

Student wellness and achievement starts with excellent nutrition. Well-nourished students perform better in the classroom. That is why Poudre School District is dedicated to providing healthy, nutritious meals in all school cafeterias. Check out our website <https://www.psdschools.org/programs-services/school-meals> for menu links, meal prices and department information. Please also read the attached [Meal Charge Guidelines](#) for information on meal charges, payments and negative balance communications.

Did you know? If your child is eligible for free or reduced-price meals in Poudre School District, you may also be able to take advantage of another fantastic benefit: waivers for some school fees and charges. To be eligible for these benefits, you must be approved to receive free or reduced-price meals and complete an additional form each school year.

- **Free and Reduced-Priced Meal Application:** Families can apply on-line at <https://www.myschoolapps.com/Application> or pick up a paper application at your child's school. Applications must be completed annually to stay registered for the program. Answers to frequently asked questions can be found here - [Letter to Parents](#). Your child's free or reduced-price meal eligibility status is confidential.
- Once approved for free and reduced-priced meals, complete **PSD's Permission to Share Information for Fee Waivers and Programs to Receive Goods and Services Form**. This form is available on-line through the [PSD ParentVUE portal](#). Completing this form gives PSD's Child Nutrition Department permission to share your child's eligibility status with other district officials. These officials must also maintain confidentiality of your child's eligibility status. *You must fill out the Permission to Share form each year.*

Waivers are available for some but not ALL fees and charges, including summer school tuition, extra-curricular activities and supplies, curricular supply costs and more.

After you submit the form and your child is approved, SchoolPay will automatically update fees/charges that are eligible for a waiver, displaying a \$0.00 balance due once you proceed to checkout in SchoolPay.

SchoolPay is Poudre School District's online payment partner. SchoolPay allows convenient online payment to all Poudre School District fees. To set up an account, view meal activity, view balances or make payments visit <https://psdschools.schoolpay.com>. Purchase activity and balances are updated each evening.

Pandemic EBT (P-EBT) is now available in Colorado!



Pandemic EBT, or P-EBT, provides families with children eligible for free or reduced-price school meals and attend a school participating in the National School Lunch Program with funds to help purchase food. This benefit is being distributed because students missed essential meals while schools were closed due to the pandemic this spring. **Families can receive up to \$279 per eligible child to supplement their food budget, regardless of immigration status.**

Households that were receiving SNAP during the months of March, April, and May may not need to take any action; their P-EBT benefits may have automatically been loaded onto the EBT

card they already have. Families with eligible children who did not receive SNAP during those months or who did not receive the automatic payment need to apply online to receive this benefit. Visit coloradopeak.force.com/PEBT to learn more and apply for P-EBT today!

IMPORTANT: In order to complete the P-EBT application, households must provide state issue student ID (SASID) numbers for each child. Parent/guardians can log into ParentVue and go to Student Information to find their student's SASID.



Need help buying food for your family? SNAP can help!

Due to the coronavirus (COVID-19), more people may qualify for SNAP (food stamps) due to changes in their work hours and/or income.

Applying is easy! Just call 970-829-0152 or email snap@foodbanklarimer.org

The Food Bank can help you apply over the phone!

HOUSEHOLD SIZE	GROSS MONTHLY INCOME LIMIT	NET MONTHLY INCOME LIMIT
1	\$2,082	\$1,041
2	\$2,820	\$1,410
3	\$3,556	\$1,778
4	\$4,292	\$2,146
5	\$5,030	\$2,515
6	\$5,766	\$2,883
7	\$6,502	\$3,251
8	\$7,240	\$3,620
EACH ADDITIONAL MEMBER	\$736	\$369

For those families with students who require meal modifications, please read this Meal Modification Letter and follow the instructions included.

- [Medical Statement for Meal Modification](#)
- [Dietary Preference Form for Meal Modification](#)
- [Discontinuation of Meal Modifications](#)

Have a great school year! We look forward to seeing you In the Café!



