

August 2018

Volume 10 Issue 1



# Mustang Messenger

August 2018

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## Welcome from Jeff Arzt, Superintendent

Greetings Melrose-Mindoro Community,

Let me take the time to introduce myself as the new Superintendent of Schools. I am proud to say I have just completed my 26th year in public education including ten years of classroom experience teaching special education at Lincoln Jr/Sr High School. My administrative experience consists of three years as an assistant principal at Sparta Middle School and seven years as 7-12 Principal at Lincoln. It has been a privilege to serve as the high school principal at Melrose-Mindoro for the past six years. I am honored to be selected as the new superintendent and grateful for the opportunity to serve the Melrose-Mindoro community. The accomplishments of our students, the commitment of our staff and the strong support from our community and school board continue to amaze me.

### How to Contact

#### Melrose-Mindoro School District

N181 ST RD 108

Melrose, WI 54642

608-488-2201

608-857-3410

FAX: 608-488-2805

As most of you are aware, the school district is in the process of transitioning from three separate schools into one united campus. The new united campus will consist of a new PreK-6 wing, a new junior high wing and the current high school. The existing high school continues to receive updates to the office, main entryway, science rooms, locker rooms, bathrooms and a newly constructed connection between the main building and the technical education building. As you step into the renovated or newly constructed buildings, you can see the hallways and classrooms change from simple building materials into a warm and inviting learning environment. The new buildings are designed to utilize more natural light, LED lighting, improved climate control, warm colors, specially designed furniture and additional classroom and collaboration space. We are excited about the new campus and the many new educational opportunities it will provide for our students for many years to come.

Although it has been a long and exciting journey we are happy to report that Market & Johnson is in the final stages of Phase II of the project. At this time we are confident that all buildings will be completed in time to start the 2018-2019 school year. We are excited to invite students and parents into our buildings for the first time on August 30th for our annual open house from 1-7 p.m. We are planning an open house for the community in mid-September.

A great deal of time has been spent last school year and this summer planning the transition from our three buildings to one united campus, but we find ourselves on new ground planning for many unknowns. The changes being developed are new bus routes, parking lot traffic patterns, updates to lunchroom routines and classroom schedules. Throughout the process we have tried to anticipate each and every new problem that may arise, but realize there will be challenges adjusting to our new surroundings. We ask that you please be patient as we identify and solve each new issue that may develop throughout the first year in our new campus.

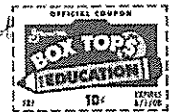
With all of the listed changes, *what has stayed the same?* Our core beliefs and values. Melrose-Mindoro has always operated with the belief that, "Kids Come First". We are committed to serving every child who walks through the door with respect and kindness. The school board administration and staff are committed to providing your child a high quality education in a safe and caring learning environment.

Again, I am proud to serve as the new superintendent and I am very committed to having an open line of communication with students, staff, parents and community members. I encourage you to contact me by phone at (608) 488-2201 or by email at [arzt@mel-min.k12.wi.us](mailto:arzt@mel-min.k12.wi.us) with any questions or concerns. Enjoy the rest of your summer!

Our school continues to collect Milk Moola from Kwik Trip & Box Tops for Education. Please continue



to collect caps/bag strips as



well as ice cream UPCs & Glazer price ovals

from Kwik Trip and Box Tops. Thank you to volunteer Janette Johnson, who counts and bags these items for submission and thank you to all donors!

## Annual Policy Postings

You may request a copy of any of the district's policies from the district office through verbal or written request. Please contact Michelle Murray at the high school or via e-mail at [murraym@mel-min.k12.wi.us](mailto:murraym@mel-min.k12.wi.us). Notices are also posted in the district administrative office and will be on the district website.

## Student Accident Insurance Now Available At No Cost

The school district will now provide accident insurance for injuries incurred by your child at school. As a service to students and their families, our school is making available student accident insurance plan for your child at no cost to parents! This does not cover or provide any type of health or accident insurance for injuries incurred while participating in interscholastic sports.



