



# Mustang Messenger

August 2022

Welcome from Jeff Arzt, Superintendent

**How to Contact**

**Melrose-Mindoro  
School District**

N181 ST RD 108

Melrose, WI 54642

608-488-2201

608-857-3410

FAX: 608-488-2805

School Start/End Times

8:00 a.m.-3:15 p.m.

Greetings Melrose-Mindoro Community,

August is an exciting, action packed time of the year at the Melrose-Mindoro School District! The squeak beneath your shoes is one of the first signs August has arrived. Each year, our dedicated custodial and maintenance staff makes sure the dull hue on our hallway and classroom floors are turned into a brilliant new shine. I am amazed at how thorough of a job our staff does each year cleaning all areas of our school. We are thankful for their commitment to preparing our buildings for another year of service for our staff and students.

August is also a time when we welcome our new and returning staff members back into the building. Teachers begin entering their classrooms for the first time after the summer break. Bare walls and bulletin boards are replaced with bright colors, inspirational quotes and new classroom decorations. Staff members are actively engaged in a number of collaborative training opportunities and individual planning sessions in preparation for a successful school year. We thank all of our staff members for their dedication and commitment to our students and community. They truly live by our mission statement, "KIDS Come First"!

Finally, August is marked by the gradual increase of activity in our student body. Early August is marked with the return of football, volleyball, and cross country practice. In addition, new families and students begin meeting with our counselors and finalizing classroom schedules. On August 17th, we officially open our doors to all students and families for our annual Open House from 3pm-8pm. Students have the opportunity to tour the building, meet their classroom teachers and learn about extra-curricular opportunities for the upcoming school year. August 18th marks the official start of our high school sports season with a home high school football game vs. Bangor. All of this activity culminates on August 23rd as we begin our first day of school.

Whether it is teacher orientation, student registration, a high school sporting event or the first day of school, the August calendar is jam packed with exciting activities for everyone. We welcome the month of August and its capability to jumpstart a variety of activities signifying school is officially starting! We are excited to soon be back in action!

Again, thank you for taking the time to read our newsletter and your continued support of our school district.

**Welcome Back!**



A performance was held for friends and family on the last day of GEO classes by students that were in *Readers Theater*, *Shuffle*, *Ball Change*, *Puttin' on the Lips*, and *Prima Ballerina* classes. What a fun way to kick off summer!

## Student Accident Insurance Available At No Cost

The school district will now provide accident insurance for injuries incurred by your child at school. As a service to students and their families, our school is making available student accident insurance plan for your child at no cost to parents! *This does not cover or provide any type of health or accident insurance for injuries incurred while participating in interscholastic sports.*

To purchase additional coverage online, (with Visa or Mastercard) go to [www.1stAgency.com](http://www.1stAgency.com) and then follow directions at 'Find your School'. Any questions regarding insurance specifics can be answered by calling First Agency, Inc. at 800-243-6298.



## Check District Website for Forms

Many of our forms can be found on our district website: [www.mel-min.k12.wi.us](http://www.mel-min.k12.wi.us) such as the 22-23 Supply Lists, lunch application (English, Spanish & Hmong versions) and the school calendar. Please call the school to request a paper copy of any of these forms.

## Sign up for rSchool for latest event info



Set yourself up to receive automatic text and email notifications for schedule changes and reminders for those activities you want to track. Go to [www.mel-min.k12.wi.us](http://www.mel-min.k12.wi.us) and click 'Athletics and Activities' under the Quick Links. On the next page, below the calendar, you will have the option to get the mobile app and/or sign up for alerts under 'Notify Me'. You can track specific activities and log back in anytime to modify your settings. Simple and FREE!

## Bridging Brighter Smiles

Bridging Brighter Smiles is in our district and provides basic dental health for students. This program is open to all students in the district 4K-12th grade. Visits are held throughout the school year and services include oral screening, cleanings, fluoride varnish applications, dental sealants, dental health education and referral assistance.



To enroll your children, go to <https://enrollment.bbsmiles.org> to complete an enrollment form online! Bridging Brighter Smiles accepts Forward Health (BadgerCare). They do not bill or accept other private dental insurances. Questions? Call 262-896-9891 or visit them on the web at [www.bbsmiles.org](http://www.bbsmiles.org)

## 22-23 Breakfast & Lunch Prices/Meal Program Application

The Melrose-Mindoro School District was able to serve meals free to all students in the 2021-2022 school year due to the pandemic. That funding ended June 30, 2022.

