



Dear Parent / Guardian:

The Rochester City School District is participating in the Community Eligibility Option (CEP) under the National School Lunch Program. The CEP provision is directed toward schools with a high percentage of economically disadvantaged students. Under CEP **ALL** students receive a breakfast and lunch at no charge for the entire school year. However, to determine eligibility to receive additional benefits for your child(ren) you will need to complete an Income Data Collection Form.

1. DO I NEED TO FILL OUT A FORM FOR EACH CHILD? No. Be sure to include every child that attends a Rochester City School District school and their school on the form, and the District will be able to determine eligibility for **ALL** of them at the same time. The District cannot use a form that is incomplete, so be sure to fill out all required information. Return the completed form to: Rochester City School District, 131 W. Broad Street, Rochester, NY 14614.
2. I COMPLETED A FORM LAST YEAR. DO I NEED TO FILL OUT ANOTHER FORM THIS YEAR? Yes. Your child(ren)s form is only good for that school year and for the first 30 days of this school year. You must send in a new form each year.
3. MY CHILD(REN) ALREADY RECEIVE MEALS AT NO CHARGE. WHY SHOULD I COMPLETE THIS FORM AS WELL? Many state and federal programs use socioeconomic status (that is, household and income information) to determine eligibility for their programs. In addition, the primary state funding calculation uses socioeconomic status. By completing this form your school is able to determine eligibility for additional programs that your child(ren) may qualify for. Regardless, your child(ren) will still receive meals at no charge.
4. SHOULD I SUBMIT A FORM IF SOMEONE IN MY HOUSEHOLD IS NOT A US CITIZEN? Yes.
5. 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.
6. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, put down that you made \$1,000 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.
7. WILL THE INFORMATION I GIVE BE CHECKED? Yes and we may also ask you to send written proof.
8. IF I DON'T QUALIFY NOW, MAY I SUBMIT A FORM 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 additional benefits under state and federal programs.
9. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
10. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HIS/HER COMBAT PAY COUNTED AS INCOME? No. If the combat pay is received in addition to his/her basic pay because of his/her deployment and it wasn't received before he/she was deployed, combat pay is not counted as income. Contact your school for more information.
11. 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 call **1-800-342-3009**.

If you have any other questions or need help with the Income Data Form, call the \_\_\_\_\_ at (585) \_\_\_\_\_.

Sincerely,

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