Title:
Meal Charge Guidelines
Poudre School District

Guideline No.:	CN-300
Effective Date:	06/01/2018
Supersedes No.:	06/01/2017
Page No.:	1 of 1

Introduction

These guidelines are referencing USDA Local Meal Charge Policies and SP 46-2016: Unpaid Meal Charges: Local Meal Charge Policies and Poudre School District EF- Food Services. All students, even those with unpaid meal charges, will be provided a regular reimbursable meal (breakfast, lunch or Early Childhood snack) when requested. However, parents/guardians are responsible for all costs associated with the meal.

Meal Charge Guidelines

Students can charge one reimbursable meal (breakfast, lunch or Early Childhood snack) per meal service. Students with a negative balance are prohibited from charging á la carte or extra items. Á la carte and extra items may be purchased with cash even if a student has a negative account balance.

Teachers, staff or guests are prohibited from charging any meals, á la carte or extra items.

USDA Guidelines

Per USDA guidelines, parents/guardians are responsible for meals charged prior to submitting a Free and Reduced Meal Application. Applications can be submitted online at <https://www.myschoolapps.com/Application>.

Free and reduced meals only start after a student has received confirmation from Poudre School District that the student has been approved for the program. Please note that an application may take up to 10 business days to process and a new application must be submitted each school year.

Payments

Parents/guardians and students may pay for meals in the following ways:

- Students may bring money to school and pay during meal times. Checks should be made out to the student's school and note the student's name and/or ID number.
- Additional money may be put on the student's account, which will be debited when the student purchases meals or á la carte items.
- Credit card payments may also be made online at <https://psdschools.schoolpay.com>. There is no charge to register, but there is a \$1.00 transaction fee charged to partially offset the credit card processing fee.

Negative Balance Communications

PSD will notify families of negative balances regularly through email, phone calls or mailings. Notifications will include information on how to pay those charges and/or apply for Free and Reduced Meal Benefits.

PSD will seek collection of outstanding school lunch accounts. Accounts that have outstanding balances on June 1st will receive notification from the Finance Department and be provided an opportunity to replenish the account. Accounts not replenished after two notifications will be turned over to a third-party collection agency.

Guideline Maintenance

The director of child nutrition, or designee, shall maintain these guidelines.

Educate...Every Child, Every Day
2020-2021 Free and Reduced-price School Meals Application and Instructions
You Must Complete a New Application Each School Year



Dear Parent/Guardian:

Children need healthy meals to learn. Poudre School District offers healthy meals every school day. Breakfast costs \$1.45; elementary lunch costs \$2.95 and a secondary lunch costs \$3.20. **Your children may qualify for free or reduced-price meals.** Students in all grades that qualify for free or reduced-price meals will receive breakfast and lunch at no charge.

Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED-PRICE MEALS?

- a. All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance for Needy Family (TANF/Colorado Works – Basic Cash Assistance or State Diversion), are eligible for free meals.
- b. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Foster children may be added as a household member of the foster family if the foster family chooses to apply. Including foster children as household members may help other children qualify for benefits. If the foster family is not eligible, it does not prevent a foster child from receiving benefits.
- c. Children who qualify for their district’s Head Start program are eligible for free meals.
- d. Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- e. 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 2020 – 2021			
Household size	Yearly	Monthly	Weekly
1	\$23,606	\$1,968	\$454
2	\$31,894	\$2,658	\$614
3	\$40,182	\$3,349	\$773
4	\$48,470	\$4,040	\$933
5	\$56,758	\$4,730	\$1,092
6	\$65,046	\$5,421	\$1,251
7	\$73,334	\$6,112	\$1,411
8	\$81,622	\$6,802	\$1,570
Each additional person:	\$8,288	\$691	\$160

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 haven’t already been notified your children will receive free meals, please call your school’s counselor or Whitney Reid at (970) 490-3242.
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: Poudre School District Child Nutrition, 1502 S. Timberline Road, Fort Collins, CO 80524.
4. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?** No, but please read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact the Child Nutrition office at (970) 490-3557 immediately.

