
La Harpe Community School District #347 2019-2020



All students, PK-8th grades, will register in the school library on

*Registration Day
Thurs., Aug. 1st, 2019
from 8 a.m.- 6 p.m.*

New students must bring a copy of certified 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 1. Children must have either qualified at the Spring Screening and received a letter stating they will be starting school in August 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 16th or 19th.

Preschool Screening: La Harpe Preschool will be holding a screening on August 16th for three or four year old children who have not been screened. Parents may call 217-659-3713 on or after July 30th 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. Preschool home visits will be on Aug 16 & 19. Preschoolers will attend half day Aug 20th and Aug 21st. The first full day for all preschoolers is Aug 22nd. Bus for preschool will begin Aug 22nd.

Greetings La Harpe Community members, families, and staff,

It is with great joy and excitement that I begin this letter as the newly hired Principal of La Harpe Elementary and Junior High School. I am eager to continue my career in education with the La Harpe community where I have heard so many positive things about the great staff and students.

A little bit about my background.....*My educational background includes a Bachelor's degree in Kinesiology, the study of human movement from University of Illinois and my teaching certification is from Western Illinois University with endorsements in Physical Education and Science. I have taught 8th grade PE and Science at the United School district as well as preschool at Villa Montessori in Moline. I have enjoyed being a student council sponsor, track coach and robotics team coach. I am a recent graduate of Western Illinois University's Master's program for Educational Leadership.*

The decision to become a principal came while providing professional development for the new science standards. During United's summer and holiday breaks, I have worked with the R.O.E.s, I.S.B.E. and OpenSciEd to provide teacher workshops. I ended up traveling from Providence to Seattle and many places in between facilitating professional learning to groups of teachers. I enjoy listening to a large variety of needs and collaborating with a team to adapt to meet teachers wherever they are in their own practice, while sticking to our plan of providing high quality instructional strategies within a fully aligned curriculum. Observing and providing feedback to teachers and seeing their students thrive as they experienced new strategies is rewarding. When teachers integrate good practices with technology in meaningful ways they turn the students into the drivers of their own learning. Student engagement and teacher engagement can rise to a level that makes them excited and joyful about going to school each day. Learning has to be engaging otherwise it isn't happening. (continued)



Principal Sara Ryner



Great work is already in progress at La Harpe Elementary and Junior High School. I am excited to help continue that great work and to foster a productive school culture of safety, collaboration and trust. My goal is to work together with respect, equity and a focus on student achievement. I am an instructional leader with the ability to create a unified vision for the future that includes a rigorous aligned curriculum and high student engagement. I strongly believe in the success of all students and classrooms that are safe and focused on learning.

My personal life.....

My husband of 23 years, Joe Ryner, works for W.I.U., where he is on the leadership team for CAIT, a technology department that creates software for various clients, outside of W.I.U., who have educational needs. We have three children, Sam (age 21), Lilly (age 19) and Max (age 14). My best friend is Vinny (age 91), a large black loyal retriever mix. I grew up in Little York and Monmouth in a large family with many educators. I am active on Twitter and Facebook and I search up recipes often on Instagram. I hope to have La Harpe school social media sites, along with my website up and linked to the school website soon for additional points of contact for daily school communications. I have set up a new twitter for this position. Follow me @PrincipalRyner. My email is also set up, sryner@laharpeeagles.com.

The halls are dark and quiet as I have been exploring the building. Only the buzz of the busy custodial staff is heard. I was thrilled to see the new water fountains with bottle filling were installed by Mr.

James! Thank you PTO! What a perfect gift for the students!

FUN FACT: I have never started a school year with air conditioning (that I did not try to engineer myself with ice, PVC pipes and a fan) AND filtered water (that I did not pay for). I really feel like I hit the jackpot and am extremely grateful for everyone's kindness and these amenities!

I look forward to meeting everyone in the near future.

THE JOY OF LEARNING IS AS
INDISPENSABLE IN STUDY AS BREATHING
IS IN RUNNING.

- SIMONE WEIL -

Sincerely, Sara Ryner

LIBQUOTES.COM

Hello Everyone!!!