A new free/reduced meal application will be needed in order to receive free or reduced-priced meals during the 2022-2023 school year. New application forms are included in this newsletter. Completing the free/reduced application is necessary for all families as this information helps determine additional funding for enhanced educational opportunities for your child's school. We will post on the school website as additional information relating to meal pricing becomes available. If you have any questions about the food service program, please call Sarah McAdams, Food Service Director at 608-488-2201 ext. 1156.

	Break-	Lunch
KG-6th Gr.	1.60	2.60
7-8th Gr.	1.90	2.80
9-12th Gr.	1.90	2.95
Adults	2.45	4.10
Milk (extra)	.35	.35

ANNUAL NOTICE: HOMELESS CHILDREN AND YOUTH

The McKinney-Vento Act defines homeless children and youth as:

Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
- living in emergency or transitional shelters
- abandoned in hospitals
- living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children who qualify as homeless because the children are living in circumstances described above

If you are personally aware of or are acquainted with any children or youth who may qualify according to the above criteria, the Melrose-Mindoro School District provides the following assurances to parents and guardians of homeless children and youth and unaccompanied homeless youth:

- The child or youth shall be immediately enrolled and allowed to fully participate in school, even if unable to produce records normally required for enrollment (e.g., academic records, immunization and other required health records, proof of residency, or other documentation) or has missed application or enrollment deadlines during any period of homelessness.
- Homeless children and youths are not stigmatized or segregated on the basis of their status as homeless and have full and equal educational and related opportunities.
- Meaningful opportunities to participate in the education of their children including special notices of events, parent-teacher conferences, newsletters, and access to student records.
- Immediate enrollment and transportation to the school of origin. "School of origin" means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.
- Written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal and receive prompt resolution of such decisions.

Please contact, Tammy Leis, Homeless Liaison for the Melrose-Mindoro School District, at (608) 488-2201 or [leista@mel-min.k12.wi.us](mailto:leista@mel-min.k12.wi.us) for additional information about the rights and services described above.



**115 Years of Experience**

Congratulations!! At the end of the 21-22 school year, we said goodbye to some of our Mustang staff. All the best to LeRoy Young (48 years) Jay Everson (33 years) and Tom Leis (3 with the district, 34 total years in education). You will all be missed! Enjoy your retirement!



Want to show your school spirit? Need a gift for your favorite Mustang? The Mustang Corral is the place to shop!

Hats, sweatshirts, T-shirts, bleacher seats, we've got you covered. This student run store led by Business teacher Allison Rigotti opened late last school year and is geared up for a fabulous grand opening this Fall.

Students should listen to morning announcements for opening dates & times. The Mustang Corral will also be open to the public. Watch the district website or Facebook for more information.

### Merlose-Mindoro Transportation Policy 751

The District Administrator shall direct and manage the transportation services the District provides to public and private school students and coordinate such services among relevant parties in the interest of the students' safety and welfare. The District Administrator may delegate responsibility for the oversight of operational issues related to transportation services to another administrator or supervisory employee. The District Administrator shall also ensure that the District develops any administrative guidelines that may be necessary or advisable for the implementation of the School Board's transportation policies, and the District Administrator shall approve such guidelines and any revisions thereto.

On days school is held, the District will provide, or otherwise contract or arrange for the provision of, student transportation to and from public school in all situations where state or federal law establishes a District transportation obligation, including at least all of the following:

1. Students who reside in the District as measured by the usually-travelled route.
2. Students who live in areas of unusual hazard as defined and identified in the District's transportation plan or as otherwise identified pursuant to procedures found in state law.
3. Students with disabilities who have individualized education programs (IEPs) that require transportation as a necessary service, and where applicable law requires the District to provide the service.
4. Students with disabilities as required by an order of the state superintendent of public instruction.
5. Any student who is homeless or an unaccompanied youth, as defined under federal law, and who has a legal right to District-provided transportation.
6. If a student is living outside the District, but is enrolled in the District as a resident student because the student's parents or guardians have joint legal custody, the District will transport the student to and from an agreed-upon location within the District upon request from the student's parent or guardian.

The District will provide, or otherwise contract or arrange for the provision of, student transportation to and from school for residents of the District who attend private schools to the extent required by state law.

