



La Harpe Community School District #347

Back-to-School News *2016-2017*

Dear La Harpe Community,

As I am entering my 4th year in the district, and my 3rd year as a resident of La Harpe, I am still in awe at the way in which this community rallies around its residents as someone is always there to lend a helping hand. Along those lines, my goal this year is to have increased communication and involvement of the entire community. Whether you have children attending school here, or not, the impact of the school district reaches beyond the walls to the entire community. As is the case with most rural communities, the school district is often the heart of the community.

As part of increased community involvement, the district will once again be administering the *5 Essentials Survey* sometime this winter. The *5 Essentials Survey* is administered to teachers, parents, and junior high students and is a measure of the overall school climate. Typically, this survey is administered every other year. However, we will be administering the survey on an annual basis in order to measure our progress with improving the overall climate of the district. Once the results are received, we will be meeting with representatives from these key stakeholder groups, in addition to others, to come together as a community to help make La Harpe CSD 347 the best possible district it can be.

In the meantime, you do not need to wait to complete the survey to provide feedback. Feel free to reach out to a teacher, the principal, a Board member, or myself with any feedback you believe will help move our district forward. As always, my door is open! Whether you have/have had children in our district, or are just a resident of the community, I invite you to take part in the many great things going on in our district. I hope you have a safe, happy, and relaxing rest of your summer!

For more information on the *5 Essentials Survey*, please visit

["https://illinois.5-essentials.org/2016/"](https://illinois.5-essentials.org/2016/).

Sincerely,

Dr. Ryan Olson
Superintendent
La Harpe C.S.D. #347

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Register Now!

REGISTRATION DAY - Thurs., Aug. 4, 8:00 a.m.-6:00 p.m.

All students, Pre-Kindergarten through 8th grades, will register in the school library on Thursday, August 4th from 8 a.m.- 6 p.m.

New students must bring a birth certificate, proof of immunizations, proof of residence in La Harpe district, and transfer form issued by previous school attended.

Parents will fill out Student information, Medical and Emergency Information, and Dismissal Procedures, and will receive a student handbook. Parents will pay book rent and fees, complete a payment plan, or complete a waiver request form. Refer to the fee schedule in the newsletter and handbook. If you receive a Letter of Direct Certification, bring it to registration. Parents who have not received a Direct Certification letter from the school are encouraged to fill out the Free and Reduced Lunch Form in this newsletter and bring it to registration to determine whether your family qualifies for this benefit. All financial information is kept confidential.

Preschool Registration: Children entering preschool this year must go through registration on Thursday, August 4th. Children must have either qualified at the Spring Screening OR have previously been in preschool in this district in order to enroll. Children enrolling in preschool for the first time must bring a current physical with current immunization record, a **certified** birth certificate, and results from a lead screening to registration. At registration, parents will sign up for a home visit on either August 22nd or 23rd.

Preschool Screening: La Harpe Preschool will be holding a screening on August 18th in the afternoon for three or four year old children **who have not been screened**. Parents may call 217-659-3713 after August 1st to set up an appointment. The screening will be held in the Pre-K room. In order to attend preschool, children MUST go through the screening process.

Dear Students, Staff, Parents, and Community Members,

Happy summer! With the arrival of our annual newsletter we all start thinking about school starting up again. Time to get school supplies, get rooms ready, and prepare for the changes in routines that come with kids going back to school. Don't forget to enjoy the rest of the summer, though!

The teachers have been working over the summer on unit planning. We will be using new social studies standards this year as well as the science, physical education, art, and music new standards. Our teachers have been working hard to make a few minor adjustments to curriculum to align to the standards. The new Common Core math and reading standards came out a few years back. We strive to be up-to-date and on track to bring the best education we can to our students. Our teachers work very hard to adjust! We have also seen a change in materials used in the classroom. The internet and Promethean Boards have changed the way education is presented. Please feel free to schedule a time to come in and observe a classroom. With all of the changes in education over the last few years, our teachers have "risen to the challenge". I am really proud of how hard they work. We are very fortunate to have such a dedicated staff!

