

Common Questions and Answers for the Free & Reduced-price Meal Application

Who qualifies for the free and reduced-price meal program?

- All children in households receiving SNAP (formerly known as Food Stamps), TANF (Temporary Assistance for Needy Families), or FDPIR (Food Distribution Program on Indian Reservations) are eligible regardless of income.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible
- Children participating in their school's Head Start Program are eligible
- Children who meet the definition of homeless, runaway, or migrant are eligible
- Children can get free or reduced-price meals if your household's gross 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 2022-2023			
Household Size	Yearly Income	Monthly Income	Weekly Income
1	\$25,142	\$2,096	\$484
2	\$33,874	\$2,823	\$652
3	\$42,606	\$3,551	\$820
4	\$51,338	\$4,279	\$988
5	\$60,070	\$5,006	\$1,156
6	\$68,802	\$5,734	\$1,324
7	\$77,534	\$6,462	\$1,492
8	\$86,266	\$7,189	\$1,659
Each additional person:	+\$8,732	+\$728	+\$168

- Households qualifying for "Zero" SNAP Benefits must complete a meal application with income.

How do I apply for the free and reduced-price meal program?

Households can apply online or by filling out a paper application. To apply online, please visit:

<https://family.titank12.com/application/new?identifier=LEJH23>

A paper application may be obtained at any cafeteria, school front office, or the Food and Nutrition office at: 143 S. Alma School Rd., Mesa, 85210

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 in your home 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 (480) 472-0291 to confirm Homeless or Runaway. To confirm Migrant status, call (480) 308-7564.

Do I need to fill out a meal application for a Foster child?

If you provide Food & Nutrition with a copy of the "Notice to Provider Educational and Medical" or Tribal Social Services letter, you do not need to fill out a meal application. *A foster child is a child whose care and placement is the responsibility of a state or local welfare agency who is placed with a caretaker household by the court.*

Do I need to fill out an application for each child?

No, one application is required for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information.

Should I fill out an application if I received a letter this school year saying my children are approved for free meals?

No, if you received notification that your child(ren) has been directly certified to receive free meals for the school year, you DO NOT need to complete an application. If any children in your household were missing from your eligibility notification, please contact (480) 472-0918.

What measures can I take to expedite the application process?

To expedite your meal application, please utilize our online application process at:

<https://family.titank12.com/application/new?identifier=LEJH23>

The application will be received and processed faster. You will also receive a confirmation number to follow up on the application status. Paper applications may take up to 10 business days to process.

My child's application was approved last year. Do I need to fill out another one?

Yes. Your child's application is only good for that school year and for the first few days of this school year through September 16, 2022. 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.

Who should I include as members of my household?

You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children and who pay a pro-rated share of expenses), do not include them.

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. Our organization does not release information for immigration-related purposes in the usual course of operating the School Nutrition Programs.

What if my income is not always the same?

List the amount that you normally receive. For example, if you normally make \$1000 gross income each month, but you missed some work last month and only made \$900 gross income, put down that you made \$1000 gross income 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.

If I don't qualify now, may I apply later?

Yes, a meal application can be submitted any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced-price meals if the household income drops below the income limit.

Do I need to provide money while waiting for the application to be processed?

Yes, you need to provide money for your child's meals (breakfast and lunch) until the application has been processed.

Can I get a copy of my "Eligibility Notification Letter"?

Yes, a letter is automatically sent home after the application has been processed, please be sure to save this letter for future reference (summer school, swim lessons, tests, band, orchestra etc.). If you would like a letter by email, please include your current email address on the meal application.

To replace a lost letter, use one of the following methods listed below. Please provide the student's first name and last name, student's 6 digit ID# (if known), grade, and how you would like to receive the copy of the letter.

-Titan Family Portal: family.titank12.com

-Website: mpsaz.org/food/meal-applications

-Email: ymwhiting@mpsaz.org or fcduan@mpsaz.org

-Phone: (480) 472-0918 or (480) 472-0929

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 1-800-352-8401.

The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children's eligibility for free or reduced-price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced-price meals.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
- 2. fax:**
(833) 256-1665 or (202) 690-7442; or
- 3. email:**
program.intake@usda.gov

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