Aside from transportation to and from school, as described above, the District shall also:

1. Fulfill all other student transportation obligations identified under state or federal law, including, but not limited to, the obligation to provide transportation for certain at-risk students attending Coulee Region Alternative School leading to the student's high school graduation.
2. Provide student transportation services in other situations where permitted by state law and where such transportation has been appropriately authorized by (a) a Board policy; or (b) a motion or resolution of the Board or (c) the school district annual meeting, whichever may be applicable. To the extent permitted by law, the District may charge fees related to such additional transportation.

The District Administrator or his/her designee shall determine and schedule regular bus routes, taking into account factors such as the number and location of children, the safety of students, and the cost efficiency of the route. Changes to routes and schedules may be required from time-to-time during a school year, and the District Administrator or his/her designee will provide advance notification of such changes to affected families. In establishing routes and schedules, the District Administrator shall obtain Board approval if he/she determines that it may be necessary for any student to spend more than 90 minutes on the bus on the way to or from school, or to walk more than one half-mile from the student's residence to the regular bus stop for pick-up/drop-off.

#### **Vehicle and Driver Requirements**

The District Administrator and any other administrator or supervisor with responsibilities related to the oversight of student transportation services shall, upon recognition of any deficiency, recommend changes to District policies, procedures, guidelines, and contracts that will facilitate the ability of the District and any contracted service providers to maintain compliance with all vehicle, operator, insurance, and contract requirements established by state or federal law. The District shall not purchase, lease, rent, use, or contract for the use of a motor vehicle for student transportation, other than a properly marked and equipped school bus or authorized motor bus, if the motor vehicle is designed to transport 10 or more passengers in addition to the driver.

#### **Student Conduct**

To the fullest extent that state law considers a student who is utilizing the District's transportation services to be (1) at school; (2) under the supervision of a school authority; or (3) otherwise subject to the District's disciplinary jurisdiction or oversight or control, the student must abide by all applicable policies, procedures, rules, and directives that govern student conduct. Rules and directives may be established and enforced that are specific to the context of transportation and/or transportation-related safety. Students using transportation services are subject to appropriate discipline or other consequences or interventions related to their conduct, up to and including loss of transportation services and/or suspension or expulsion from school.

# HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in the Melrose-Mindoro School District. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order. If at any time you are not sure what to do next, please contact Sarah McAdams, Food Service Director, mcadams@mel-min.k12.wi.us or call 608-488-2201 ext 1156.

**PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.**

## STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

**Who should I list here?** When filling out this section, please include ALL members in your household who are:

- Children grades 12 or under AND are supported with the household's income; and
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth, or enrolled in a Head Start program.

<p><b>A) List each child's name.</b> Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children in household than lines on the application, attach a second piece of paper with all required information for the additional children.</p>	<p><b>B) Enter the grade and the name of the school the child attends or mark n/a if not in school.</b></p>	<p><b>C) Do you have any foster children?</b> If any children listed are foster children, mark the "Foster Child" box next to the children's names. If you are ONLY applying for foster children, after finishing <b>STEP 1</b>, go to <b>STEP 4</b>. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.</p>	<p><b>D) Are any children homeless, migrant, runaway or enrolled in a Head Start program?</b> If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway or Head Start" box next to the child's name and complete all steps of the application.</p>
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## STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN FoodShare, W-2 Cash Benefits OR FDPIR?

**If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:**

- The Supplemental Nutrition Assistance Program (SNAP) or FoodShare.
- Temporary Assistance for Needy Families (TANF) or W-2 Cash Benefits.
- The Food Distribution Program on Indian Reservations (FDPIR).

<p><b>A) If no one in your household participates in any of the above listed programs:</b></p> <ul style="list-style-type: none"> <li>• Leave <b>STEP 2</b> blank or check "No" and go to <b>STEP 3</b>.</li> </ul>	<p><b>B) If anyone in your household participates in any of the above assistance programs:</b></p> <ul style="list-style-type: none"> <li>• Write a case number and name of the assistance program you or any member of the household participates in for FoodShare, W-2 Cash Benefits, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact your case worker. Medicaid and BadgerCare case numbers do NOT qualify for free or reduced price meals.</li> <li>• Go to <b>STEP 4</b>.</li> </ul>
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## STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

**How do I report my income?**

- Use the charts titled "Sources of Income for Children" and "Sources of Income for Adults," printed on the back side of the application form, to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents. Gross income is the total income received before taxes. Many people think of income as the amount they "take home" (listed as "net pay" on paycheck stub) and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the boxes to the right of each field.

## STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

### 3.A. REPORT INCOME EARNED BY CHILDREN

A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's personal income if you are applying for them together with the rest of your household.

*What is Child Income?* Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

### 3.B. REPORT INCOME EARNED BY ADULTS

List adult household members' names.

- Print the name of each household member in the boxes marked "Name of Adult Household Members (First and Last)." When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.

- **Do NOT include:**

- People who live with you but are not supported by your household's income AND do not contribute income to your household.
- Infants, children and students already listed in STEP 1.

**C) Report earnings from work.** Report all total gross income (before taxes) from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.

**What if I am self-employed?** Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

**F) Fluctuating Income.** For seasonal workers and others whose income fluctuates and usually earn more money in some months than others. In these situations, project the annual rate of income and report that. This includes workers with annual employment contracts but may choose to have salaries paid over a shorter period of time; for example, school employees.

**D) Report income from public assistance/child support/alimony/SSI/VA benefits.** Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.

**E) Report income from pensions/retirement/all other income.** Report all income that applies in the "Pensions/Retirement/Social Security/All Other Income" field on the application.

**H) Provide the last four digits of your Social Security Number (SSN).** An adult household member must enter the last four digits of their SSN in the space provided. You are eligible to apply for benefits even if you do not have a SSN. If no adult household members have a SSN, leave this space blank and mark the box to the right labeled "Check box if no SSN."

**G) Report total household size.** Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.

## STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

An adult member of the household must sign the application. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

**A) Provide your contact information.** Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

**B) Print or sign your name.** The adult filling out the application must print or sign their name in the signature box.

**C) Return completed form to: Melrose-Mindoro School District ATTN: Food Service Director, N181 St Hwy 108, Melrose, WI 54642**

**D) Share children's racial and ethnic identities (optional).** On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.

# FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS FOR SCHOOL YEAR 2022-23

Dear Parent/Guardian:

Children need healthy meals to learn. **Melrose-Mindoro School District** offers healthy meals every school day. Breakfast costs **\$1.60 for KG-6<sup>th</sup> Gr; \$1.90 for 7-12<sup>th</sup> Gr**; lunch costs **\$2.60 for KG-6<sup>th</sup> Gr; \$2.80 for 7-8<sup>th</sup> Gr; \$2.95 for 9-12<sup>th</sup> Gr**. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$.30** for breakfast and **\$.40** for lunch. 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 FoodShare, the Food Distribution Program on Indian Reservations (FDPIR), or W-2 cash benefits are eligible for free meals, when listed on the application.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school’s Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may qualify to receive free or reduced price meals if your household’s income is at or below the limits on the Federal Income Eligibility Guidelines.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2022-2023			
Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)
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

- 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 told your children will get free meals, please call or e-mail **Tammy Leis, Homeless Liaison**.
- 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: **Sarah McAdams, Food Service Director, N181 St. Hwy 108, Melrose, WI 54642 call 608-488-2201 ext. 1156 or email [mcadams@mel-min.k12.wi.us](mailto:mcadams@mel-min.k12.wi.us)**
- 4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS?** Please read the letter you received carefully and follow the instructions. If your letter indicated you qualify for free meals, then no application is needed. If any children in your household were missing from your eligibility notification, contact **Sarah McAdams, Food Service Director, N181 St. Hwy 108, Melrose, WI 54642 call 608-488-2201 ext. 1156 or email [mcadams@mel-min.k12.wi.us](mailto:mcadams@mel-min.k12.wi.us)** immediately. If your household was notified it qualified for reduced price meals, we encourage you to complete an application to potentially qualify for free meals based on household size and income.
- 5. DO I NEED TO FILL OUT AN APPLICATION IF MY CHILD ATTENDS A COMMUNITY ELIGIBILITY PROVISION SCHOOL (CEP)?** If your child attends a school that participates in CEP, receipt of free breakfast and lunch meals does not depend on returning this

application. However, this information is necessary for other programs and may be used to determine if your household is eligible for additional benefits.

