

# Covington County Schools

## Child Nutrition Program

### 2023-2024

The Child Nutrition Program is committed to serving healthy, delicious meals to all students in Covington County Schools. School meals are a great value and convenience for busy families, and our staff goes to great lengths to provide a nutritious breakfast and lunch to students at all 7 cafeteria sites within our district.

This packet is very important. It contains the **2023-2024 Free and Reduced Price School Meals Application**, instructions, and a page for common questions and answers regarding the application. Everyone is encouraged to apply. If approved, your child could receive free or reduced price meals for both breakfast and lunch.

**Applications can also be completed online.** For those with internet access, we highly encourage you to fill it out online at [www.myschoolapps.com](http://www.myschoolapps.com). Links to this webpage can always be found on the Covington County Schools' district webpage.

If your child receives a letter during the first week of school titled, **Direct Certification**, you do not have to fill out the application. However, if a child who lives in your household was not included on the direct certification letter and you want him/her to also receive the free or reduced price meals, you must fill out the paper or online application.

If your child/children received free or reduced meals last year and do not receive a Direct Certification letter, they will remain on the program with the free or reduced status for a 30 day carryover period once school starts. However, you need to fill out this year's application. If an application is not returned by the end of the 30 day carryover period, the child's meal status will change to paid.

If at *ANY TIME* during the school year the financial and economic status of your family changes due to loss of employment and you feel like you may now qualify for free or reduced price meals, **you can fill out a new application** online or stop by your school office for a paper copy of the form. Applications are available all year at the Child Nutrition office at the Covington County Schools central office located at 807 C.C. Baker Avenue, Andalusia, Alabama 36421. The CNP office can be reached by phone at 334-427-3832, or you can stop by during business hours (Monday through Friday, 7:30 am to 4:00 pm).

*Leslie Threatt*

CNP Bookkeeper

[leslie.threatt@cov.k12.al.us](mailto:leslie.threatt@cov.k12.al.us)

334-427-3832



*Samantha Carroll*

CNP Director

[samantha.carroll@cov.k12.al.us](mailto:samantha.carroll@cov.k12.al.us)

334-427-3830

Covington County Schools  
Child Nutrition Program



# Meal Prices

2023-2024 SCHOOL YEAR

Student Breakfast: \$1.25

Student Reduced Breakfast: \$0.30

Student Lunch: \$2.50

Student Reduced Lunch: \$0.40

Teacher + Visitor Breakfast: \$2.50

Teacher Lunch: \$3.50

Visitor Lunch: \$3.75

## Contact Info

Samantha Carroll, CNP Director

[samantha.carroll@cov.k12.al.us](mailto:samantha.carroll@cov.k12.al.us)

Leslie Threatt, CNP Bookkeeper

[leslie.threatt@cov.k12.al.us](mailto:leslie.threatt@cov.k12.al.us)


## Additional Info

Visit our website

[cov.k12.al.us/childnutrition](http://cov.k12.al.us/childnutrition)

334-427-3832





# MY SCHOOL BUCKS


We ask that parents consider funding their student's meal account online through MySchoolBucks. You can securely fund accounts using a credit/debit card or an echeck. Parents can also set up autopay. This helps minimize the cash and check deposits that need to be handled daily, which allows us to focus on serving meals as fast and efficiently as possible.

**[www.myschoolbucks.com](http://www.myschoolbucks.com)**



In addition to paying online for school meals, your free MySchoolBucks account also makes it easy to:

- View cafeteria purchases
- Check your student's balance
- Set up low balance alerts
- Schedule automatic payments



Corvington County Schools  
Child Nutrition  
334-427-3832

# Covington County Schools

## MEAL CHARGE POLICY

It is the policy of Covington County Schools to comply with all federal program regulations pertaining to the National School Breakfast and National School Lunch programs. Per the federally governed Child Nutrition Program regulations, uncollected meal charges constitute a bad debt and are unallowable. Covington County Schools' Meal Charge Policy will be in effect for the school year which begins in August and ends in May. Each school may choose to 'No Charge' or 'Charge' daily school meals for students. If the school chooses to allow students to 'Charge' meals, that school must have all charges cleared to a zero balance by the last day of each calendar month during the school year. The limit for 'Charge' meals should not exceed \$5.00 before payment is made. Principals will be held responsible for the payment of unpaid meal charges on the last operating day of each month. Cafeteria managers will send letters home weekly to parents and guardians of students with school meal charges exceeding \$0.10 starting one operating day after the charges are incurred. Parents and guardians will also receive notification from cafeteria staff within 5 school days when their student has an account balance that would not cover the cost of breakfast and lunch for one day, which would be \$3.75. No employee of the Covington County Board of Education will be allowed to charge for meals or a la carte items, and students will not be allowed to charge for extra meals or a la carte items.

No child in any grade will be denied a school meal, therefore, an alternate meal may be offered to students with unpaid meal charges. Alternate meals served will accommodate students with food allergies and meet the USDA guidelines.