Wow it is hard to believe that we are already into the middle of July. This summer is flying by. It seems as if it was just yesterday when I started in the district, January 1. I am excited for the new year to get here and to see all of the students again. I have not had the opportunity to formally introduce myself yet, so I wanted to let you know a little bit more about me.

A little bit about my background.....I grew up in Hancock County on a small farm between Plymouth and Carthage. I remember playing sports here in the gym and also in Dallas City. My parents have lived on the farm for 43 years! I moved away after college for several years and after my dad passed away I decided it was time to come home. I have been proud to be from this area and have always bragged about what good things are going on in Hancock County.

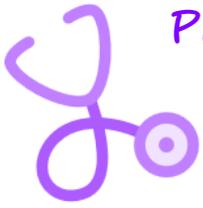
My education background includes a Bachelor's degree in Elementary Education, a Master's degree in Educational Administration, an Educational Specialist degree in Educational Administration, and a Doctorate in Education from Western Illinois University. I have taught all grade levels including college courses. I started my career in Wichita, Kansas as a 6th grade teacher, then became a reading specialist teaching at both Astoria and Havana while coaching volleyball. My first principal position was in Industry, Illinois. I moved from there to the Ball-Chatham School District as an administrator for several years. I continued my career in the Wood River-Hartford School district before moving back up to central Illinois by becoming the Superintendent/Principal of Riverview Grade School. I believe that through all of these experiences I have gained a tremendous amount of understanding and have encountered many different situations. My experiences have taught me that no matter what we are all here for our students, and we need to put their needs first.

My job as your superintendent is to make sure that our district is moving forward and that we have the best possible people working with your children. We have to understand what our needs are and how we can meet those needs. Please feel free to reach out to me if you have questions or would like your concerns addressed. I look forward to meeting more of you in the future and getting involved in the La Harpe Community.

Sincerely, Dr. Michelle Lee



Superintendent Michelle Lee



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 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. Cross Country and Baseball practices begin before school starts. Please be sure to have exams completed prior to practice.

ARRIVAL, DISMISSAL & BUS INFORMATION

Teacher Institutes will be held on Aug. 14 and 15. The first day for students will be Aug. 16. 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 PK-8 students arriving at school between 7:30am and 7:53am are to go to the cafeteria. Bus routes will arrive at school 7:30am -7:45am. JH students will be allowed in the main building at 7:45am. 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 (PK town bus will depart at 2:30).

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.



NOTE: *School Improvement Day dismissal will be 12:30 p.m. PK town bus will depart 12:00 and K-8 buses at 12:35.*

For bus information, see Jeanne Clayton at Registration on August 1st or call (217)659-7739 after Registration Day.



Eagles Sports Boosters

Eagles Sports Boosters is an organization that supports and funds all Eagles athletics. With support from the parents and the community we work hard to support our student athletes through fundraisers and excellent concession stands at all sporting events, to provide uniforms, equipment and team outings for all Eagles athletes.

This is the time of year that we are looking for new members, volunteers and new ideas for the upcoming year to be able to continue supporting our athletes. If you have an Eagle athlete or a future Eagle athlete and want to get involved, Eagles Sports Boosters is an excellent way to help out.

Our next meeting will be in August. You can find us on Facebook @ La Harpe Sports Boosters. We hope to see you there.

~ Holly Willdrick, Booster President

CROSS COUNTRY

Dallas City / La Harpe Bulldogs Cross Country practice will begin on August 5th at Dallas City. Practice will begin at 5:00 p.m. and a parent meeting will be held at 6:00 p.m. A current student sport physical is required. The first meet will be held Sept. 3rd, 4pm. @ Macomb HS. This is a parent-run sport, so there will be no busing to practices or meets.



<u>Date</u>	<u>Opponent</u>	<u>Location</u>	<u>Time</u>
8/17/19	A-Town	Colchester	10:00AM
8/17/19	If lose @ 10, WP or WC	Colchester	12:00PM
8/17/19	If win @10, LHDC vs ICS	Colchester	2:00PM
8/19/19	Carthage	Carthage	4:30
8/20/19	Monmouth ICS	La Harpe	4:30
8/22/19	Nauvoo-Colusa	La Harpe	4:30
8/24/19	West Prairie	La Harpe	9:00AM
8/24/19	TBA	La Harpe	11:00AM
8/26/19	TBA	La Harpe	4 or 6 PM
8/27/19	West Prairie	La Harpe	4:30
8/28/19	Hamilton	La Harpe	4:30
8/29/19	Nauvoo-Colusa	N/C	4:30

BASEBALL

La Harpe/Dallas City 6th, 7th and 8th grade boys' baseball practices will begin on Monday, August 5th. Practices and games will be held on the west ball diamond in La Harpe. Practices on August 5th through August 13th will be from 10:00a.m. - 12:00 p.m. Beginning August 14th practice will run from 3:15-5:15 p.m.



