

ST. JOHN THE BAPTIST SCHOOL

Dear Parent/Guardian:

Children need healthy meals to learn. **St. John the Baptist School** offers healthy meals every school day. Lunch costs **\$2.70. Your child(ren) may qualify for free meals or for reduced price meals.** Reduced price is **\$.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.

If you have received a **NOTICE OF DIRECT CERTIFICATION** letter for free meals, **do not** complete the application. But **do** let the school know if any children in your household are not listed on the **Notice of Direct Certification** letter you received.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS OR SPECIAL MILK?

- All children in households receiving Supplemental Nutrition Assistance Program (SNAP) formerly Food Stamps or Temporary Assistance for Needy Families (TANF) benefits are eligible for free meals.
- Foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

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

Household size	Yearly	Monthly	Weekly
1	\$21,978	1,832	\$423
2	\$29,637	\$2,470	\$570
3	\$37,296	\$3,108	\$718
4	\$44,955	\$3,747	\$865
5	\$52,614	\$4,385	\$1,012
6	\$60,273	\$5,023	\$1,160
7	\$67,951	\$5,663	\$1,307
8	\$75,647	\$6,304	\$1,455
Each additional person:	\$7,696	\$642	\$148

- ## 2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **St. John the Baptist School, homeless liaison or migrant coordinator.**

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: **St. John the Baptist School//ATTN:Robin Moline//418 Unity Center Road//Pittsburgh, PA 15239**

SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you received carefully and follow the

instructions. If any children in your household were missing from your eligibility notification, contact:

St. John the Baptist School-ATTN:Robin Moline//418 Unity Center Road//Pittsburgh, PA 15239 or call 412-793-0555 x243 or e-mail molinesjbs@gmail.com immediately.

- ## 3. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit the PA Department of Human Services website at www.compass.state.pa.us.

4. 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. You must send in a new application unless the school told you that your child is eligible for the new school year.
5. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
6. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
7. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **St. John the Baptist School-ATTN: Beth Clites//418 Unity Center Road//Pittsburgh, PA 15239 or calling 412-793-0555 or e-mailing clitessjbs@gmail.com.**

8. 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.
9. 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.
10. 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.
11. 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, or receive Family Subsistence Supplemental Allowance payments, 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.
12. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact

St. John the Baptist School//418 Unity Center Road//Pittsburgh, PA 15239

or call 412-793-0555 x243 or e-mail molinesjbs@gmail.com to receive a second application.

13. MY FAMILY NEEDS MORE HELP, ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **SNAP** or other assistance benefits visit www.compass.state.pa.us, contact your local assistance office or call 1800-692-7462.

If you have other questions or need help, call **412-793-0555 x243**.

Sincerely,

Robin Moline

Robin Moline, NDTR

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at, http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

2016-2017 SY

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.

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SJBS Local Wellness Policy

The nutritional quality of our diet affects our well-being throughout our lives, but it has an even greater impact on children whose bodies and minds are still growing. Proper nutrition plays a crucial role in the developmental, cognitive and behavioral outcomes in life.

We, at SJBS, believe good nutrition is a building block to learning. Learning about healthy eating can never start too early. Understanding the importance of proper nutrition is especially important for parents of small children, but also for older children who begin to make their own choices. We are committed to providing good nutrition for our students and hoping they will make healthy choices on their own.

Your child can learn good habits for life by making healthy food choices and getting proper exercise now. Last year was a transition year as schools implement these new standards and work together with parents, to ensure that every child, in every community across America, has access to healthy and nutritious meals. Encourage them to try new foods and eat the healthy food offered. Reinforce healthy eating by offering similar new foods at home.

Keep updated on the changes at www.fns.usda.gov/healthierschoolday.

If you have any questions or concerns, please contact:

Robin Moline, NDTR molinesjbs@gmail.com or 412-793-0555 x248

Purpose

St. John the Baptist School recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The staff and faculty are committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Authority

To ensure the health and well-being of all students, we provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades Pre K-8 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

Delegation of Responsibility

The Principal shall be responsible to monitor our school, programs, and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations.[1]

Staff members responsible for programs related to student wellness shall report to the Principal regarding the status of such programs.

The Principal shall annually report on the district's compliance with law and policies related to student wellness. The report may include:

1. Assessment of school environment regarding student wellness issues.
2. Evaluation of food services program.
3. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.

4. Listing of activities and programs conducted to promote nutrition and physical activity.
5. Recommendations for policy and/or program revisions.
6. Suggestions for improvement in specific areas.
7. Feedback received from staff, students, parents/guardians.

Nutrition Education

The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.

Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.

Nutrition education lessons and activities shall be age-appropriate.

Nutrition curriculum shall be behavior focused.

Nutrition education shall be integrated into other subjects to complement but not replace academic standards based on nutrition education.

Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development.

District staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.

Consistent nutrition messages shall be disseminated throughout the school, classrooms, cafeterias, homes, community and media.

Nutrition education shall extend beyond the school environment by engaging and involving families and communities.

