



Division of Children's Services

**Fact Sheet On the Policy For Free And Reduced-Price Meals
For Students Under The National School Lunch and Breakfast
Programs**

All students attending the Dorothy Thomas School, located on Children's Services Lake Magdalene Campus, will receive forms and information with their school packet on the first day of school. Any interested person may review a copy of the policy by contacting

**Dorothy Thomas School
3215 Nundy Road
Tampa Florida
(813) 975-7355**

Household size and income criteria will be used to determine eligibility. An application can not be approved unless it contains complete eligibility information. Once approved, meal benefits are good for an entire year. You need not notify the organization of changes in income and household size.

Application forms are being sent to all homes with a letter to parents or guardians. To apply for Free or Reduced-Price Meals, households must complete the application and return it to the school. Additional copies are available at the principal's office in each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year. Applications may be submitted at any time during the year.

Households that receive SNAP (Supplemental Nutrition Assistance Program) or TANF (Temporary Assistance for Needy Families) are required to list on the application only the child's name, SNAP / TANF case number, and signature of adult household member.

Foster children will receive benefits (i.e., free, reduced-price, or paid) based on the child's personal income regardless of the income of the household.

Households with children who are considered migrants, homeless, or runaway should contact the Administration Office at Dorothy Thomas School at (813) 975-7355.

For the purpose of determining household size, deployed service members are considered a part of the household. Families should include the names of the deployed service members on their application. Report only that portion of the deployed service member's income made available to them or on their behalf to the family. Additionally, a housing allowance that is part of the Military Housing Privatization Initiative is not to be included as income.

All other households must provide the following information listed on the application:

- Total household income listed by gross amount received, type of income (e.g., wages, child support, etc.) and how often the income is received by each household member;

- Names of all household members – check the “no income” box if applicable; if household member is a child, list school name for each;
- Signature of an adult household member certifying the information provided is correct; and
- Social security number of the adult signing the application or the word “NONE” for this household member if he or she does not have a social security number.

Changes in household size or income should be reported to the school.

Under the provisions of the Free and Reduced-Price meal policy Hillsborough County Department of Family and Aging Services - Division of Children’s Services Dining Facility Manager will review applications and determine eligibility. If a parent or guardian is dissatisfied with the ruling of the official, he or she may wish to discuss the decision with the determining official on an informal basis. If the parent wishes to make a formal appeal, he or she may make a request either orally or in writing to

USDA
Director, Office of Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
or call
(800) 795-3272 or (202) 720-6382 (TTY)

Unless indicated otherwise on the application, the information on the Free and Reduced-Price Meal application may be used by the school system in determining eligibility for other educational programs.

Florida Income Eligibility Guidelines For Free And Reduced Price Meals
Effective from July 1, 2011 to June 30, 2012

FREE MEAL SCALE					
Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	14,157	1,180	590	545	273
2	19,123	1,594	797	736	368
3	24,089	2,008	1,004	927	464
4	29,055	2,422	1,211	1,118	559
5	34,021	2,836	1,418	1,309	655
6	38,987	3,249	1,625	1,500	750
7	43,953	3,663	1,832	1,691	846
8	48,919	4,077	2,039	1,882	941
For each additional family member, add	4,966	414	207	191	96

REDUCED PRICE MEAL SCALE

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	20,147	1,679	840	775	388
2	27,214	2,268	1,134	1,047	524
3	34,281	2,857	1,429	1,319	660
4	41,348	3,446	1,723	1,591	796
5	48,415	4,035	2,018	1,863	932
6	55,482	4,624	2,312	2,134	1,067
7	62,549	5,213	2,607	2,406	1,203
8	69,616	5,802	2,901	2,678	1,3339
For each additional family member, add	7,067	589	295	272	136

To determine annual income:

- If you receive the income every week, multiply the total gross income by 52.
- If you receive the income every two weeks, multiply the total gross income by 26.
- If you receive the income twice a month, multiply the total gross income by 24.
- If you receive the income monthly, multiply the total gross income by 12.

Remember: The total income before taxes, social security, health benefits, union dues, or other deductions must be reported.

In accordance with Federal law, and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Revised 8/4/11