The Child Nutrition Program has established an online payment program that enables parents and guardians to track meals and charges, view balances, set up account alerts and notifications on specific activities and balances, and make payments to accounts. The website for this program is [www.myschoolbucks.com](http://www.myschoolbucks.com).





# How To Apply for Free and Reduced Price School Meals

Please use these instructions to help you fill out the application for free and reduced price school meals. You only need to submit one application per household, **even if your children attend more than one school in the Covington County Schools District.**

The application must be filled out completely to determine the eligibility of your child(ren) for free or reduced price school meals.

Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact : Samantha Carroll at 334-427-3830 or [samantha.carroll@cov.k12.al.us](mailto:samantha.carroll@cov.k12.al.us).

**Please use a pen (not a pencil) when filling out the application and do your best to print clearly.**

## Step 1: List ALL children, infants, and students up to and including grade 12

Tell us how many infants/toddlers, children not in school, and elementary/middle/high 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 age 18 or under **AND** are supported with the household's income;
- In your care under a formal foster arrangement through a court or state/local agency, or qualify as homeless, migrant, or runaway youth;
- Students attending (regardless of age) Covington County Schools district.

<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 present than lines on the application, attach a second piece of paper (or a second application if completing electronically) with all required information for the additional children. This also applies to adults in Step 3. "MI" is short for middle initial. Print the first letter of each child's middle name in the box.</p>	<p><b>B) Is the child a student?</b> If "Yes," write the grade level of the student in the "Grade" column to the right.</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 child's name. If you are <b>ONLY</b> applying for foster children, after finishing <b>Step 1</b>, go to <b>Step 4</b>.</p> <p><u>Foster children who live with you may count as members of your household and should be listed on your application.</u> If you are applying for both foster and non-foster children, go to Step 3. Note: Adopted children are not considered foster children. A foster child is a minor child who has been taken into state custody and placed with a state-licensed adult, who cares for the child in place of their parent or guardian.</p>	<p><b>D) Are any children homeless, migrant, or runaway?</b> If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application. Homeless, Migrant, Runaway status must be confirmed with the appropriate program staff. If the school district cannot confirm your student's homeless, migrant, or runaway status, then the school district will contact you to complete an income-based application. <u>You may choose to provide income information now in order to prevent the school district from potentially needing to contact you later.</u></p>
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## Step 2: Do any household members currently participate in SNAP, TANF, or FDIPIR?

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 Alabama SNAP.
- Temporary Assistance for Needy Families (TANF) or Alabama TANF.
- The Food Distribution Program on Indian Reservations (FDPIR).

A) If no one in your household participates in any of the above listed programs:

- Check "No" in Step 2 and go to Step 3.

B) If anyone in your household participates in any of the above listed programs:

- Write a case number for SNAP, TANF, or FDIPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: Covington County Department of Human Resources at 334-427-7900.
- Go to Step 4.

## Step 3: List ALL household members and income for each member

### How do I report my income?

- Use the lists titled "Sources of Income" & "Examples of Income for Children," 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 and deductions.
  - Many people think of income as the amount they "take home" 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 check boxes to the right of each field.

### 3.A. Report income earned by adults

#### Who should I list here?

- 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.

### Step 3: List ALL household members and income for each member

#### 1) List adult household members' names.

Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Include college students, unless they are declared independently on taxes (all college students are considered adults). Do not list any household members you listed in Step 1.

#### 2) List earnings from work.

List all income 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. Net income is your income after taxes and deductions have been subtracted.

- **What if I have multiple jobs?** List each job separately by entering your name and income from each job on a new line. Add an additional sheet of paper if necessary.
- **What if I am self-employed?** List income from your business as a net amount. This net amount is calculated by subtracting the total operating expenses of your business from its gross receipts (revenue). Gross receipts or revenue are all the income earned from the sale of any products or services offered.

If a child listed in **Step 1** has income, follow the instructions in **Step 3, Part B.**

#### 3) List income from public assistance/child support/alimony.

List 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.

#### 4) List income from pensions/retirement/all other income.

List all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

- **What if I receive income from multiple sources in this category?** List each source separately by entering your name and income from each source on a new line. Add an additional sheet of paper if necessary.

#### 5) List 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.

#### 6) Provide the last four digits of your Social Security Number.

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

### 3.B List income earned by children

#### List all income earned or received by children.

List 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 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.

## Step 4: Contact information and adult signature

*All applications must be signed by an adult member of the household. 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 statements on the back of the application.*

<b>A) Provide your contact information.</b> Write your current mailing address in the fields provided, if this information is available. If you have no permanent address, that is okay. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.	<b>B) Print and sign your name and write today's date.</b> Print the name of the adult signing the application and that person signs in the box "Signature of adult."	<b>C) Mail completed application to:</b> Covington County Schools Attn: Child Nutrition Program 807 C.C. Baker Avenue Andalusia, AL 36421
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## Optional

**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. This information is requested solely for the purpose of determining the State's compliance with Federal civil rights laws, and your response will not affect consideration of your application, and may be protected by the Privacy Act. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner.

