



**ALBUQUERQUE  
PUBLIC SCHOOLS**

**FAMILY APPLICATION  
(ONE PER FAMILY ONLY)  
FOR  
PROGRAM ELIGIBILITY  
SCHOOL YEAR  
2015-2016**

THIS INFORMATION IS USED IN DETERMINING FREE/REDUCED MEAL, TITLE I FUNDING, THE APS DISTRICT E-RATE, AS WELL AS YOUR CHILD'S/CHILDREN'S ELIGIBILITY FOR OTHER APS PROGRAMS THROUGHOUT THE SCHOOL YEAR.

IF YOU KNOW YOU DO NOT QUALIFY FOR FREE/REDUCED PRICED MEALS WRITE "DNQ" IN THE INCOME AREAS OF THE APPLICATION.

ALL OTHER AREAS OF THE APPLICATION NEED TO BE FILLED IN COMPLETELY AND ACCURATELY.

PLEASE SUBMIT THIS COMPLETED APPLICATION BACK TO YOUR SCHOOL CAFETERIA AS QUICKLY AS POSSIBLE.

**YOU ARE RESPONSIBLE FOR PAYING FOR YOUR CHILD (REN) MEALS FOR UP TO 10 DAYS FROM THE DATE FANS RECEIVES YOUR APPLICATION OR UNTIL YOUR APPLICATION GETS APPROVED WHICH EVER COMES FIRST.**

YOUR TIME AND CONSIDERATION IS GREATLY APPRECIATED.

**SANDRA KEMP BS, SNS  
EXECUTIVE DIRECTOR  
APS FOOD AND NUTRITION SERVICES**

**Applications are also available for electronic submission @**

**[www.aps.edu/food-and-nutrition-services](http://www.aps.edu/food-and-nutrition-services)**

***NOTE: The Online application is designed to work with Internet Explorer 6.0 & Safari.***

If you have any questions or need further assistance, please call Mari Hernandez at 345-5661 ext. 38206

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.

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete

the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

**DO NOT DUPLICATE APPLICATION**

Dear Parent/Guardian:

Children need healthy meals to learn. Albuquerque Public Schools offer healthy meals every school day. Breakfast costs \$1.25 at all schools; Lunch costs \$2.00 at Elementary and \$2.25 at Middle and High Schools (*Online Payments can be made @ [mylunchmoney.com](http://mylunchmoney.com)*). Your children may qualify for Free Meals or for Reduced Price Meals (*Reduced Price Meals will be served at no cost to students*). This packet includes an application for Free or Reduced price meals benefits. 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 NM State SNAP, the Food Distribution Program on Indian Reservations (FDPIR) or TANF, Foster children that are under the legal responsibility of a foster care agency or court, children participating in their school's Even Start program and children who meet the definition of homeless, runaway or migrant are eligible for Free meals. Also, 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 2015-2016**

Household size	Yearly	Monthly	Weekly
1	21,775	1,815	419
2	29,471	2,456	567
3	37,167	3,098	715
4	44,863	3,739	863
5	52,559	4,380	1,011
For each additional member add:	7,696	642	148

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 have not been informed that they will get free meals, please call **APS Title I Homeless Project at (505) 256-8239 ext. 0**
3. **Do I need to fill out an application for each child?** NO. Use one (1) 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: YOUR SCHOOL CAFETERIA.**
4. **Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced price meals?** NO, but please read the letter you got carefully and follow the instructions.  
*If you have received a **NOTICE OF DIRECT CERTIFICATION** for free meals, **do not** complete the application. But if any children in your household are not listed on the **Notice of Direct Certification** letter you received please notify your school cafeteria manager.*
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.aps.edu/food-and-nutrition-services](http://www.aps.edu/food-and-nutrition-services) to begin or to learn more about the online application process, contact Mari Hernandez at (505) 345-5661 ext. 38206 if you have any questions about the online application.  
**NOTE: The Online application is designed to work with Internet Explorer 6.0 or better & Safari only.**
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 1<sup>st</sup> few days of this school year, you must send in a new application unless the Food & Nutrition Services Department told you that your child is eligible for the new school year.
7. **I get WIC. Can my child (ren) get free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. *Please fill out an application.*
8. **Will the information I give be checked?** Yes, we may 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 an APS Food & Nutrition official. You also may ask for a hearing by calling: Mari Hernandez at (505) 345-5661 ext. 38206. Or writing to: **APS Food & Nutrition Services, 800 Louisiana Blvd NE Albuquerque, NM 87108.**
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 a U.S. citizen to apply for free or reduced price meals.
12. **What if my income is not always the same?** List the amount that you normally get. 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 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, 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.
15. **What if my child has a disability?** If a child has a disability, as determined by a doctor, and the disability prevents the child from eating the regular school meal, an APS Food and Nutrition Services registered dietician will make modifications as prescribed by the doctor. *There is no charge for these modifications*; however, all changes must have a doctor's prescription diet order each year. For further information please call Janet Novak at (505) 345-5661 ext. 38214.
16. **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, contact your local assistance office or call **(800) 432-6217**.

*If you have other questions or need help, call (505) 345-5661 ext. 38206*