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 first few days of this school year, through **October 5, 2022**, or when a new eligibility is determined. You must submit a new application unless the school told you that your child is eligible for the new school year. If you do not submit 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.
7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals, but it is based on income. Please submit an application.
8. MY CHILD(REN) QUALIFIES FOR BADGERCARE PLUS OR MEDICAID. CAN MY CHILD GET FREE MEALS? Children with BadgerCare Plus, Medicaid, or subsidized insurance may be eligible for free or reduced price meals, but it is based on household income and household size. Please submit an application to determine if your household qualifies.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
10. 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 or experience a financial hardship may become eligible for free and reduced price meals if the household income drops below the income limit.
11. 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: **Sarah McAdams, Food Service Director, N181 St. Hwy 108, Melrose, WI 54642 call 608-488-2201 ext. 1156 or email [mcadams@mel-min.k12.wi.us](mailto:mcadams@mel-min.k12.wi.us)**
12. 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.
13. 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.
14. 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.
15. 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. Do not include any combat pay resulting from deployment as income.
16. WHAT IF THERE IS NOT 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.
17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for FoodShare or other assistance benefits, contact your local assistance office or call 1-800-362-3002.

If you have other questions or need help, call **608-488-2201 ext. 1156**.

Sincerely,

Sarah McAdams  
Food Service Director





**INSTRUCTIONS** Source of Income

**Sources of Income for Children**

Sources of Child Income	Example(s)
- Gross earnings from work	- A child has a regular full or part-time job where they earn a salary or wages
- Social Security	- A child is blind or disabled and receives Social Security benefits
- Disability payments	- A parent is disabled, retired, or deceased, and their child receives Social Security benefits
- Survivor's benefits	
- Income from person outside the household	- A friend or extended family member regularly gives a child spending money
- Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust

**OPTIONAL** Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity *Check one*  Hispanic or Latino  Not Hispanic or Latino  
 Race *Check one or more*  American Indian or Alaskan Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

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.

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

**Sources of Income for Adults**

Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
- Gross salary, wages, cash bonuses - Net income from self-employment (farm or business); <b>FARM</b> —refer to line 3 and 6 of Schedule 1 or line 34 from Schedule F; <b>BUSINESS</b> —line 31 from Schedule C or 1040—Line 8, Wage and Statement, Line 3. If you are in the U.S. Military: - Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances) - Allowances for off-base housing, food and clothing	- Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government - Alimony payments - Child support payments - Veteran's benefits - Strike benefits	- Social Security (including railroad retirement and black lung benefits) - Private pensions or disability benefits - Regular income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household

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:

- mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
- fax:**  
(833) 256-1665 or (202) 690-7442; or
- email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**Do not fill out**

**For School Use Only**

Annual Income Conversion: Weekly x 52, Bi-Weekly (Every 2 Weeks) x 26, Twice a Month x 24, Monthly x 12

Total Income	How often?				Household Size	Categorical Eligibility	Eligibility	Date Denied Mo./Day/Yr.	Reason for Denial or Withdrawal
	Weekly	Bi-Weekly	2x Month	Monthly					
Determining Official's Signature	Date Mo./Day/Yr.	Confirming Official's Signature	Date Mo./Day/Yr.	Verifying Official's Signature	Date Mo./Day/Yr.	Required for Verification process only			

**For schools participating in CEP only:**

**Are all students on this application from a CEP school?** Yes  No

If YES, the processing of this application cannot be paid for by the nonprofit school food service account. Only non-CEP applications are used for selecting the verification sample, conducting an independent review of applications, and the Certification and Benefit Issuance portion of the Administrative Review.

# Melrose-Mindoro School District Census Data Collection

(August 2022)

The Melrose-Mindoro School District is collecting census data for children 20 years of age (as of June 30 this year) and younger. Please complete this form **ONLY** if you have a new addition to the family, are new to the district, or your children do not attend Melrose-Mindoro Schools.

Will your children attend school in the Melrose-Mindoro School District? ( ) Yes ( ) No

If no, where will they attend school? \_\_\_\_\_

Please list children oldest to youngest (age 0-20 years old as of June 30 current year) residing in your home. Use legal names of children.

Child's First Name	Child's Last Name	Date of Birth	Gender (M/F)	Current Grade Level

### Parent(s) or Guardian(s)

(List only those living in the household)

Father's Full Name \_\_\_\_\_

Mother's Full Name \_\_\_\_\_

Others' (not already listed) Full Names \_\_\_\_\_

Address (street, city) \_\_\_\_\_

City, Village, or Township you live in \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Please send this form to:  
Melrose-Mindoro School District, ATTN: Michelle Murray  
N181 ST RD 108, Melrose, WI 54642

Or e-mail to: [murraym@mel-min.k12.wi.us](mailto:murraym@mel-min.k12.wi.us)

Melrose-Mindoro School District  
N181 State Hwy 108  
Melrose, WI 54642

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Residential Customer