Check out our website & don't forget to like us on Facebook. Search for **Melrose-Mindoro School District**. You can also find menus, athletic/academic schedules and school supply lists on our website: [www.mel-min.k12.wi.us](http://www.mel-min.k12.wi.us)

## Attendance Policy

The local school board is responsible to provide and monitor educational progress for students who legally reside in the district. Wisconsin Law requires all children ages 5 -18 years of age to be in educational programs leading to a high school diploma. The Melrose-Mindoro School Board considers good school attendance as critical to child, family, and community success. The school will work with human service agencies, law enforcement, and other community resources to ensure that all children attend school regularly.

**Excused and Unexcused Absences** Students will be allowed ten (10) excused absences per year with parents' approval, prior to absence. Absences in excess of ten (10) will be unexcused, unless accompanied by a physician's, dentist's, judge's, etc., written approval. The judgment of the principal will be final.

**PLEASE NOTIFY THE APPROPRIATE OFFICE OF YOUR CHILD'S ABSENCE NO LATER THAN 9:00 A.M. OF THE DAY THEY ARE GONE** (please use VOICE-MAIL for pm & early am hours).

## New Members Join Mustang Team, Other Say Goodbye

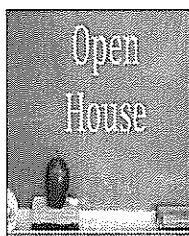
Be sure to stop in and welcome the newest members of the Mustang Team during Open House! Mel-Min welcome back Nikki Zeman (ECH) after a one year absence. Newcomers to the team include Brianna Gilboy (7th Gr. Lit/Lang), Morgan Freeman (Elementary Special Education) and Rick Dobbs (7-12th Gr Principal) Abby Aasen (5th Gr.), Lindsay Rozek (Title1) and Haley Shepardson (ECH).. Welcome!

There are a few changes for some of our current staff members too. Jess Mulholland moves from 5th gr. to JH Math, Stacy Spors from Mindoro Special Ed. to Reading/ Title 1 teacher and Jen Windsor will now be 7-12th Gr. Special Ed.

Staff that we say goodbye to include Tammy Schmidt-Lyga (37 years), Connie Alvin (24.5 years), Del DeBerg (22 years), Cheri Timm (19 years), Deb Pierce (8.5 years) and Steve Miller (5 years). We thank all the employees for their contributions to the school district & community. We wish them well in the future & hope they have a great start to their retirement.

**WHEN:** Thursday, August 30, 2018 1-7 p.m.

Your child will have an opportunity to meet his or her classroom teacher (if they haven't done so already) and bring their school supplies to their classrooms or lockers. Pictures for ECH-8th grade will also be taken from 1-7 p.m.

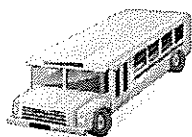
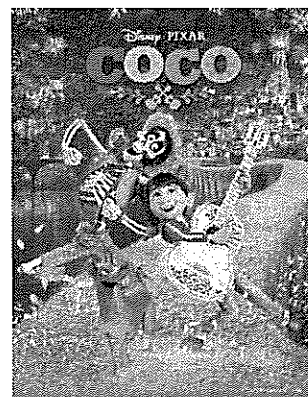


**MOVIE NIGHT IN THE PARK**

**WHERE:** Melrose Ball Park

**WHEN:** Monday, August 27, 2018

Concessions will start at 6:00 p.m. and movie begins at dusk. Thank you to Co-Op Credit Union for sponsoring the night and the Melrose -Mindoro PTO for concessions!



## 2018-2019 Bus Routes

Most of our bus routes will stay the same but there will be some changes due to the consolidated campus. The 18-19 routes have not been finalized at the time we went to press. Please look for route information on our district website and Facebook page closer to the start of the school year.

## Assignment Notebooks Required for All 9-12th Gr. Students

The assignment notebook/planner will include a school calendar, student handbook, hallway passes, study tips, organizational tools and a useful reference and resource guide. They will be available to purchase starting Monday, August 30.