Physical Activity

SJBS shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

SJBS shall contribute to the effort to provide students opportunities to accumulate at least sixty minutes (60) of age-appropriate physical activities on most days of the week. That time will include physical activity outside the school environment, such as outdoor play at home, sports, etc.

Students shall participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits.

Age-appropriate physical activity opportunities, such as recess; before and after school; during lunch; clubs; and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.

A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

SJBS shall partner with parents/guardians and community members to institute programs that support physical activity.

Physical activity shall not be used as a form of punishment.

Physical Education

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

A comprehensive physical education course of study that focuses on providing students skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.

A varied and comprehensive curriculum that leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.

Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for Health, Safety and Physical Education academic standards.

A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standard.

Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

Physical education shall be taught by certified health and physical education teachers.

Appropriate professional development shall be provided for physical education staff. Classes are approved for professional development as they arise.

Physical education classes shall have a teacher-student ratio comparable to those of other courses.

Students cannot be removed from physical education class as a punishment.

Physical activity shall not be used as a form of punishment.

Other School Based Activities

SJBS shall provide adequate space for eating and serving school meals. All students have seating.

Students shall be provided a clean and safe meal environment. Tables are washed and disinfected after each lunch period.

Students shall be provided adequate time to eat: twenty (20) minutes sit down time for lunch.

Meal periods shall be scheduled at appropriate hours.

Drinking water shall be available at all meal periods and throughout the school day. Water fountains are available at all times during the day.

Qualified nutrition professional shall administer the school meals program.

Professional development shall be provided for district nutrition staff.

Access to the food service operation shall be limited to authorized staff. Only food service personnel may prepare and serve food.

Healthy food selections or non-food items are encouraged as classroom rewards.

Fundraising projects that occur during the school day shall be supportive of healthy eating and student wellness.

Nutrition Guidelines

All foods available at SJBS during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity. Foods provided through the National School Lunch Programs shall comply with federal nutrition standards under the School Meals Initiative.

Competitive foods are defined as foods offered at school other than through the National School Lunch Programs and include a la carte foods, snacks and beverages; snacks and beverages; fundraisers; classroom parties; holiday celebrations; and food from home.

All competitive foods available to students at SJBS shall comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools. The nutritional standards shall be implemented as a one (1) year plan.

All competitive foods available to students at SJBS shall comply with the established nutrition guidelines, as listed in the Student Wellness Plan and administrative regulations.

Safe Routes to School

SJBS shall cooperate with local municipalities, public safety agency, police departments, and community organizations to develop and maintain safe routes to school.

Source of Competitive Food

A La Carte - Food/Snacks -

The following standards apply to all foods offered as a la carte:

1. Portion sizes will not exceed the serving size of food served in the National School Lunch Program and/or items will be packaged in single serving sizes.
2. A selection/variety of whole grains will be available on a daily basis.
3. A minimum of one (1) fruit and vegetable will be offered daily. A variety of fruits and vegetables will be offered from day to day.
4. A variety of items that provide 2 grams of fiber per serving will be available on a daily basis (at least two (2) items).
5. Foods of Minimal Nutritional Value (USDA regulation 7 CFR 210 and 220) will not be available anytime during the school day.

In addition, the majority of items offered will:

1. Not contain added sugar as the first ingredient.
2. Provide minimal to no trans fatty acids.

Marketing, pricing and nutrition education strategies will be used to encourage selection of the healthier foods.

A La Carte - Beverages -

A minimum of 75% (100% for grades K-6) of the beverages offered will be:

1. Water, unflavored (any size).
2. 100% fruit juice (not to exceed 12 oz.).

3. Milk, 1% lowfat or nonfat (not to exceed 16 oz.), flavored or unflavored (not to exceed 30 grams of sugar per 8 ounce serving, inclusive of naturally occurring sugar).

Marketing, pricing and nutrition education strategies will be used to encourage the selection of the beverages listed above.

Foods of Minimal Nutritional Value (USDA regulation 7 CFR 210 and 220) will not be available anytime during the school day.

Fundraisers –

All food items sold as fundraisers, available for sale during the school day, will follow the standards listed below:

1. Packages will be in single serving sizes.
2. Foods of Minimal Nutritional Value (USDA regulation 7 CFR 210 and 220) will not be available anytime during the school day.
3. Foods will not be fried.
4. Foods will not contain added sugar as the first ingredient.
5. Provide minimal to no trans fatty acids.

Marketing, pricing and nutrition education strategies will be used to encourage selection of the healthier foods.

The school Food Service Supervisor can provide assistance in identifying foods that meet these criteria.

Classroom Parties/Holiday Celebrations –

In order to facilitate healthy foods at classroom parties or celebrations, foods may be purchased from the food service department. Parents/guardians/caregivers will be encouraged to promote their child's participation in the school meals program. If they or their child chooses not to participate in the school meal program, parents/guardians/caregivers will be strongly encouraged to provide the student with healthy alternatives.

Foods from Home –

Foods from outside sources, other than home, such as fast foods, pizzas, Arby's, Subway, McDonald's, Wendy's etc. will not be permitted in the school cafeteria during student lunch periods.

School Stores - Food/Snacks/Beverages –

The school store does not sell any food or beverages.

Faculty Lounges –

Not applicable.