We will have some new faces next year due to retirements and resignations. New elementary teachers are Grant Rogers and Amanda Byers from the Blandinsville/Sciota area. Our new special education teacher is Jan Bailey from Macomb. Leah Shumaker, from east of Springfield, is our new Junior High science teacher. Returning to LaHarpe after several years teaching in Nauvoo is Susan Bray, our new Title I teacher. Susan is replacing Brenda Sparrow who retired after many years at LaHarpe. Also retiring last year were 2nd grade teacher Cindy Pollock and librarian Cindy Irish. These three ladies gave almost 100 combined years to LaHarpe. We will miss them greatly! Our head janitor, Donnie Little, will retire in October. Best of luck to you Donnie! Time to farm out! I hope all of the students are enjoying their summer and READING!!

Lila McKeown, Principal

"Education is the most powerful weapon which you can use to change the world"
—Nelson Mandela



PHYSICAL EXAMINATIONS & IMMUNIZATIONS

Student health forms and waiver forms may be found at www.laharpeeagles.org or at the Central Office at 404 West Main Street in La Harpe. Bring completed forms with you on Registration Day.

A **PHYSICAL EXAM** is required for any student entering Kindergarten (or entering school for the first time) and 6th grade. The following immunizations are required for entrance in public school at Pre-K (or Kindergarten) and 6th grade: Diphtheria, Pertussis, Tetanus, Polio, Measles, Rubella, Mumps, Haemophilus Influenza Type B, Hepatitis B, and varicella. Pre-K students are required to have the pneumococcal conjugate vaccine. Also, students entering Pre-K, Kindergarten, or entering school for the first time, shall be screened for lead poisoning. Students in sixth grade shall show proof of having received one dose of the meningococcal vaccine. See your medical provider for more information. State law requires local districts to refuse admittance to those students who do not comply. *All students must meet the minimum immunizations or provide the new physician-signed religious exemption form required by the State of Illinois by October 15th or be excluded from school until they are met.*

All students entering Kindergarten (or for the first time enrolled in Illinois) must have an **EYE EXAM**. Vision screening is not a substitute for this eye exam. This eye exam may be completed up to one year prior to the beginning of school. *Proof of eye exam or a waiver is due by October 15 of the school year.*

Children entering Kindergarten, 2nd and 6th grades are required to have a **DENTAL EXAM**. *Proof of examination by a licensed dentist or a waiver must be presented before May 15th of the school year.*

Immunizations may be obtained at the Hancock County Health Dept. in Carthage. Parents must call ahead for an appointment at (217) 357-2171. The Dental Clinic offers the oral health exams. Call the Dental Clinic for an appointment at (217)357-6984. More information on other services of the Hancock County Health Department may be found on their website at www.hancockhealth.info.

A current SPORTS PHYSICAL is required for any student who plans to participate in athletics.

ARRIVAL, DISMISSAL & BUS INFORMATION

Teacher Institutes will be held on Aug. 18 and 19. The first day for students will be Aug. 22. This is a full day. The first bell will ring at 7:55 a.m. Classes will begin daily at 8:00 a.m. and dismiss at 3:00 p.m.

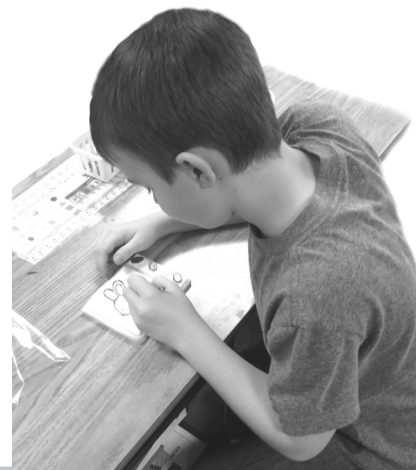
D STREET IS USED ONLY FOR BUSES DURING ARRIVAL & DISMISSAL .

Arrival: All K-8 students arriving at school between 7:30am and 7:45am are to go to the cafeteria. Bus routes will arrive at school 7:40am -7:45am. JH students will be allowed in the main building at 7:35am. Elementary students will be escorted from the cafeteria to the classrooms at 7:53am

Dismissal: All PK-8 students who ride the bus, are picked up, or walk will be released at the 3:00 p.m. bell. Buses leave at 3:05.