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.MySchoolApps.com to begin the online application process.
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 valid for that school year and for the first 30 days of this school year. You must send in a new application unless Child Nutrition notified you that your child is eligible for the new school year.
7. I RECEIVE WIC. CAN MY CHILDREN RECEIVE FREE MEALS? Children in households participating in WIC may be eligible for free or reduced-price meals. Please send in a completed free and reduced-price school meal application.
8. WILL THE INFORMATION I GIVE BE CHECKED? You may be selected to provide written proof of the household income you report on the application.
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 school officials. You also may ask for a hearing by writing or calling: Craig Schneider, Child Nutrition Director, 1502 S. Timberline Road, Fort Collins, CO 80524, (970) 490-3560.
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 U.S. citizens to apply for free or reduced-price meals. Immigration, migrant, citizenship or refugee status is not required to be provided during the application process, and families should continue to apply for free or reduced-price school meals. The application does require the last four numbers of a Social Security Number or an indication that there is no Social Security Number. Social Security Number information is not reported to any organization outside of Poudre School District.
12. 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. The last four digits of the Social Security Number of an adult household member (or an indication of "none") is required to process a complete income application.
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. The last four digits of the Social Security Number of an adult household member (or an indication of "none") is required to process a complete income application.
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 THERE ISN'T 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. Contact Child Nutrition at (970) 490-3557 to receive a second application.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for other assistance benefits, contact your local assistance office. Colorado PEAK is an online service to screen and apply for medical, food and cash assistance programs. It can be accessed at <http://coloradopeak.force.com/>.

If you have other questions or need help, call (970) 490-3557.

Sincerely,

Linda Graham, Child Nutrition Office Manager

Non-discrimination 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](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: 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: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights; 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.



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Medical Statement for Meal Modification

Important! Carefully read and follow the procedures for requesting a special meal accommodation. The school/site will return incomplete Medical Statements to the parent/guardian. If you have questions about this form, the school/site contact named in Part A below will assist you.

Schools and agencies participating in child nutrition meal programs **MUST** comply with requests for special dietary needs and adaptive equipment at no extra charge for children with a documented disability and/or medical need. If this is a life-threatening food allergy resulting in anaphylaxis, ensure the Allergy & Anaphylaxis Action Plan form is completed by school/site nursing staff.

Requests for children with a documented medical need: A completed request form must be signed by a licensed physician (MD or DO), advanced practice nurse (APN) with prescriptive authority (RXN), or physician assistant (PA).

The meal modifications will continue until a licensed physician, advanced practice nurse with prescriptive authority or physician assistant requests that the modifications be changed or stopped on the Discontinuation Form, which is available from the school/site. It is strongly recommended that the prescribed diet order is updated annually with a new form.

Part A. Student, Parent/Guardian & School/Site Contact Information – To be completed by a parent/guardian or school/site contact person.				
1. Student's Name:		2. Date of Birth:		3. School/site:
4. Parent/Guardian's Name:		5. Parent/Guardian's Phone:		
6. School/site Contact's Name:		7. School/site Contact's Phone:		
Part B. Prescribed Diet Order for Children with a Documented Medical Need – This must be completed by a licensed medical professional as specified above. All sections must be completed.				
1. Specify the medical need and how it restricts the child's diet:				
2. What major life activity is affected by this student's medical need? Example: Allergy to peanuts affects ability to breathe.				
3. Type of Special Diet: <input type="checkbox"/> Check if not applicable OR specify the type of special diet (e.g. low sodium, gluten-free, diabetic, etc.)				
4. Modified Texture:	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Chopped	<input type="checkbox"/> Ground	<input type="checkbox"/> Pureed
5. Modified Thickness of Liquids:	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Nectar	<input type="checkbox"/> Honey	<input type="checkbox"/> Spoon or Pudding Thick
6. Special Feeding Equipment: _____ <input type="checkbox"/> Check if not applicable OR list special feeding equipment (e.g. large handled spoon, sippy cup, etc.).				
7. Foods to be Omitted and Substituted: List specific foods to be omitted and substituted. If more space is needed, sign and attach additional sheet of paper.				
Omit Foods Listed Below:			Substitute Foods Listed Below:	
Licensed Physician/Advanced Practice Nurse with Prescriptive Authority/Physician Assistant Information				
Signature:			Title:	
Printed Name			Phone:	Date:
Parent/Legal Guardian Permission – To be completed by a parent or legal guardian.				
I give permission for school/site personnel responsible for implementing my child's prescribed diet order to discuss my child's special dietary accommodations with any appropriate school/site staff. I also give permission for my child's licensed physician, advanced practice nurse with prescriptive authority or physician assistant to further clarify the prescribed diet order on this form if requested to do so by school/site personnel.				
Parent/Legal Guardian's Signature & Date:				



