

Dear Parent/Guardian:

Phoenix Elementary School District (PESD) offers healthy meals every school day. We are pleased to inform you that all children attending Phoenix Elementary School District # 1 will receive meals at no charge during the school year 2023-2024, unless otherwise notified. Providing meals to children is a growing challenge and requires our taking advantage of all available funding resources.

PESD Child Nutrition has applied for the federal Provision 2 assistance program. This coming school year will serve as a base year which determines, in part, how the district will receive funding for the Child Nutrition Programs and other school programs in the following three years. Therefore, it is extremely important for families to complete applications this school year (2023-2024).

So that we can keep our costs low and provide excellent food service for children, we need some information for USDA reimbursement purposes. Your cooperation is appreciated. Please answer all questions on the income application form. An income application that does not contain the requested information cannot be processed.

**1. WHO IS ELIGIBLE FOR FREE MEALS?**

- a. All children in households receiving benefits from **SNAP, FDPIR (Food Distribution Program on Indian Reservations)** or **TANF** can get free meals regardless of your income.
- b. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- c. Children participating in their school's Head Start Program are eligible for free meals.
- d. Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- e. Children can get free or reduced-price meals if your household's gross 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.

Federal Eligibility Income Chart for School Year 2023-2024			
Household Size	Yearly Income	Monthly Income	Weekly Income
1	\$26,1973	\$2,248	\$519
2	\$36,482	\$3,041	\$702
3	\$45,991	\$3,833	\$885
4	\$55,500	\$4,625	\$1,068
5	\$65,009	\$5,418	\$1,251
6	\$74,518	\$6,210	\$1,434
7	\$84,027	\$7,003	\$1,616
8	\$93,536	\$7,795	\$1,799
Each additional person:	+\$9,509	+\$793	+\$183

**Superintendent**

Dr. Ibi Dávila Haghighat

1817 N. 7th St. | Phoenix, AZ 85006

(602) 257-3755 | [phxschools.org](http://phxschools.org)

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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 **Sherry Zeeb at sherryzeeb@phxschools.org or call 602-257-3764.**
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.
4. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS?**  
No, but please read the letter you got carefully. If any children in your household were missing from your eligibility notification, contact **602-257-3743** immediately.
5. **CAN I APPLY ONLINE?**  
**YES!** You are encouraged to complete an online application instead of a paper application, if you are able.  
  
Applying online reduces the risk in errors on your application, ensures maximum protection of your information, and speeds up the processing time of the application.  
  
Visit <https://linqconnect.com/>.  
  
The online application has the same requirements and will ask you for the same information as the paper application.  
  
Paper applications can be picked up at the Child Nutrition office at 120 E. Grant St. Phoenix, AZ 85004. **Paper applications can only be accepted at the Child Nutrition office – please do not turn them in at your student(s) school site.**
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 meal benefits. Please fill out an application.
8. **WILL THE INFORMATION I GIVE BE CHECKED?**  
Yes. We may also ask you to send written proof of the household income you report.

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**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 the Child Nutrition department Director or Coordinator. You also may ask for a hearing by calling or writing to: **Miranda Martin, 120 E. Grant St. Phoenix, AZ 85004** or [Miranda.martin@phxschools.org](mailto:Miranda.martin@phxschools.org).

**11. 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. Our organization does not release information for immigration-related purposes in the usual course of operating the School Nutrition Programs.

**12. 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.

**13. 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.

**14. 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.

**15. 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, contact your local assistance office or call 1-855-777-8590.

If you have other questions or need help, call **602-257-3743**.

Sincerely,

**Miranda Martin, MDA, RDN, SNS**  
**Director of Child Nutrition**

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**Superintendent**

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

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