Student Pick-Up Options: Car Line Pick-Up Cars will line up on the swimming pool road. Cars will enter the north parking lot at the northwest end and leave at the southwest exit. All students picked up by a vehicle will be taken to the car line. **Walking Pick-Up** Students will be picked up at the northwest end of the building near the car line pick-up area. Teachers will supervise the pick-up procedures.

For bus information, see Jeanne Clayton at Registration or call (217)659-7739 after Registration Day.



2016 JUNIOR HIGH BASEBALL

<u>Date</u>	<u>Opponent</u>	<u>Location</u>	<u>Time</u>
8/13/16	West Central	Colchester	10:00AM
8/13/16	West Prairie or A-Town	Colchester	12:00PM
8/15/16	Carthage	LaHarpe	4:30
8/16/16	Monmouth ICS	Monmouth	4:30
8/18/16	Nauvoo-Colusa	Nauvoo	4:30
8/22/16	Hamilton	Hamilton	4:30
8/23/16	West Prairie	Colchester	4:30
8/25/16	Nauvoo-Colusa	LaHarpe	4:30
8/27/16	HCT	LaHarpe	9:00AM
8/27/16	HCT	LaHarpe	11:00AM
8/29/16	HCT	LaHarpe	4 or 6 PM
8/30/16	Southeastern	Augusta	4:30
8/31/16	Mendon/Unity	LaHarpe	4:30
9/1/16	West Central	LaHarpe	4:30
9/7/16	West Prairie (South)	Colchester	4:30
9/7/16	Carthage (North)	Colchester	6:30
9/8/16	Brown county (North)	Colchester	6:30
9/10/16	TBA	Colchester	10 or 12

2016 JUNIOR HIGH GIRLS' BASKETBALL

<u>Date</u>	<u>Opponent</u>	<u>Location</u>	<u>Time</u>
9/15/16	Nauvoo-Colusa	LaHarpe	6:00
9/19/16	West Central	LaHarpe	4:00
9/19/16	Nauvoo-Colusa vs WP	LaHarpe	6:30
9/20/16	West Prairie	Colchester	4:00
9/20/16	Nauvoo-Colusa vs WC	Colchester	6:30
9/22/16	Nauvoo-Colusa	LaHarpe	4:00
9/22/16	WP vs WC	LaHarpe	6:30
9/27/16	Bushnell-PC	LaHarpe	5:30
9/29/16	Mendon/Unity	LaHarpe	5:30
10/3/16	South Fulton	LaHarpe	5:30
10/4/16	West Prairie	Colchester	5:30
10/11/16	Southeastern	Bowen	6:00
10/13/16	Cuba	LaHarpe	5:30
10/17/16	West Central	Stronghurst	5:30
10/18/16	A-Town	LaHarpe	5:30
10/24/16	West Prairie	Colchester	5:30
10/25/16	BPC (if win 10/24)	Colchester	4:00
10/27/16	TBA (if win 10/25)	Colchester	5:30
10/31/16	Carthage	LaHarpe	5:30

FALL ATHLETICS**BASEBALL**

La Harpe/Dallas City 6th, 7th and 8th grade boys' baseball practices will begin on Monday, Aug 1st. Practices and games will be held on the west ball diamond in La Harpe. Practices on August 1st - 17th will be from 10:00--12:00. Beginning August 18th practice will run from 3:40-5:40pm.

PRACTICE BUS: A shuttle bus will leave Dallas Elementary for morning practices at 9:35am. Dallas students will return to Dallas Elementary after practices at approximately 12:20 pm. Beginning Aug.18, practice will be from 3:40 pm - 5:40 pm with practice bus leaving DC at 3:20 pm and returning approx. 6:00 pm.

PHYSICALS: All boys participating will need a copy of current sports physical turned in to Coach Hopper at the first practice. You will not be allowed to practice if a copy of the physical is not turned in to Coach Hopper.

EQUIPMENT: Players will need to come with baseball cleats (no metal), gloves, baseball pants or sweats, and other baseball equipment as appropriate.