The administration and staff at Melrose-Mindoro High School is confident that using a student planner will provide numerous benefits. Organizing student assignments and activities will help reduce stress, develop good work habits, increase school-parent communication and ultimately increase student achievement. The cost is \$6.00. If parents/guardians are unable to cover the cost of a planner they are asked to call the high school office at 608-488-2201.

Order your 2018-2019 ALL COLOR High School Yearbook. Only \$45 if you order in September. Prices increase to \$55 starting October 1. Order forms outside high school office or at [www.jostensyearbooks.com](http://www.jostensyearbooks.com) or bring a check payable to 2019 MM HS YBK to the high school. SENIORS: Please turn in your senior photo as soon as possible.

### 18-19 Breakfast & Lunch Prices

	Breakfast	Lunch
KG-6th Gr.	1.60	2.40
7-8th Gr.	1.60	2.60
9-12th Gr.	1.60	2.75
Adults	2.00	3.75
Milk (extra)	.35	.35

### ECH-8th Grade Picture Date

ECH-8th GRADE: Thursday, August 30, 2018

**1-7 PM (During Open House)**

All students are requested to have their picture taken for the yearbook. There is no obligation to purchase a package. Want to purchase more pictures and choose from different backgrounds? Go to [www.mylifetouch.com](http://www.mylifetouch.com) for more information.

FEDERAL LUNCH PROGRAM APPLICATIONS ARE AVAILABLE ON OUR WEBSITE! DOWNLOAD AND PRINT OUT THE FORM OR REQUEST A FORM FROM ANY SCHOOL OFFICE. SPANISH AND HMONG VERSIONS ARE ALSO AVAILABLE ONLINE .

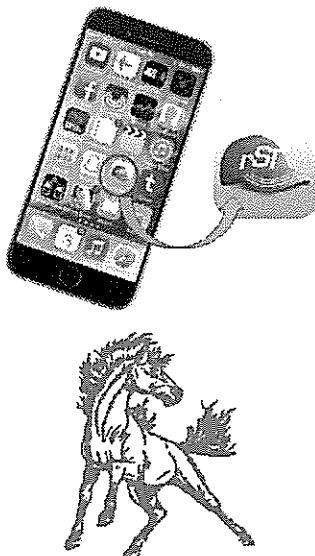
PRIOR APPLICATIONS EXPIRE OCTOBER 15, 2018. UNLESS YOU ARE ON DIRECT CERTIFICATION, YOU WILL NEED TO COMPLETE A 18-19 LUNCH APPLICATION IN ORDER TO RECEIVE THIS BENEFIT.

SEND COMPLETED APPLICATIONS TO FOOD SERVICE DIRECTOR SARAH MCADAMS AT THE HIGH SCHOOL OR EMAIL TO [MCADAMS@MEL-MIN.K12.WI.US](mailto:MCADAMS@MEL-MIN.K12.WI.US).

### School Supply List & School Calendar - Where can I find them?

18-19 Supply Lists were sent home with 4K-4th grade students at the end of the school year but if you can't find a copy, you may still get one by looking on the district webpage or Facebook page. Supply lists were also sent to several local stores: Walmart in BRF and Onalaska, and Target & Shopko both located in Onalaska.

Look on the district website, or you may call the school and request a paper copy be sent or emailed. The same goes for the 18-19 school calendar.



### Never Miss an Activity with rSchool

Set yourself up to receive automatic text and email notifications for schedule changes and reminders for those activities you want to track. Go to [www.mel-min.k12.wi.us](http://www.mel-min.k12.wi.us) and click 'Athletics and Activities' under the Quick Links. On the next page, below the calendar, you will have the option to get the mobile app and/or sign up for alerts under 'Notify Me'. You can track specific activities and log back in anytime to modify your settings. Simple and FREE!