PRACTICE BUS: A shuttle bus will leave Dallas Elementary for morning practices at 9:40 a.m. Dallas students will return to Dallas Elementary after practices at approximately 12:20 p.m. Beginning August 14th, practice will be from 3:15 p.m. - 5:15 p.m. with practice bus leaving DC at 3:00 p.m. and returning at approx. 5:35 p.m.

PHYSICALS: All boys participating will need to turn in a copy of their current sports physical to Coach Hopper at the parent meeting on Thursday, August 1st. The parent meeting will take place at 7:00 PM in the La Harpe School Library. 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, hat, 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
are available at
laharpeeagles.org & dcbulldogs.com

La Harpe School Calendar 2019-2020

August 1	REGISTRATION DAY 8:00 a.m. - 6:00 p.m.	
August 14	Teacher Institute - No School	
August 15	Teacher Institute - No School	
August 16	First Student Attendance Day - Full Day for K-8	
September 2	Labor Day - No School	
September 20	12:30 PM Dismissal - School Improvement Day	
October 14	Columbus Day - No School	
October 18	Teacher Institute - No School	
October 24	12:30 PM Dismissal - School Improvement Day	
October 25	Parent/Teacher Conferences - No School	
November 11	Veteran's Day (observed) - No School	
November 26	12:30 PM Dismissal - School Improvement Day	
November 27-29	Thanksgiving Break - No School	
December 20	12:30 PM Dismissal - School Improvement Day	
Dec 23- Jan. 1	Christmas Vacation - No School	
January 2 & 3	Emergency Days (Attendance Days as needed)	
January 6	School resumes - Regular day	
January 17	12:30 PM Dismissal - School Improvement Day	
January 20	Martin Luther King Jr. Day- No School	
February 14	12:30 PM Dismissal - School Improvement Day	
February 17	President's Day - Emergency Day (Attendance Day as needed)	
March 13	Teacher Institute - No School	
March 19	12:30 PM Dismissal - School Improvement Day	
March 20	Parent/Teacher Conferences - No School	
March 23	Emergency Day (Attendance Day as needed)	
April 9	Emergency Day (Attendance Day as needed)	
April 10-13	Spring/ Easter Break - No School	
April 14	School Resumes - Regular Day	
April 24 12:30 PM	Dismissal - School Improvement Day	
May 21*	12:30 PM Dismissal - School Improvement Day - Last Student Day if NO Emergency Days are Used*	
May 22-29	Emergency Days (Attendance Days as needed) *Last possible student day is May 29	
May 25	Memorial Day - No School	

www.laharpeeagles.org

School Office: 217/659-3713

Central Office 217/659-7739

SCHOOL CANCELLATION OR EARLY DISMISSAL

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

School Cancellations or Emergency 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 AM 990, KICK 97.9 FM, WIUM 91.3/WIUW 89.5-Macomb.



La Harpe C.S.D. #347 2019-20 FEE SCHEDULE

REGISTRATION FEE for grades K-8 _____ \$60.00

Athletic Events: Students and Senior Citizens \$2.00 Adults \$3.00

BREAKFAST PRICES: All Students _____ \$1.80
Adults _____ \$2.20

LUNCH PRICES: Grades PK-8 _____ \$2.60
Adults _____ \$3.30

A LA CARTE ITEMS (second helpings) - \$1.00
Extra milk - \$0.40

MILK FOR YEAR in room **PK** (160 days) = \$ 64.00
MILK FOR YEAR in room **K** (165 days) = \$ 66.00

PK-8TH GRADE @ \$ 2.60 per lunch
LUNCHES FOR AUGUST(11 DAYS) = \$ 28.60
LUNCHES FOR AUGUST & SEPTEMBER(31 DAYS)= \$ 80.60
LUNCHES THROUGH DECEMBER (83 DAYS) = \$ 215.80
LUNCHES FOR THE YEAR (174 DAYS) = \$ 452.40

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, and fruits. 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 **daily**. Extra milk and milk for those who bring their lunch will be 40¢. 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

As you save these items, students may bring them to their classroom teachers or to the Central Office.