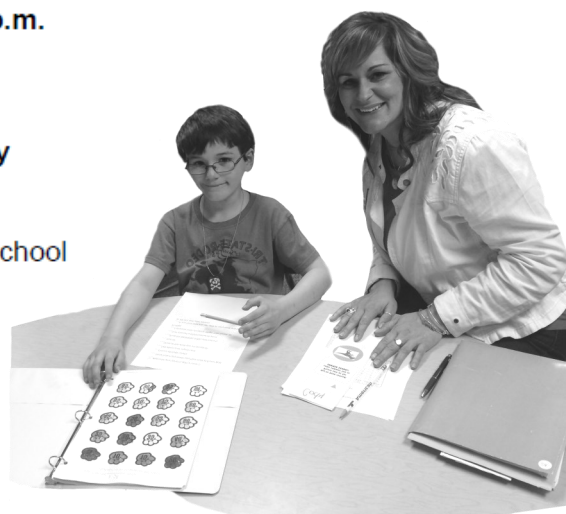
If parents have any questions, please feel free to contact Coach Ryan Hopper before the first practice at 217-620-6338. Assistant Coach is Peyton Porter.

Dallas City and La Harpe athletic schedules will be available at Registration and online at laharpeeagles.org & dcbulldogs.com

La Harpe School Calendar 2016-17

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August 4	REGISTRATION DAY 8:00 a.m. - 6:00 p.m.
August 18	Teacher Institute - No School
August 19	Teacher Institute - No School
August 22	First Student Attendance Day - Full Day
September 5	Labor Day - No School
September 23	Full Day—School Improvement Day No School
October 10	Columbus Day - No School
October 21	Parent/Teacher Conferences - No School
November 11	Veterans Day (observed) -No School
November 23-25	Thanksgiving Break - No School
Dec. 22- Jan. 2	Christmas Vacation - No School
January 3	Full Day - School Improvement Day - No School
January 4	School Resumes - Regular Attendance Day
January 16	M.L. King's Birthday - No School
February 17	Full Day - School Improvement Day - No School
February 20	President's Day - No School
March 10	Teacher Institute - No School
March 24	Parent/Teacher Conferences - No School
April 13	Full Day - School Improvement Day - No School
April 14-17	Spring Break - No School
April 18	School Resumes - Regular Day
May 19*	Last Student Day <i>if No Emergency Days are Used</i> * Report Cards, 3:00 PM Dismissal
May 22*	Teacher Institute - No School (if no emergency days are used)
May 29	Memorial Day - No School



**For each snow day used, these dates will be moved forward.*

If all snow days are used the last student day would be May 30, & the TI day would be May 31.

<http://www.laharpeeagles.org>
Central Office 217/659-7739

School Office: 217/659-3713
Fax: 217/659-7730

SCHOOL CANCELLATION OR EARLY DISMISSAL DUE TO WEATHER

School Cancellations or Early Dismissals will be announced as soon as possible in order to help parents make arrangements for their children. The following radio and TV stations will be notified: KHQA-Ch. 7, WGEM-Quincy Ch. 10, WQAD-Ch. 8, WCAZ-990AM-Carthage, KICK 97.9 FM-Keokuk, WIUM 91.3/WIUW 89.5-Macomb.

Parents may be notified by phone or email using the automated messaging system.
Sign up for this service or update your information at registration.

La Harpe C.S.D. #347 2016-17 FEE SCHEDULE

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TEXTBOOK RENTAL for grades K-8_____ \$50.00

Athletic Events: Students and Senior Citizens \$2.00 Adults \$3.00
Spectator Bus Fees: All destinations \$3.00 per student - minimum 25 students paid
SPORTS PARTICIPATION FEES: NONE THIS SCHOOL YEAR

BREAKFAST PRICES: All Students _____ \$1.50
Adults _____ \$1.90

LUNCH PRICES: Grades PK-5 _____ \$2.15
Grades 6-8 _____ \$2.40
Adults _____ \$3.00