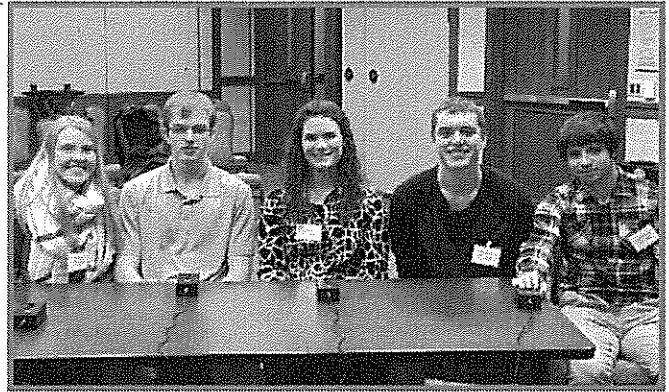
## **CAREER AND TECHNICAL EDUCATION**

*Carpentry - Computer Aided Drafting and Design - Wood Tech. 1 & 2 - Small Engines -Electricity / Electronics - Landscaping—Manufacturing—Technology Education—Welding—Engineering Design—Home and Auto. Maintenance - Robotics - FFA - Agriculture Education I, II, & III—Ag. 7 & 8 - Wellness –Career Planning—Foods 1—Food Service—Ethnic Foods—Fashion and Design—Personal Finance—Child Development— Young Adult Relationships*

### **C.T.E. and Beyond**

Each year the Family and Consumer Science Department at Melrose – Mindoro works hard at making courses connect with the “real world”. During the 2017-18 school year we were excited to have our Personal Finance students participate in the Financial Quiz bowl held at Western Technical College. Students performed admirably placing 4<sup>th</sup> out of over 20 teams. On the culinary arts side of things, we competed in the La Crosse county Dairy Promotion & Wisconsin Milk Marketing Board Cheese competition. Hosted at West Salem High School, we participated in a dairy cheese cook off, making a Melrose-Mindoro Secret Recipe, “So Great” Mac-N-Cheese, and a Bacon Tomato Grilled Cheese. This was a fun way to showcase our skills and help promote the dairy industry in Wisconsin. In addition to this we participated in the “Reality Day” activity, which gives students a snapshot of what living on their own will be like in terms of their financial responsibilities. This year, the Melrose Mindoro CTE department was able to offer students transcribed credit through Western Technical College in several courses; Child Development, Wood Tech., Computer Aided Design, and Advanced Welding. Presently there is a renewed discussion on the importance of these fields in regards to a skilled labor shortage in our state.

*Laura Aleckson, Family and Consumer Ed. Instructor*



Abby, Justin, Lucie, Drew, and Jeremy participated in the Financial Quiz Bowl at Western Technical College in January.

### **Youth Apprenticeships Provide Valuable Experience**

The 2018-19 school year saw the introduction of the Youth Apprenticeship program as an option for students enrolled at Melrose—Mindoro High School. Three students participated in apprenticeships, earning paid workplace experience in actual job settings. Black River Country Bank hosted one student through a finance apprenticeship. Market and Johnson provided apprenticeship training to two students, one in carpentry, another in masonry. Mentors in all three apprenticeships trained and shared their experience with each student. The Career and Technical Education department would welcome hearing from workplace professionals interested in mentoring students through youth apprenticeship.

Jim Briggs, Technology and Engineering Instructor



### **Ag. Updates**

The 2018 –2019 School year will be upon us before we know it. The Agriculture department will add two new classes for 7th and 8th graders, and also offer FFA membership as well. Our FFA numbers hope to grow from 42 with the addition of some Jr. High members. With the new consolidated campus, it will be both exciting and challenging for all of us. We will host the FFA District Leadership event this year in January or February, so the timing will be perfect. Our FFA this year will be led by President Brady Patterson, and an officer team consisting of Cal Stair, Sheradyn Johnson, Hunter Kastenschmidt, Kyle Stair, Ryan Stetzer, Bryce Blaken, Houston Nelson, and Katie Peterson.