Dietary Preference Form for Meal Modification

Important! Carefully read and follow the procedures for requesting a special meal accommodation. The school/site will return incomplete Dietary Preference Forms to the parent/guardian. If you have questions about this form, the school/site contact named in Part A below will assist you.

Requests for children with a medical need not documented by a physician: A completed request form may be filled out by a parent or legal guardian if the medical need falls within the USDA’s child nutrition program meal requirements. These requests must be accommodated.

- Example of a medical need that falls within the USDA’s child nutrition program meal requirements: child is allergic to strawberries and a different fruit can be substituted OR a child is allergic to beef and a different meat/meat alternate (protein) can be substituted.
- Milk substitutes must be USDA-approved. Juice and water may not be substituted for fluid milk as part of the reimbursable meal without a medical statement signed by licensed healthcare professional.

Modification due to religious, ethical or cultural reasons that do not rise to the level of a disability:

- A school/site has the option to make meal modifications at the request of a parent/guardian due to religious, ethical or cultural reasons.
- Part A of this form must be completed by a parent/guardian or school/site contact person.
- Parts B and C of this form must also be completed by a parent/guardian before the school/site can make meal modifications.

The meal modifications will continue until a parent or legal guardian requests that the modifications be changed or stopped on the Discontinuation Form, which is available from the school/site. It is strongly recommended that the Dietary Preference Form is updated annually.

Part A. Student, Parent/Guardian & School/Site Contact Information – To be completed by a parent/guardian or school/site contact person.		
1. Student's Name:	2. Date of Birth:	School/site:
3. Parent/Guardian's Name:	4. Parent/Guardian's Phone:	
5. School/site Contact's Name:	6. School/site Contact's Phone:	
Part B. Prescribed Diet Order Request – This may be completed by a parent or legal guardian as specified above. All sections must be completed.		
1. Check:		
<input type="checkbox"/> Medical need not documented by physician. <input type="checkbox"/> Religious, ethical or cultural reasons that do not rise to the level of a disability.		
2. Specify the meal modification requested.		
3. Foods to be Omitted and Substituted: List specific foods to be omitted and substituted. If more space is needed, sign and attach additional sheet of paper.		
Omit Foods Listed Below:	Substitute Foods Listed Below:	
Parent/Legal Guardian Permission – To be completed by a parent or legal guardian.		
I give permission for school/site personnel responsible for implementing my child’s prescribed diet order to discuss my child’s special dietary accommodations with any appropriate school/site staff.		
Parent/Legal Guardian’s Signature & Date:		

Discontinuation of Site Meal Modifications

If your student no longer requires meal accommodations, please fill out the form below.
To be completed by a physician/medical authority or parent/legal guardian.

Licensed Physician/Medical Authority Name _____

OR

Parent Name _____

Student Name _____

Site _____

I certify that the student named above is no longer in need of the previously prescribed meal
modifications effective on the following date: _____

Signature of Licensed Physician/Medical Authority

Licensed Physician/Medical Authority's Title

OR

Signature of Parent

Street Address

Date

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