August 2019 Lunch Menu

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<p>All lunches include 1% white milk or fat free chocolate milk. Breakfast is served daily. MENU IS SUBJECT TO CHANGE</p>			16 Hot dog on bun, baked beans, relish tray, fruit, milk	17
18	19 Taco in a bag, fiesta beans, lettuce, tomatoes, black olives, sour cream, relish tray, fruit, milk	20 Cold ham sandwich, cheese slice, potato chips, relish tray, fruit, milk	21 Popcorn chicken, mashed potatoes & gravy, relish tray, fruit, milk	22 Hamburger on bun, carrots, relish tray, fruit, milk	23 Bosco stick, marinara sauce, green beans, relish tray, fruit, milk	24 
25	26 Breaded chicken sandwich, broccoli, relish tray, fruit, milk	27 Beef & bean burrito, corn, relish tray, fruit, milk	28 Corn dog, baked beans, relish tray, fruit, milk	29 Tenderloin on bun, carrots, relish tray, fruit, milk	30 Grilled cheese sandwich, green beans, relish tray, fruit, milk	31

This institution is an equal opportunity provider. Persons who believe they have been discriminated against in any USDA-related activity may be advised to write: USDA Director, Office of Adjudication 1400 Independence Ave. SW Washington, D.C. 20250-9410 or call toll free (866)632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339 or (800)845-6136 (Spanish).

August 2019 Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	July 29	July 30	July 31	August 1 REGISTRATION DAY 8:00am-6:00 pm in the Library Baseball Parent meeting 7pm in the School library	2	3
4	5 Baseball Practice begins @LH 10am-12pm Cross Country practice begins 5-6pm@DC, parent meeting 6pm	6 	7	8	9	10
11	12	13	14 Teacher Institute Day Baseball afternoon practices 3:15-5:15 Back To School Night 5-7pm	15 Teacher Institute Day	16 FIRST DAY OF SCHOOL Pre-K Screening	17 JH BB Sand Valley Showcase @ Colchester 10am/12pm/ 2pm Lv 8:40
18	19 JH Boys BB @ Carthage 4:30, Lv3:10	20 JH Boys BB Monmouth ICS @ LH 4:30 School Board Meeting 7:00pm	21	22 JH Boys BB Nauvoo-Colusa @ LH 4:30	23	24 JH BB HCT @LH 9am/11am
25	26 JH BB HCT @LH 4pm or 6pm	27 JH BB West Prairie @LH 4:30pm	28 <i>Baseball Pictures</i> JH BB Hamilton @LH 4:30pm	29 JH BB @ Nauvoo-Colusa 4:30pm, Lv 3:05	30	31

Dear Parent/Guardian:

Children need healthy meals to learn. **LA HARPE COMMUNITY SCHOOL DISTRICT #347** offers healthy meals every school day. Breakfast costs **\$1.80**; lunch costs **\$2.60**. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$.030** for breakfast and **\$.040** 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, 404 West Main St, La Harpe, IL 61450**.

Your child(ren) 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, 2019 to June 30, 2020)					
Household Size	Reduced-Price Meals (185% Federal Poverty Guidelines)				
	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	23,107	1,926	963	889	445
2	31,284	2,607	1,304	1,204	602
3	39,461	3,289	1,645	1,518	759
4	47,638	3,970	1,985	1,833	917
5	55,815	4,652	2,326	2,147	1,074
6	63,992	5,333	2,667	2,462	1,231
7	72,169	6,015	3,008	2,776	1,388
8	80,346	6,696	3,348	3,091	1,546
For each additional family member, add	8,177	682	341	315	158

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof.
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 the person listed above.
11. 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.
12. 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.
13. 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.
14. 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.
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. 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: Contact Information, and Children's Racial and Ethnic Identities: 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 INSTRUCTION AND RETURN THE COMPLETE 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: Contact Information, and Children's Racial and Ethnic Identities: 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: Contact Information, and Children's Racial and Ethnic Identities: 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, FDPIR, 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: Contact Information, and Children's Racial and Ethnic Identities: Answer these questions if you choose to. (Optional)

ALL OTHER HOUSEHOLDS INCLUDING MEDICAID AND 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, FDPIR, 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, FDPIR, 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: Contact Information, and Children's Racial and Ethnic Identities: 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, 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, (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.