A LA CARTE ITEMS (second helpings) - \$0.50 **Extra milk - \$0.30**

PK-5TH GRADE @ \$2.15 per lunch

LUNCHES FOR AUGUST(8 DAYS) = \$ 17.20

LUNCHES FOR AUGUST & SEPTEMBER(28 DAYS)= \$ 60.20

LUNCHES THROUGH DECEMBER (80 DAYS) = \$172.00

LUNCHES FOR THE YEAR (170 DAYS) = \$365.50

MILK FOR YEAR in room PK- 2nd grade (170 days) = \$ 51.00

6TH-8TH GRADE @ \$ 2.40 per lunch

LUNCHES FOR AUGUST(8 DAYS) = \$ 19.20

LUNCHES FOR AUGUST & SEPTEMBER(28 DAYS)= \$ 67.20

LUNCHES THROUGH DECEMBER (80 DAYS) = \$ 192.00

LUNCHES FOR THE YEAR (170 DAYS) = \$ 408.00

REDUCED LUNCHES PER DAY _____ \$.40

REDUCED BREAKFAST PER DAY _____ \$.30

BREAKFAST: Students may eat breakfast in the cafeteria every school day beginning at 7:30 a.m. The menu includes various whole grains items, a variety of juices, low fat 1% white milk, and fat free chocolate milk, fruits and vegetables. All students will be served a complete breakfast. Menus are subject to change.

LUNCH: Students who live within walking distance of school and have a note from home on file with the Principal, may be granted the privilege of going home for lunch. Extra milk and milk for those who bring their lunch will be 30¢. See lunch menus in this newsletter.

SAVE THESE ITEMS

The Elementary School participates in label saving programs throughout the year and receives reimbursement for them. We really appreciate your participation. This year we are saving the following items:

General Mills Box Tops for Education

UPCs and beverage caps from participating Campbell's products

As you save these items, students may bring them to their classroom teachers.

August 2016 Lunch Menu


Sun	Mon	Tue	Wed	Thu	Fri	Sat
21	22 Steam-burger/bun, tomato slices, corn, relish tray, romaine lettuce, fruit, milk	23 Steak fingers, mashed potatoes, bread & butter, romaine lettuce, relish tray, fruit, milk	24 Hot dog/bun, baked beans, relish tray, romaine lettuce, fruit, milk	25 Spaghetti w/ meat sauce, garlic bread, relish tray, romaine lettuce, fruit, milk	26 Peanut butter & jelly or tuna salad sandwich, green beans, tomato slices, relish tray, romaine lettuce, fruit, milk	27
28	29 BBQ rib/bun, baked beans, romaine lettuce, relish tray, fruit, milk	30 Beef burrito, rice, salsa, corn, romaine lettuce, relish tray, fruit, milk	31 Fish sticks, corn, macaroni & cheese, romaine lettuce, relish tray, fruit, milk			

Sun	Mon	Tue	Wed	Thu	Fri	Sat
September 2016 Lunch Menu <i>All lunches include 1% white milk or fat free chocolate milk. Relish tray is served daily. Breakfast is also served daily.</i>				1 Popcorn chicken, mashed potatoes, tomatoes, romaine lettuce, relish tray, fruit, milk	2 Cheese pizza, peas, romaine lettuce, relish tray, fruit, milk	3
4	5 Labor Day	6 Cheese-burger/bun, tomatoes, corn, romaine lettuce, relish tray, fruit, milk	7 Corn dog, baked beans, romaine lettuce, relish tray, fruit, milk	8 Soft shell taco, shredded lettuce, shredded cheese, black olives, salsa, tomatoes, romaine lettuce, relish tray, fruit, milk	9 Bosco sticks, marinara sauce, romaine lettuce, relish tray, fruit, milk	10
11	12 Grilled chicken/bun, green beans, romaine lettuce, relish tray, fruit, milk	13 Salisbury steak, mashed potatoes & gravy, bread & butter, romaine lettuce, relish tray, fruit, milk	14 Chicken quesadilla, salsa, rice & beans, romaine lettuce, relish tray, fruit, milk	15 Chicken nuggets, corn, romaine lettuce, relish tray, fruit, milk	16 Pizza bites, marinara sauce, romaine lettuce, relish tray, fruit, milk	17
18	19	20	21	22	23	24
MENUS SUBJECT TO CHANGE						

