



Saranac Central School District

PO Box 8, Saranac, New York 12981~Tel: (518) 565-5600~Fax: (518) 565-5617



Attention Saranac Families,

FOR THE UPCOMING 2022/23 SCHOOL YEAR MEALS WILL NO LONGER BE FREE FOR ALL STUDENTS! Over the previous 2+ school years, the federal government has provided a waiver that have allowed all schools to provide universal free meals. The government has then provided reimbursement to the Food Service Authority, Saranac Food Service Department, to balance the cost associated in providing those meals. The previously mentioned waiver expired on June 30, 2022.

There are some schools within our county that are still eligible for free meals. Saranac, however, is not one of them. To continue to qualify for universal free meals, Saranac would need to qualify for the Community Eligibility Provision (CEP).

Who can participate in CEP?

- A single school district.
- A group of schools in a district.
- An individual school with 40% or more “identified students” (children eligible for free school meals who are identified by means other than an individual household application).
 - Identified students include:
 - Children directly certified for free school meals because their household participates in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), the Food Distribution Program on Indian Reservations (FDPIR), and in certain instances, Medicaid.
 - Children certified for free school meals without an application because they are homeless or a runaway, migrant, in foster care, or participating in Head Start.

Saranac has never qualified for this program. Historically, our student body has been made up of 20-25% “identified students.” During the past two years we reached a point of 37%. We currently stand at 35% eligibility. To find out more about these benefits and how to apply visit: <https://otda.ny.gov/programs/>

Filling out your free and reduced application is very important. This can qualify your family for free or reduced meals, and the information shared is confidential. There are two ways to fill out the application. Fill out a hard copy and mail it back or fill in your application using the Titan website.

As always, if you have any questions or concerns do not hesitate to contact me at 518-565-5705 or idirolf@saranac.org

Sincerely,

Isaac Dirolf
School Foodservice Director
70 Picketts Corners Road
Saranac NY, 12981

Letter to Parents for School Meal Programs

Dear Parent/Guardian:

Children need healthy meals to learn. **Saranac CSD** offers healthy meals every school day. Breakfast costs pre-k-12 **\$2.00**; lunch costs pre-k-5 **\$2.75**, 6-12 **\$3.00**. Your children may qualify for free meals or for reduced price meals. **Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals and snacks served through the Afterschool Snack Program at no charge.**

1. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Complete the application to apply for free or reduced price meals. *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: **Isaac Dirolf, Saranac CSD School Food Service Director c/o Saranac Middle School, 70 Picketts Corners Rd, Saranac, NY 12981, phone: 518-565-5705 or email: idirolf@saranac.org.**
2. **WHO CAN GET FREE MEALS?** All children in households receiving benefits from **SNAP, the Food Distribution Program on Indian Reservations** or **TANF**, can get free meals regardless of your income. Categorical eligibility for free meal benefits is extended to all children in a household when the application lists an Assistance Program's case number for any household member. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines. Households with children who are categorically eligible through an Other Source Categorically Eligible designation, as defined by law, may be eligible for free benefits and should contact the SFA for assistance in receiving benefits.
3. **CAN FOSTER CHILDREN GET FREE MEALS?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Foster children may also be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members may help other children in the household qualify for benefits. If non-foster children in a foster family are not eligible for free or reduced price meal benefits, an eligible foster child will still receive free benefits.
4. **CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail **Shannon Zagres, Assistant High School Principal, 518-565-5800 or email szagres@saranac.org** to see if they qualify.
5. **WHO CAN GET REDUCED PRICE MEALS?** Your children may be approved as reduced price eligible if your household income is within the reduced-price limits on the Federal Eligibility Income Chart, shown on this letter. Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals and snacks served through the Afterschool Snack Program at no charge.
6. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS?** Please read the letter you got carefully and follow the instructions. Call the school at **518-565-5705** if you have questions.
7. **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 up to the first 30 operating 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.
8. **I GET WIC. CAN MY CHILD(REN) GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out a **FREE/REDUCED PRICE MEAL** application.
9. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes and we may also ask you to send written proof.
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: **Danielle McAfee, Business Administrator, Saranac CSD 518-565-5609 or email dmcafee@saranac.org.**
12. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
13. **WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
14. **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.
15. **WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME?** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.

16. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
17. 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 1-800-342-3009.

