



Portland Public Schools

Learning to Succeed

Office of the Food Service Director
92 Waldron Way, Portland, Maine 04103
TEL: (207) 874-8231

August 1, 2017

Dear Parent/Guardian:

Portland Public Schools offers healthy meals every day to help children learn. East End, Presumpscot, Reiche, and Riverton are Community Eligibility Provision (CEP) schools. This designation allows them to offer free breakfast and lunch to all students every day, as well as a fresh fruit and vegetable program three days a week at each of the schools.

All families with students enrolled in our CEP schools should fill out the attached Household Income Data Collections Form, and mail it back to the Food Service Office in the attached self-addressed stamped envelope. It is critical that these forms are returned to us for funding purposes.

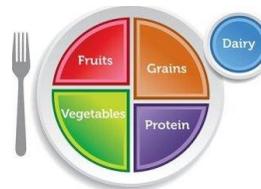
If you have children enrolled in other schools in the district, you will also be asked to fill out a Free and Reduced Application to receive this benefit. We hope that your students participate in all of these programs.

All menus are posted on our website and on Channel 3.

http://www.portlandschools.org/departments/food_service/Menus



All meals meet the USDA guidelines and include five components. Students are required to choose 3 of the five components for the meal to qualify as a reimbursable meal. One of those 3 components must be a fruit or vegetable. Milk alone does not qualify as a meal, and students would be required to pay for the milk if not taken as part of the meal. The cost of milk alone is \$0.50.



If you have questions or need assistance, please feel free to contact the Food Service Department at (207) 874-8231 or mclucj@portlandschools.org.

Sincerely,

Jane McLucas, SNS
Food Service Director



Multilingual and Multicultural Center

English

If you need help with translating this information into another language, please call the Multilingual and Multicultural Center at 874-8135.

Acholi

Ka imito kony me kwango ngec man i leb mukene, tim ber go cim i ofic pa *Multilingual* ki *Multicultural Center* i nama 874-8135.

Arabic

إذا كنت بحاجة إلى المساعدة في ترجمة هذه المعلومات إلى لغة أخرى، يرجى الاتصال بدائرة برامج اللغات والثقافات المتعددة في التربية على الرقم 874-8135.

Chinese

如果你需要这个资讯翻译成中文请打电话到多元文化和多种语言办公室874-8135。

French

-Si vous avez besoins d'aide avec la traduction dans une autre langue, s'il vous plaît appelez le Centre Multilingue et Multiculturel au 874-8135.

Khmer

ប្រសិនបើលោកអ្នកត្រូវការជំនួយក្នុងការប្រែប្រួលព័ត៌មាននេះទៅជាភាសាណាមួយ សូមទាក់ទងមជ្ឈមណ្ឌលពហុភាសា/វប្បធម៌ លេខ ៨៧៤-៨១៣៥ ។

Kinyarwanda

-Nimwaba mukeneye ubasemurira mu rundi rurimi, tubasavye guhamagara ikigo C'Indimi n'Imico itandukanye kuri 874-8135.

Español

Si usted necesita ayuda traduciendo esta información a otro idioma, por favor llame el Centro Multilingüe y Multicultural al 874-8135.

Português

Se você precisa de ajuda com a tradução desta informação para Português, por favor, ligue para o Centro Multilíngüe & Multicultural no telefone 874-8135.

Somali

Haddii aad u baahan tahay in lagaa caawiyo sidii warbixintaan laguugu tarjumi lahaa af kale, fadlan soo wac Xarunta dhexe Luqadaha iyo Dhaqamada kala Duwan : 874-8135.

Swahili

-Ukihitaji msaada na kutafsiri katika lugha nyingine, tafadhali piga simu ofisi ya Mipango ya Lugha na Kitamaduni kwa 874-8135.

Vietnamese

Nếu quý vị cần giúp đỡ để dịch thông tin này sang ngôn ngữ khác, xin hãy gọi Trung Tâm Đa Ngôn Ngữ và Đa Văn Hóa theo điện thoại số 874-8135.

Portland Public Schools - 2018 Household Income Data Collection Form.
VERY IMPORTANT – PLEASE RETURN THIS COMPLETED FORM TO YOUR SCHOOL BY
September 15, 2017

Dear Parents/Guardians:

This survey will provide information needed by the State Department of Education to determine the eligibility for State Economically Disadvantaged funds available under the Essential Programs & Services Funding Act for children in this school. If you have any questions please call the Food Service Department at (207) 874-8231. The due date to return this survey to your school administrator is Friday, September 15, 2017. Please list all students on the form.

Household Last Name: _____ Phone: _____ E-mail: _____

Name of Child(ren) attending a Maine K-12 Public School			School Attending	Current Grade
Last	Middle	First		
1.				
2.				
3.				
4.				
5.				
6.				

PART II: Fill in the following for Household Size and Household Income

Check the box for your total household size (total adults & children) and check the box for your total annual household income range Category 1, Category 2, or Category 3. **Check only one income category for your total household size.** For help in determining your household size and total annual household income, please see instructions on the back of this form.