August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Baseball practice begins	2	3	4 REGISTRATION DAY 8:00am-6:00pm In Library	5	6
7	8	9	10	11	12	13 JH BB SVC Showcase @ Colchester 10am/12pm LVTM TBA
14	15 JH Boys BB Carthage @ LH 4:30	16 JH Boys BB @Monmouth ICS 4:30 LVTM TBA	17	18 Teacher Institute Day PreK Screening JH Boys BB @ Nauvoo 4:30	19 Teacher Institute Day	20
21	22 FIRST DAY OF SCHOOL JBB @Hamilton 4:30 LVTM TBA 4:30	23 JH Boys BB WP@ Colchester 4:30 LVTM TBA	24	25 JH Boys BB Nauvoo @LH 4:30 CC @ Keokuk	26	27 JH BB HCT @LH 9am/11am
28	29 JH Boys BB HCT @LH TBA	30 JH Boys BB @Augusta 4:30 LVTM TBA	31 JH Boys BB Mendon/Unity @ LH 4:30			

September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				Sept 1 JH Boys BB WC @LH4:30	2	3
	4 NO SCHOOL LABOR DAY	5	7 JH Boys BB West Prairie Tourn. @ Colchester TBA	8 JH Boys BB West Prairie Tourn. @ Colchester TBA CC Rushville/Industry	9 Fall Pictures JH Boys BB West Prairie Tourn. @ Colchester) TBA	10 JH Boys BB West Prairie Tourn. @Colchester TBA
	11	12	13 JH Boys BB Regionals TBD CC QND Meet	14	15 7/8 Grade JH Girls BB Nauvoo @LH 6:00	16 Mid Term
18	19 JH BB Regionals TBA 7/8 Grade Girls BB LaHarpe Tourn LH/WC 4:00/5:15 Nauvoo/WP 6:30/7:45	20 7/8 Grade Girls BB LaHarpe Tourn @ Colchester LH/WP 4:00/5:15 Nauvoo/WC 6:30/7:45	21 Mid Terms sent home	22 5/6 Girls BB vs Hamilton @DC 5:30 7/8 Grade Girls BB LaHarpe Tourn. LH/Nauvoo 4:00/5:15 CC @ Burlington	23 No School Full Day School Improvement	24 7/8 Grade Girls BB LaHarpe Tourn WP/WC 6:30
25	26	27 7/8 Grade JH Girls BB Bushnell @ LH 5:30 CC @ Macomb	28 5/6 Girls BB @ Carthage 5:30 LVTM TBA	29 "Miles of Smiles" 7/8 Grade JH Girls BB Unity @LH 5:30 5/6 Girls BB vs Unity @DC 5:30	30 JHBB State Tourny TBA	

Dear Parent/Guardian:

Children need healthy meals to learn. **La Harpe C.S.D. #347** offers healthy meals every school day. Breakfast costs **\$1.50**; lunch costs **\$2.15(PK-5) \$2.40(6-8)**. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$0.30** for breakfast and **\$0.40** for lunch. To apply for free or reduced-price meals, use the Household Eligibility Application, which is enclosed. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to **Jeanne Clayton, District Secretary**.

Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

Federal Income Eligibility Guidelines (Effective from July 1, 2016, to June 30, 2017)					
Household Size	Reduced-Price Meals (185% Federal Poverty Guideline)				
	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	21,978	1,832	916	846	423
2	29,637	2,470	1,235	1,140	570
3	37,296	3,108	1,554	1,435	718
4	44,955	3,747	1,874	1,730	865
5	52,614	4,385	2,193	2,024	1,012
6	60,273	5,023	2,512	2,319	1,160
7	67,951	5,663	2,832	2,614	1,307
8	75,647	6,304	3,152	2,910	1,455
For each additional family member add	7,696	642	321	296	148

- DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Complete the application to apply for free or reduced price meals. Use one Household Eligibility Application for all students in your household per district. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to the school.
- WHO CAN GET FREE MEALS? All children in households receiving benefits from Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) and/or are foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines. Children who meet the definition of homeless, runaway, or migrant also qualify for free meals. If you haven't been told your children will get free meals, please contact your school to see if your child(ren) qualifies.
- WHO CAN GET REDUCED PRICE MEALS? Your children can get low cost meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart, shown above.
- A MEMBER OF MY HOUSEHOLD RECEIVED SNAP OR TANF BENEFITS. THE SCHOOL SENT A LETTER STATING THAT MY CHILD IS AUTOMATICALLY APPROVED FOR FREE MEALS BASED ON DIRECT CERTIFICATION. DO I NEED TO DO ANYTHING MORE TO ENSURE THAT MY CHILD RECEIVES FREE MEALS? No. You do not need to do anything more to receive free meals for your child. If you have students not listed on the letter, contact the school immediately. If you do not wish to receive the free meals, you should follow the steps outlined in the letter from the school to notify school personnel immediately.
- 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 contact your school.
- MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
- I GET WIC. CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out the enclosed application.
- WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof.
- 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.
- 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 the person listed above.
- MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
- 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.
- 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.
- 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.
- 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.
- MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP, TANF or other assistance benefits, contact your local Department of Human Services office or call (800) 843-6154 (voice) or (800) 447-6404 (TTY).