**Please return the application directly to your child's SCHOOL. DO NOT mail, fax, or email completed applications or questions about applications to the USDA Office of the Assistant Secretary for Civil Rights or your child's eligibility for free or reduced-price meals will be delayed.**



# FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED-PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **Covington County Schools** offers healthy meals every school day. Breakfast costs \$1.25; lunch costs \$2.50. **Your children may qualify for free meals or for reduced price meals.** Reduced price is \$0.30 for breakfast and \$0.40 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 **Alabama SNAP, the Food Distribution Program on Indian Reservations (FDPIR), Alabama TANF, or Alabama Medicaid Free** are eligible for free meals.
- **Alabama Medicaid Reduced** are eligible for reduced priced meals.
- 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 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 2023-2024			
Household size	Yearly	Monthly	Weekly
1	\$26,973	\$2,248	\$519
2	\$36,482	\$3,041	\$702
3	\$45,991	\$3,833	\$885
4	\$55,500	\$4,625	\$1,068
5	\$65,009	\$5,418	\$1,251
6	\$74,518	\$6,210	\$1,434
7	\$84,027	\$7,003	\$1,616
8	\$93,536	\$7,795	\$1,799
Each additional person:	\$9,509	\$793	\$183

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 been told your children will get free meals, please call or e-mail **Chris Thomasson, Homeless Liaison, at 334-222-7571, or [chris.thomasson@cov.k12.al.us](mailto:chris.thomasson@cov.k12.al.us)**.
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: **Your child's school office or Covington County Schools Child Nutrition Program at 807 C.C. Baker Avenue, Andalusia, AL 36421.**

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 got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Samantha Carroll at 334-427-3830 or [samantha.carroll@cov.k12.al.us](mailto:samantha.carroll@cov.k12.al.us)** immediately.

5. CAN I APPLY ONLINE?

    X     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](http://www.myschoolapps.com) to begin or to learn more about the online application process. Contact **Samantha Carroll, 334-427-3830, [samantha.carroll@cov.k12.al.us](mailto:samantha.carroll@cov.k12.al.us) or in person at 807 C.C. Baker Avenue, Andalusia, AL 36421** if you have any questions about the online application.

         No, an online application is not available at this time.

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 **September 25, 2023**. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in 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. Please send in an application.

8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

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 calling or writing to: **Samantha Carroll, 807 C.C. Baker Avenue, Andalusia, AL 36421, phone: 334-427-3830, email: [samantha.carroll@cov.k12.al.us](mailto:samantha.carroll@cov.k12.al.us)**.

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.

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.

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.

14. DO I HAVE TO PROVIDE MY SOCIAL SECURITY NUMBER? Only the last 4 digits of the social security number of the household's primary wage earner or another adult household member (or an indication of "none") is required.

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. Any additional combat pay resulting from deployment is also excluded from income.

16. 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 **Samantha Carroll, 807 C.C. Baker Avenue, Andalusia, AL 36421; phone: 334-427-3830; email: [samantha.carroll@cov.k12.al.us](mailto:samantha.carroll@cov.k12.al.us)** to receive

a second application.

**17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for **Alabama SNAP** or other assistance benefits, contact your local assistance office or call (800) 382- 0499.

If you have other questions or need help, call **334-427-3830 or 334-427-3832**

Sincerely,

**Samantha L. Carroll**

**Child Nutrition Program Director**

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 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: [USDA Program Discrimination Complaint Form](#) 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:

**1. mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**2. fax:**

(833) 256-1665 or (202) 690-7442; or

**3. email:**

[program.intake@usda.gov](mailto:program.intake@usda.gov)

\*The enclosed "non discrimination" language herein was added pursuant to the May 5, 2022, USDA memorandum. However, although included as currently required for audit compliance by the USDA, the State of Alabama objects to its **inclusion, applicability** and the **application** of this language due to currently pending legal challenges in the matter of THE STATE OF TENNESSEE, ET AL. V. USDA, ET AL., Case No. 3:22-cv-00257, and may be subject to change or removal.

This institution is an equal opportunity provider.



# Build a Healthy Breakfast

**1**  
**GRAIN**

**2**  
**Fruit or  
Vegetable**

**Offer  
vs.  
Serve**

**3**  
**MILK**



**The fourth  
item offered  
may be  
another fruit,  
or veggie,  
grain, or  
meat/meat  
alternate**

**Choose at least 3 items from  
the *four* offered**

- One MUST be 1/2 c. fruit (or vegetable)



# THE 5 MEAL COMPONENTS FOR OVS LUNCH

**1**  
**Meat/Meat  
Alternate**

**2**  
**Grain**

**3**  
**Fruit**

**For Best  
Nutrition,  
Choose all  
Five!!!**

**4**  
**Vegetable**

**5**  
**Milk**

Choose **AT LEAST 3**

- One **MUST** be 1/2 cup of  
FRUIT or VEGETABLE
- The other **TWO** must be  
**FULL** components