Summers are busy ones for most FFA members, and the school year is packed with events and competitions throughout the year. Our FFA would like to give a special thank you to Leon Pfaff, who selected our FFA to be the recipient of a grant from Monsanto. Our FFA plans to use the money to help finance events we attend, and also give something back to our community in some way. Tom Dobbs, Ag. Instructor

***And thank you..... The Career and Technical Education departments would like to thank the students and community members for their continued support. We welcome you to visit our facilities and meet with the instructors.***

## FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS FOR SCHOOL YEAR 2018-19

Dear Parent/Guardian:

Children need healthy meals to learn Melrose-Mindoro offers healthy meals every school day. Breakfast costs: **KG-12<sup>th</sup> Gr=\$1.60**; lunch costs: **KG-6<sup>th</sup> Gr is \$2.40, 7-8<sup>th</sup> Gr is \$2.60 and 9-12<sup>th</sup> Gr is \$2.75**. Your children may qualify for free meals or for reduced price meals. Reduced price is .30 for breakfast and .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 FoodShare, the Food Distribution Program on Indian Reservations (FDPIR)), or W-2 cash benefits are eligible for free 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 qualify to receive free or reduced price meals if your household’s income is at or below the limits on the Federal Income Eligibility Guidelines.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2018-2019			
Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)
1	22,459	1,872	432
2	30,451	2,538	586
3	38,443	3,204	740
4	46,435	3,870	893
5	54,427	4,536	1,047
6	62,419	5,202	1,201
7	70,411	5,868	1,355
8	78,403	6,534	1,508
Each additional person:	7,992	666	154

- 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 have not been told your children will get free meals, please call or e-mail **Food Service Director Sarah McAdams at 608-488-2201 or [mcadams@mel-min.k12.wi.us](mailto:mcadams@mel-min.k12.wi.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: **Food Service Director Sarah McAdams, N181 St. Hwy 108, Melrose, WI 54642. Phone 608-488-2201 or [mcadams@mel-min.k12.wi.us](mailto:mcadams@mel-min.k12.wi.us)**
- 4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS?** Please read the letter you received carefully and follow the instructions. If your letter indicated you qualify for free meals, then no application is needed. If any children in your household were missing from your eligibility notification, contact **Food Service Director Sarah McAdams, N181 St. Hwy 108, Melrose, WI 54642. Phone 608-488-2201 or [mcadams@mel-min.k12.wi.us](mailto:mcadams@mel-min.k12.wi.us)** immediately. If your household was notified it qualified for reduced price meals, we encourage you to complete an application to potentially qualify for free meals based on household size and income.

5. DO I NEED TO FILL OUT AN APPLICATION IF MY CHILD ATTENDS A COMMUNITY ELIGIBILITY PROVISION SCHOOL (CEP)? If your child attends a school that participates in CEP, receipt of free breakfast and lunch meals does not depend on returning this application. However, this information is necessary for other programs and may be used to determine if your household is eligible for additional benefits.
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 **October 15, 2018**. 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, but it is based on income. Please send in an application.
8. MY CHILD(REN) QUALIFIES FOR BADGERCARE PLUS OR MEDICAID. CAN MY CHILD GET FREE MEALS? Children with BadgerCare Plus, Medicaid, or subsidized insurance may be eligible for free or reduced price meals, but it is based on income. Please send in an application.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
10. 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.
11. 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: **Board President Marlane Anderson, N181 St. Hwy 108, Melrose, WI 54642. Phone 608-488-2201.**
12. 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.
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. Do not include any combat pay resulting from deployment as income.
16. WHAT IF THERE IS NOT 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.
17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for FoodShare or other assistance benefits, contact your local assistance office or call 1-800-362-3002.

If you have other questions or need help, call 608-488-2201.

Sincerely,  
Jeff Arzt  
Superintendent

# HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS for 2018-19 School Year

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in the Melrose-Mindoro School District. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order. If at any time you are not sure what to do next, please contact Sarah McAdams, Food Service Director, N181 State Highway 108, Melrose, WI 54642. 608-488-2201 or mcadams@mel-min.k12.wi.us.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

## STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and 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; and
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth, or enrolled in a Head Start program.

<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 with all required information for the additional children.</p>	<p><b>B) Enter the grade and the name of the school the child attends or mark n/a if not in school.</b> Enter the grade level of the student in the 'Grade' column.</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 children's names. If you are ONLY applying for foster children, after finishing STEP 1, go to STEP 4. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.</p>	<p><b>D) Are any children homeless, migrant, runaway or enrolled in a Head Start program?</b> If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway or Head Start" box next to the child's name and complete all steps of the application.</p>
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## STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN FoodShare, W-2 Cash Benefits OR FDPPIR?

