that all information on this application is true and correct and all household members and incomes are reported. I understand that this information is given in connection with receipt of federal and state funds and that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose benefits and I may be prosecuted under applicable federal and state laws. The information I provide may be shared with Minnesota Health Care Programs as allowed by state law, unless I have checked this box:  Do not share my information with Minnesota Health Care Programs.

**Signature** of Adult Household Member (required) \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Office Use Only** Total Household Size: \_\_\_\_\_ Total Income: \$ \_\_\_\_\_ per \_\_\_\_\_ Approved:  Case Number – Free  Foster – Free  Income – Free  Income – Reduced-Price Denied:  Incomplete  Income Too High Signature of Determining Official: \_\_\_\_\_ Date: \_\_\_\_\_

**Is this form required?**

This form must be completed to apply for free or reduced-price school meals, unless:

- (1) Your school provides free school meals to all students without applications from households (*Community Eligibility Provision, Provision 2 or Provision 3*) or
- (2) You were notified that your children have been directly certified for school meal benefits based on foster care status or participation in the Supplemental Nutrition Assistance Program (SNAP), Minnesota Family Investment Program (MFIP) or Food Distribution Program on Indian Reservations (FDPIR).

**Privacy Act Statement / How Information Is Used**

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give this information, but if you do not we cannot approve your child for free or reduced-price school 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 provide an MFIP, SNAP or FDPIR assistance number, or you indicate that the adult household member signing the application does not have a Social Security number.

Only authorized officials will have access to the information that you provide on this form. We will use your information to determine if your child qualifies for free school meals, and for administration and enforcement of the school meal programs. We *may* share your information with other education, health, and nutrition programs to help them evaluate, fund or determine benefits for their programs, with auditors for program reviews, and with law enforcement officials to help them look into violations of program rules. We require written consent from you before sharing information for other purposes.

Please provide the requested information about children’s race and ethnic identity. This information is not required and does not affect approval for program benefits. We use the percentages of participants in each racial/ethnic category to check that our program is operated in a nondiscriminatory manner in compliance with federal civil rights laws

At public school districts, each student's school meal status also is recorded on a statewide computer system used to report student data to the Minnesota Department of Education (MDE) as required by state law. MDE uses this information to: (1) Administer state and federal programs, (2) Calculate compensatory revenue for public schools, and (3) Judge the quality of the state's educational program.

Information provided on this form may be shared with Minnesota Health Care Programs, unless the person completing this form has checked the box in Step 4 to not share information for that purpose.

**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, 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 to U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410, or (2) fax to (202) 690-7442; or (3) email to [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

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**Office Use Only: Verification**

Date Verification Sent: \_\_\_\_\_ Response Due: \_\_\_\_\_ 2<sup>nd</sup> Notice: \_\_\_\_\_

Result:  No Change     Free to Reduced-Price     Free to Paid     Reduced-Price to Free     Reduced-Price to Paid

Reason for Change:  Income     Case number not verified     Foster not verified     Refused Cooperation     Other: \_\_\_\_\_

Signature of Confirming Official: \_\_\_\_\_ Date: \_\_\_\_\_ Signature of Verifying Official: \_\_\_\_\_ Date: \_\_\_\_\_