



Student Nutrition 2023-24 SY

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Questions?
Call 605-394-4061
or toll free at
844-641-5141

Student Nutrition
851 West Street
Rapid City, SD
57701

RCAS offers breakfast and lunch every school day. Families are responsible for maintaining a positive balance in students' accounts (meal prices below). Your student may qualify for free or reduced-price meals. **Reduced-price breakfast is \$0.30 and \$0.40 for lunch.** This packet includes information on how to make online payments, a Free or Reduced-Priced Meal application with instructions on how to complete, and common Q&A to help you with the application process.

Please add money to your student's account before the first day of school!

Ways to Make Payments:

-  Send a check to our office
-  Send check/cash to school
-  Credit card over the phone
-  Online using E-Funds (link below)

payments.efundsforschools.com/v3/districts/55826

How to Set Up Automatic Payments:

1. Sign into EFunds account.
2. Enter dollar amount.
3. Before confirming, "edit" Frequency.
4. Choose monthly, weekly, or biweekly.



Receiving Low Account Balance Notifications:

Parents will now automatically receive email notifications for low balances (less than \$5).

23-24 School Year Meal Prices

Elementary Breakfast: \$2.35	High School Breakfast: \$2.45
Elementary Lunch: \$3.10	High School Lunch: \$3.60
Middle School Breakfast: \$2.40	
Middle School Lunch: \$3.45	Milk Only: \$0.55

To avoid being charged for meals on the first day

You Must Complete a Free/Reduced App Before August 22nd!

- A new application must be completed every year.
- Students who qualified for SNAP/TANF or for free/reduced meals last school year, have until **Oct. 3rd** to complete an app.
- Online apps are available via Family Access & paper apps are available in our office or at your school. Paper apps can be returned to our office (via mail, in-person, or dropbox outside the door).

Meals are served at the paid, free or reduced-price based on student eligibility except at **Community Based Eligibility Provision (CEP) schools**. CEP schools receive breakfast and lunch at no charge based on the school's free/reduced percentage. **The CEP schools for the 23-24 school year include:** General Beadle, Horace Mann, Knollwood, North Middle, Robbinsdale, and South Park.

Those interested in participating in the wellness policy committee, please reach out to our office.

This institution is an equal opportunity provider.

How to Make Online Meal Payments

Step 1

Using Google Chrome, Firefox, or Microsoft Edge go to:
payments.efundsforschools.com/v3/districts/55826

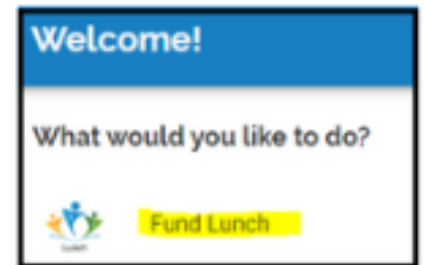


Step 2

Click **Fund Lunch**

Step 3

Click either **Continue as Guest**, **Login**, or **Create an Account**



Step 4

Add Students by typing in **Last Name** and **Student or Family Number** (aka: Other ID). This can be found in Family Access under Student Info or by calling the Student Nutrition Office at 605-394-4061.

Step 5

Follow the instructions to **add a credit card and complete a payment**. Minimum \$10 payment required.

How to Complete an Online Free & Reduced Price Meal Application

preferred method & quickest processing

1

LOGIN TO SKYWARD

Select **Family Access**.
Then select **your student**.



2

SELECT FOOD SERVICE

Select the **arrow on the left side** of the page to drop down all options. Select **Food Service**.



3

ADD AN APPLICATION

Select **Applications** then select **Add Applications**.



4

READ INSTRUCTIONS

Read the instructions on each page, **check applicable boxes**, and select **Next** to move through the application.



5

REVIEW INCOME GUIDELINES

Review the income guidelines, if you do not qualify, check this box. If you qualify, continue completing application and select **Submit** once completed.

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Free & Reduced-Price Meal Application Q & A

1) Who can get free or reduced-price meals?

- All children in households receiving benefits from SNAP, the Food Distribution Program on Indian Reservations (FDPIR), or TANF 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 receive free or reduced priced meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced priced 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	Monthly	Weekly
1	\$26,973	\$2,248	\$519
2	\$36,482	\$3,041	\$702
3	\$45,991	\$3,833	\$885
4	\$55,500	\$4,625	\$1068
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

2) 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: **RCAS Student Nutrition at 851 West Street, Rapid City, SD 57701.**

3) 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 Anita Deranleau, 605-431-8414 or anita.deranleau@k12.sd.us**

4) 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 got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Student Nutrition at 605-394-4061 or toll free 844-641-5141 right away so those children get benefits, too.

5) My child's application was approved last year. Do I need to fill out a new one?

YES. Your child's application from last school year expires **Oct. 3, 2023.** You must send in a new application unless the school told you that your child is eligible for the new school year.

6) I get WIC or Medicaid. Can my children get free meals?

Children in households participating in WIC or Medicaid may be eligible for free or reduced price meals. WIC or Medicaid is not an automatic qualification. Please send in an application.

7) Will the information I give be checked?

Yes. We may also ask you to send written proof of the household income you report.

8) 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.

9) 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.

Free & Reduced-Price Meal Application Info Continued

10) What if I disagree with the school's decision about my application?

You should talk to school officials by calling **Krista Leischner, Student Nutrition Manager** at 605-394-4061 or toll free at 844-641-5141, Determining Official. You also may ask for a hearing by calling or writing to: **Coy Sasse, Business & Support Services Director** at 605-394-4026, Hearing Official.

11) 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.

12) What if my income changes during the year or my SNAP, TANF, or FDPIR benefits change?

If your application for free or reduced priced benefits was properly approved, you will remain eligible for those benefits for a certain period of time. You may visit with a school/center official to get the exact date the meal benefits will expire.

13) What if some household members have no income to report?

Household members may not receive some types of income 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. Family Subsistence Supplemental Allowance (FSSA) payments and any additional combat pay resulting from deployment are also excluded from income.

15) Is combat pay counted as income?

No, if the combat pay is received in addition to the basic pay because of deployment and it was not received before deployment, combat pay is not counted as income. Contact your school for more information.

16) Will you tell anyone else about the information on my form?

We will use the information on your form to decide if your children should get free or reduced priced meals. We may inform officials associated with other child nutrition, health, and education programs of the information on your form to determine benefits for those programs or for funding and/or evaluation purposes.

17) 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 app.

18) My family needs more help. Are there other programs we might apply for?

Contact your local Department of Social Services office to find out how to apply for SNAP or other assistance benefits.

19) What if my child needs special foods?

The school/center will make substitutions to the regular school meal for children whose disability restricts their diet when a physician certifies that disability. If the parent requests changes, the staff may choose to make substitutions for individual children who do not have a disability, but who cannot drink regular milk due to medical or other special dietary needs that are supported by a certified medical authority. These requests will be handled on a case-by-case basis. Please call the Rapid City Area Schools Student Nutrition Office for further information to request the special meals or milk.

If you have any other questions or need help, call 605-394-4061 or toll free at 844-641-5141

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