



Dear Parents/Guardians,

Children need healthy meals to learn. ASU Preparatory Academy offers healthy meals every school day. Your children may qualify for free or for reduced price meals. You can fill out a free or reduced price meal application at: www.lunchapplication.com – Below are detailed instructions on how to fill out the application and what you will need.

Before you begin the online application process, here are a few things you should know:

- If you received a letter from ASU Prep saying that your children were automatically approved (directly certified) for free or reduced price meals for the school year, then you do not need to submit an application. If a child resides in your household but the child was not included in the letter of Direct Certification, please contact Jocelyne Canestrelli at Jocelyne.canestrelli@asu.edu
- If you did not receive a letter but had benefits the prior year those benefits will carry over into the new school year for 30 days. If we do not receive an application by the time the **30 days** are past, your child will be changed to paid status.
- We only need one application for all the children in your household that attend school at ASU Preparatory Academy
 - Eligibility for free or reduced price school meal benefits is based on one of these three things:
 - ❖ Your total household income and size, in the month the application is filled out, or the month before
 - ❖ Your child’s individual status as foster, homeless, migrant or runaway.
 - ❖ Participation in an assistance program by any member of your household (With case number).
- Your U.S. citizenship or immigration status does not affect your eligibility free and reduced price benefits.
- You are required to enter the last four digits of your Social Security number. If you do not have a Social Security number, you **must** check the “**No SSN**” box.
- If you have any questions, at any point during the application, click the “question mark” icon to get help with the current section.
- If you would like to apply using the paper application, please contact Jocelyne Canestrelli at Jocelyne.canestrelli@asu.edu or your school’s front office and we will send you an application.
- If your application is incomplete, it will not be processed and your student may be changed to paid status.

Things you will need:

- Student's school ID # (Found on your student's ASU Prep Photo ID or call your school's front office)
- If you participate in an assistance program, you will need to know your case number (not your card or account number).
- If you do not participate in an assistance program, you will need to report your total household income. In that case...
 - If anyone in your household has a job, you may need to reference the earnings statement or pay stubs to report your gross income, which is different from the amount you actually receive in your paycheck.
 - If anyone receives Social Security or retirement benefits, you may need to gather the benefit statement to report the amount and frequency of the payments.
 - You may also need to reference other financial documents for additional sources of income such as child support, child income, pensions and other income.
- Still not sure, if you have everything you need? Don't worry. The online application will guide you systematically in the income section of the application. This income section contains detailed instructions and explanations about the source of income you must include, and you can gather additional information then.
- If you were denied free or reduced price meals and your situation has changed, you can re-apply for free or reduced price meals at any time during the school year.
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We look forward to the upcoming 2019-2020 school year,
ASU Preparatory Academy Nutrition and Wellness Center

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- (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.