Sincerely, **Jeanne Clayton, District Secretary**

INSTRUCTIONS FOR APPLYING – COMPLETE ONE APPLICATION PER HOUSEHOLD PER SCHOOL DISTRICT

IF YOUR HOUSEHOLD RECEIVES SNAP OR TANF BENEFITS, FOLLOW THESE INSTRUCTIONS AND RETURN THE COMPLETED FORM TO YOUR SCHOOL:

Part 1: List all household members, school and grade for each student, and a SNAP or TANF case number for any household member including adults receiving such benefits. (Attach another sheet of paper if necessary.)

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Sign the form. (The last four digits of a Social Security Number are not necessary.)

Part 5, 6, 7: Contact Information, Children's Racial and Ethnic Identities, and *All Kids* Information: Answer these questions if you choose to. (Optional)

IF NO ONE IN YOUR HOUSEHOLD GETS SNAP OR TANF BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, A MIGRANT OR RUNAWAY OR HEAD START/EVEN START, FOLLOW THESE INSTRUCTIONS AND RETURN THE COMPLETED FORM TO YOUR SCHOOL:

Part 1: List all household members and the name of school for each child.

Part 2: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your school.

Part 3: Complete only if a child in your household isn't eligible under Part 2. See instructions for All Other Households.

Part 4: Sign the form. Only if part 3 is completed, please include the last four digits of a Social Security Number. (or mark the box if s/he doesn't have one).

Part 5, 6, 7: Contact Information, Children's Racial and Ethnic Identities, and *All Kids* Information: Answer these questions if you choose to. (Optional)

IF YOU ARE APPLYING FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS AND RETURN THE COMPLETED FORM TO YOUR SCHOOL:

If all children in the household are foster children that are the legal responsibility of a foster care agency or court:

Part 1: List all foster children and the school name for each child. Check the "Foster Child" box for each foster child.

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Sign the form. The last four digits of a Social Security Number are not necessary.

Part 5, 6, 7: Contact Information, Children's Racial and Ethnic Identities, and *All Kids* Information: Answer these questions if you choose to. (Optional)

If some of the children in the household are foster children that are the legal responsibility of a foster care agency or court:

Part 1: List all household members and the name of school for each child. Check the "Foster Child" box for each foster child.

Part 2: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your school.

Part 3: Follow these instructions to report total household income from this month or last month.

- **Box 1–Name:** List all household members with income.
- **Box 2 –Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month or monthly. For earnings, be sure to list the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under All Other Income, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDIPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, under Earnings from Work, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

Part 4: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).

Part 5, 6, 7: Contact Information, Children's Racial and Ethnic Identities, and *All Kids* Information: Answer these questions if you choose to. (Optional)

ALL OTHER HOUSEHOLDS INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the name of school for each child.

Part 2: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your school.

Part 3: Follow these instructions to report total household income from this month or last month.

- **Box 1–Name:** List all household members with income.
- **Box 2 –Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month or monthly. For earnings, be sure to list the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under All Other Income, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDIPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, under Earnings from Work, report income after expenses. This is for your business, farm, or rental property. Do not include income from SNAP, FDIPIR, WIC or Federal education benefits. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

Part 4: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).

Part 5, 6, 7: Contact Information, Children's Racial and Ethnic Identities, and *All Kids* Information: Answer these questions if you choose to. (Optional)

Privacy Act Statement: This explains how we will use the information you give us. 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, 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, audiotope, 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, (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.

ISBE 68-03 NSSTAP Application Instructions (5/16)

La Harpe Community School District #347
404 W. Main St.
La Harpe, IL 61450-9280