Select TOTAL Household Size	Category 1 – Total Annual Household Income is Within This Range:	Category 2 – Total Annual Household Income is Within This Range	Category 3 – Total Annual Household Income is Above This Range
<input type="checkbox"/> 1	<input type="checkbox"/> \$0 - \$15,678	<input type="checkbox"/> \$15,679 - \$22,311	<input type="checkbox"/> \$22,312 or above
<input type="checkbox"/> 2	<input type="checkbox"/> \$0 - \$21,112	<input type="checkbox"/> \$21,113 - \$30,044	<input type="checkbox"/> \$30,045 or above
<input type="checkbox"/> 3	<input type="checkbox"/> \$0 - \$26,546	<input type="checkbox"/> \$26,547 - \$37,777	<input type="checkbox"/> \$37,778 or above
<input type="checkbox"/> 4	<input type="checkbox"/> \$0 - \$31,980	<input type="checkbox"/> \$31,981 - \$45,510	<input type="checkbox"/> \$45,511 or above
<input type="checkbox"/> 5	<input type="checkbox"/> \$0 - \$37,414	<input type="checkbox"/> \$37,415 - \$53,243	<input type="checkbox"/> \$53,244 or above
<input type="checkbox"/> 6	<input type="checkbox"/> \$0 - \$42,848	<input type="checkbox"/> \$42,849 - \$60,976	<input type="checkbox"/> \$60,977 or above
<input type="checkbox"/> 7	<input type="checkbox"/> \$0 - \$48,282	<input type="checkbox"/> \$48,283 - \$68,709	<input type="checkbox"/> \$68,710 or above
<input type="checkbox"/> 8	<input type="checkbox"/> \$0 - \$53,716	<input type="checkbox"/> \$53,717 - \$76,442	<input type="checkbox"/> \$76,443 or above

If household size is greater than 8, list household size and total annual income below:

Household Size: _____ Total Annual Income: \$ _____

PART III: Signature

I certify (promise) that the information provided on this form is true and that I included all income. I understand that the school may receive state and federal funds based on the information I provide and that the information could be subject to review.

Parent or Guardian Signature

Date

Print Name of Parent or Guardian

This institution is an equal opportunity provider and employer. In accordance with State law this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, sexual orientation or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write Maine Department of Education, Civil Rights Officer, 23 State House Station, Augusta, ME. 04333, or call (207)624-6820. Maine is an equal opportunity provider and employer.

Who should I include in “Household Size”?

You must include yourself and all people living in your household, related or not (for example, children, grandparents, other relatives, or friends) who share income and expenses. If you live with other people who are economically independent (for example, who do not share income with your children, and who pay a pro-rated share of expenses), do *not* include them.

What is included in “Annual Household Income”? Annual Household Income includes the following:

- **Gross earnings from work:** Use your gross income, not your take-home pay. Gross income is the amount earned before taxes and other deductions. This information can be found on your pay stub or if you are unsure, your supervisor can provide this information. Net income should only be reported for self-owned business, farm, or rental income.
- **Welfare, Child Support, Alimony:** Include the amount each person living in your household receives from these sources, including any amount received from State of Maine DHHS.
- **Pensions, Retirement, Social Security, Supplemental Security Income (SSI), Veteran’s benefits (VA benefits), and disability benefits:** Include the amount each person living in your household receives from these sources.
- **All Other Income:** Include worker’s compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income received. Do not include income from WIC, federal education benefits and foster payments received by your household.
- **Military Housing Allowances and Combat Pay:** Include off-base housing allowances. *Do not* include Military Privatized Housing Initiative or combat pay.
- **Overtime Pay:** Include overtime pay **ONLY** if you receive it on a regular basis.

How do I report annual household income for pay received on a monthly, twice a month, every two weeks, or weekly basis?

- Determine each source of household income based on above definitions. Households that receive income at different time intervals must annualize their income as follows:
 - If paid monthly, multiply total pay by 12
 - If paid twice per month, multiply total pay by 24
 - If paid bi-weekly (every two weeks), multiply total pay by 26
 - If paid weekly, multiply total pay by 52
- Add annualized pay together to determine the total annual household income and check the box on the other side of this form if it is within either of the ranges displayed for your household size.
- If your household size exceeds the size on the chart, list household size and total annual household income in the space provided.

If your income changes, include the wages/salary that you regularly receive. For example, if you normally make \$1,000 each month, but you missed some work last month and made \$900, put down that you made \$1,000 per month. Only include overtime pay if you receive it on a regular basis. If you have lost your job or had your hours or wages reduced, enter zero or your current reduced income.

For additional information on Household Size and Household Income, please see the Eligibility Manual for School Meals on the U.S. Department of Agriculture Guidance and Resource Web page at <http://www.fns.usda.gov/cnd/guidance/default.htm>.