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 FoodShare.
- Temporary Assistance for Needy Families (TANF) or W-2 Cash Benefits.
- The Food Distribution Program on Indian Reservations (FDPPIR).

<p><b>A) If no one in your household participates in any of the above listed programs:</b></p> <ul style="list-style-type: none"> <li>• Leave STEP 2 blank and go to STEP 3.</li> </ul>	<p><b>B) If anyone in your household participates in any of the above assistance programs:</b></p> <ul style="list-style-type: none"> <li>• Write a case number and name of the assistance program you or any member of the household participates for FoodShare, W-2 Cash Benefits, or FDPPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact your case worker. Medicaid and BadgerCare case numbers do NOT qualify for free meals.</li> <li>• Go to STEP 4.</li> </ul>
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## STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?

- Use the charts titled "Sources of Income for Children" and "Sources of Income for Adults," printed 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. 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 boxes to the right of each field.

### 3.A. REPORT INCOME EARNED BY CHILDREN

A) Report all income earned or received by children. Report 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 personal 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.

### 3.B. REPORT INCOME EARNED BY ADULTS

List adult household members' names.

- Print the name of each household member in the boxes marked "Name of Adult Household Members (First and Last)." 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.

C) Report earnings from work. Report all total gross income (before taxes) 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.

*What if I am self-employed?* Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

F) Fluctuating Income. For seasonal workers and others whose income fluctuates and usually earn more money in some months than others. In these situations, project the annual rate of income and report that. This includes workers with annual employment contracts but may choose to have salaries paid over a shorter period of time; for example, school employees.

D) Report income from public assistance/child support/alimony. Report 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.

E) Report income from pensions/retirement/all other income. Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.

G) Report 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.

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

## STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

An adult member of the household must sign the application. 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 privacy and civil rights statements on the back of the application.

A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

B) Print or sign your name. The adult filling out the application must print or sign their name in the signature box.

C) Return completed form to: Sarah McAdams, N181 St. Hwy 108, Melrose, WI 54642

D) 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.



# 2018-2019 Household Application for Free and Reduced Price School Meals

Apply online at: NA.

Complete one application per household. Please use a pen (not a pencil).

## STEP 1 List ALL infants, children, and students up to and including grade 12 who are Household Members

If more spaces are required for additional names, attach another sheet of paper.

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related."

Child's First Name	MI	Child's Last Name	Grade	School the child attends or NA if not in school	Homeless, Migrant, Foster Child, Runaway, Start

Check all that apply

## STEP 2 Do any Household Members (including you) currently participate in any of the following assistance programs: FoodShare, W-2 Cash Benefits, or EBP/PR?

If you answered NO > Complete STEP 3. If you answered YES > Write a case number here, then go to STEP 4 (Do not complete STEP 3)

Case Number:

Write only one case number in this space.

Program Name (Required):

Medicaid & Badger Care does not qualify

## STEP 3 Report Income for ALL Household Members (skip this step if you answered 'Yes' to STEP 2)

Flip the page and review the charts titled "Sources of Income" for more information.

### A. Child Income

Sometimes children in the household earn income. Please include the TOTAL income earned by all infants, children and students up to and including grade 12 listed in STEP 1 here.

Child Income

\$				
----	--	--	--	--

How often?

Weekly	Bi-Weekly	2x Monthly	Monthly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### B. All Adult Household Members (including yourself)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars only (no cents). If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last Name)	C. Earnings from Work				D. Public Assistance/Alimony/SSI/VA Benefit				E. Pensions/Retirement/Social Security/Other Income				F. Seasonal Workers, and others with fluctuating income, project the annual income and report here.			
	Weekly	Bi-Weekly	2x Monthly	Monthly	Weekly	Bi-Weekly	2x Monthly	Monthly	Weekly	Bi-Weekly	2x Monthly	Monthly	Weekly	Bi-Weekly	2x Monthly	Monthly
	\$				\$				\$				\$			
	\$				\$				\$				\$			
	\$				\$				\$				\$			
	\$				\$				\$				\$			

### G. Total Household Members (Children and Adults)—REQUIRED

H. Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member—REQUIRED or check box if no SSN

X	X	X	X	X
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Check box if no SSN

## STEP 4 Contact information and adult signature

Insert your school district mailing address here

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Street Address (if available):

Apt #:

City:

State:

Zip:

Daytime Phone and Email (optional):

Printed Name OR Signature of Adult Completing this Application—REQUIRED

Today's Date Mo./Day/Yr.