1. All Household Members (Attach another sheet of paper if necessary.)

Check if Error Prone Application

NAMES OF ALL HOUSEHOLD MEMBERS

First, Middle Initial, Last

(for Student only)
School Name

(for Student only)
Grade

SNAP OR TANF CASE NUMBER ONLY Skip to Part 4 if you list a SNAP or TANF case number. At least one SNAP/TANF must be provided below. If you receive Medicaid and were not directly certified for free meals, you **MUST** apply based on household size and income.

Check if Foster Child*

																			<input type="checkbox"/>
																			<input type="checkbox"/>
																			<input type="checkbox"/>
																			<input type="checkbox"/>
																			<input type="checkbox"/>
																			<input type="checkbox"/>

* A foster child is the legal responsibility of a welfare agency or court.

2. Homeless, Migrant, Runaway, or Head Start (Categorically eligible)

Homeless Migrant Runaway Head Start

Signature of Your School Homeless Liaison, Migrant Coordinator, or Head Start Director

Date

3. Total Household Gross Income (before deductions) You must tell us how much and how often.

A. NAMES (LIST ALL HOUSEHOLD MEMBERS WITH INCOME)	GROSS INCOME AND HOW OFTEN IT WAS RECEIVED (Example: \$100/month; \$100 /twice a month; \$100/every other week; \$100/week)							
	B. Earnings From Work (Before Deductions)		C. Welfare, Child Support, Alimony		D. Pensions, Retirement, Social Security		E. Worker's Comp., Unemployment, SSI, etc. (All other income)	
	Amount	How often?	Amount	How often?	Amount	How often?	Amount	How often?
i.	\$		\$		\$		\$	
ii.	\$		\$		\$		\$	
iii.	\$		\$		\$		\$	
iv.	\$		\$		\$		\$	
v.	\$		\$		\$		\$	

4. Signature and Social Security Number (Adult must sign)

An adult household member must sign the application. If Part 3 is completed, the adult signing the form must also list the last four digits of his or her social security number or mark the *I do not have a social security number* box.

X X X - X X - Social Security Number

I do not have a social security number.

I certify (promise) all information on this application is true and all income is reported. I understand the school will get Federal funds based on the information I give. I understand school officials may verify (check) the information. I understand if I purposely give false information, my children may lose meal benefits and I may be prosecuted.

Date

Printed Name of Adult Household Member

Signature of Adult Household Member

5. Contact Information (Optional)

Work Telephone Number (Include Area Code)

Home Telephone Number (Include Area Code)

Home Address (Number, Street, City, State, Zip Code)

6. Children's Racial and Ethnic Identities (Optional)

Mark one ethnic identity:

- Hispanic/Latino
- Not Hispanic/Latino

Mark one or more racial identities:

- Asian
- White
- Black or African American
- American Indian or Alaska Native

Native Hawaiian or Other Pacific Islander

– THE FOLLOWING SECTIONS ARE FOR SCHOOL USE ONLY –

INITIAL DETERMINATION

TOTAL INCOME \$ _____ Per: Week Every 2 Weeks Twice a Month Month Year NUMBER IN HOUSEHOLD: _____ CHANGE IN STATUS: _____ Date _____

LEAs must annualize income only when multiple incomes, at varying frequencies, are reported.

Annual Income Conversion Weekly X 52 Every 2 Weeks X 26 Twice a Month X 24 Once a Month X 12

Free based on:

- homeless
- migrant
- runaway
- Head Start

- SNAP or TANF
- foster child
- household's income

Reduced based on:

- household's income

Denied—Reason:

- income too high
- incomplete application
- Non-qualifying SNAP/TANF

Date Withdrawn: _____

Signature of Determining Official

Date: _____

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