**INSTRUCTIONS**

**Source of Income**

**Sources of Income for Children**

Sources of Child Income	Example(s)
- Gross earnings from work	- A child has a regular full or part-time job where they earn a salary or wages
- Social Security	- A child is blind or disabled and receives Social Security benefits
- Disability payments	- A parent is disabled, retired, or deceased, and their child receives Social Security benefits
- Survivor's benefits	- A friend or extended family member regularly gives a child spending money
- Income from person outside the household	- A child receives regular income from a private pension fund, annuity, or trust
- Income from any other source	

**OPTIONAL** **Children's Racial and Ethnic Identities**

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity *Check one*  Hispanic or Latino  Not Hispanic or Latino  Asian  
 Race *Check one or more*  American Indian or Alaskan Native  Black or African American  Native Hawaiian or Other Pacific Islander  White

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 conducted or funded by USDA.

**Sources of Income for Adults**

Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
- Gross salary, wages, cash bonuses or income from self-employment (farm or business); FARM—refer to line 18 of the 1040 or line 34 from Schedule F; BUSINESS—refer to line 12 of 1040 or line 31 from Schedule C. If you are in the U.S. Military: - Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing	- Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government - Alimony payments - Child support payments - Veteran's benefits - Strike benefits	- Social Security (including railroad retirement and black lung benefits) - Private pensions or disability benefits - Regular income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household

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](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:

Mailing: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW Washington, D.C. 20250-9410  
Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

The above address is for discrimination complaint purposes only. Please return this complete application to your school, not to USDA.

**Do not fill out** **For School Use Only**

Annual Income Conversion: Weekly x 52, Bi-weekly (Every 2 Weeks) x 26, Twice a Month x 24, Monthly x 12

Total Income	How often?				Household Size	Categorical Eligibility	Eligibility		Date Denied	Reason for Denial or Withdrawal
	Weekly	Bi-Weekly	2x-Month	Monthly			Yearly	Free		
Determining Official's Signature	Date Mo./Day/Yr.				Confirming Official's Signature	Date Mo./Day/Yr.		Verifying Official's Signature		
Required for Verification process only										

## Melrose-Mindoro School District Census Data Collection

(August 2018)

The Melrose-Mindoro School District is collecting census data for children 20 years of age (as of June 30 this year) and younger. Please complete this form **ONLY** if you have a new addition to the family, are new to the district, or did not return a form in August 2017, even if your children do not attend Melrose-Mindoro Schools.

Will your children attend school in the Melrose-Mindoro School District?    ( ) Yes    ( ) No

If no, where will they attend school? \_\_\_\_\_

Please list children oldest to youngest (age 0-20 years old as of June 30 current year) residing in your home. Use legal names of children.

Child's First Name	Child's Last Name	Date of Birth	Gender (M/F)	Current Grade Level

Parent(s) or Guardian(s)

(List only those living in the household)

Father's Full Name \_\_\_\_\_

Mother's Full Name \_\_\_\_\_

Others' (not already listed) Full Names \_\_\_\_\_

Address (street, city) \_\_\_\_\_

City, Village, or Township you live in \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Please send this form to:  
Melrose-Mindoro School District, ATTN: Michelle Murray  
N181 ST RD 108, Melrose, WI 54642

Or e-mail to: [murraym@mel-min.k12.wi.us](mailto:murraym@mel-min.k12.wi.us)

Melrose-Mindoro School District  
N181 State Hwy 108  
Melrose, WI 54642

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