2022-2023 INCOME ELIGIBILITY GUIDELINES

REDUCED PRICE ELIGIBILITY INCOME CHART

Total Family Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 25,142	\$ 2,096	\$ 1,048	\$ 967	\$ 484
2	\$ 33,874	\$ 2,823	\$ 1,412	\$ 1,303	\$ 652
3	\$ 42,606	\$ 3,551	\$ 1,776	\$ 1,639	\$ 820
4	\$ 51,338	\$ 4,279	\$ 2,140	\$ 1,975	\$ 988
5	\$ 60,070	\$ 5,006	\$ 2,503	\$ 2,311	\$ 1,156
6	\$ 68,802	\$ 5,734	\$ 2,867	\$ 2,647	\$ 1,324
7	\$ 77,534	\$ 6,462	\$ 3,231	\$ 2,983	\$ 1,492
8	\$ 86,266	\$ 7,189	\$ 3,595	\$ 3,318	\$ 1,659
*Each add'l person add	\$ 8,732	\$ 728	\$ 364	\$ 336	\$ 168

How to Apply: To get free or reduced price meals for your children carefully complete one application following the instructions for your household and return it to the designated office listed on the application. If you now receive SNAP, Temporary Assistance to Needy Families (TANF) for any children or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household SNAP, TANF or FDPIR case number and the signature of an adult household member. All children should be listed on the same application. If you do not list a SNAP, TANF or FDPIR case number for any household member, the application must include the names of everyone in the household, the amount of income each household member, and how often it is received and where it comes from. It must include the signature of an adult household member and the last four digits of that adult's social security number or check the box if the adult does not have a social security number. **An application for free and reduced price benefits cannot be approved unless complete eligibility information is submitted, as indicated on the application and in the instructions.** Contact your local Department of Social Services for your SNAP or TANF case number or complete the income portion of the application. No application is necessary if the household was notified by the SFA their children have been directly certified. If the household is not sure if their children have been directly certified, the household should contact the school.

Reporting Changes: The benefits that you are approved for at the time of application are effective for the entire school year and up to 30 operating days into the new school year (or until a new eligibility determination is made, whichever comes first). You no longer need to report changes for an increase in income or decrease in household size, or if you no longer receive SNAP.

Income Exclusions: The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

Reduced Price Eligible Students: Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals and snacks served through the Afterschool Snack Program at no charge.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability

Meal Service to Children With Disabilities: Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of Federal regulations, as one who has a physical or mental impairment which substantially limits one or more major life activities of such individual, a record of such an impairment or being regarded as having such an impairment. Major life activities include but are not limited to: functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. You must request meal modifications from the school and provide the school with medical statement from a State licensed healthcare professional. If you believe your child needs substitutions because of a disability, please get in touch with us for further information, as there is specific information that the medical statement must contain.

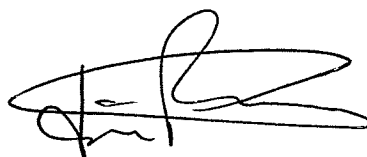
Confidentiality: The United States Department of Agriculture has approved the release of students names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the

allocation of funds to schools, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and federal State or local nutrition programs similar to the National School Lunch Program. Additionally, all information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA); including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.

Reapplication: You may apply for benefits any time during the school year. Also, if you are not eligible now, but during the school year become unemployed, have a decrease in household income, or an increase in family size you may request and complete an application at that time.

The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian. We will let you know when your application is approved or denied.

Sincerely,



Javier Perez
Superintendent of Schools
Saranac Central School District

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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

This institution is an equal opportunity provider.

Date Withdrew _____

F ____ R ____ D ____

2022-2023 Application for Free and Reduced Price School Meals/Milk

To apply for free and reduced price meals for your children, read the instructions on the back, complete **only one** form for your household, sign your name and **return it to the address listed below**. Call **518-565-5705** if you need help. Additional names may be listed on a separate paper.

Return Completed Applications to:
Email: idirolf@saranac.org

Isaac Dirolf, School Food Service Director, c/o Saranac Middle School
70 Picketts Corners Road
Saranac, NY 12981

1. List all children in your household who attend school:

Student Name	School	Grade/Teacher	Foster Child	Homeless Migrant, Runaway
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

2. SNAP/TANF/FDPIR Benefits:

If anyone in your household receives either SNAP, TANF or FDPIR benefits, list their name and CASE # here. **Skip to Part 4, and sign the application.**

Name: _____ CASE #: _____

3. Report all income for ALL Household Members (Skip this step if you answered 'yes' to step 2)

All Household Members (including yourself and all children that have income).

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 income for each source in whole dollars only. If they do not receive income from any other 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 household member	Earnings from work before deductions <i>Amount / How Often</i>	Child Support, Alimony <i>Amount / How Often</i>	Pensions, Retirement Payments <i>Amount / How Often</i>	Other Income, Social Security <i>Amount / How Often</i>	No Income
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>

Total Household Members (Children and Adults)

*Last Four Digits of Social Security Number: XXX-XX-__ __ __ __

I do not have a SS#

*When completing section 3, an adult household member must provide the last four digits of their Social Security Number (SS#) or mark the "I do not have a SS# box" before the application can be approved.

4. Signature: An adult household member must sign this application before it can be approved.

I certify (promise) that all the information on this application is true and that all income is reported. I understand that the information is being given so the school will get federal funds; the school officials may verify the information and if I purposely give false information, I may be prosecuted under applicable State and federal laws, and my children may lose meal benefits.

Signature: _____ Date: _____

Email Address: _____

Home Phone: _____ Work Phone: _____ Home Address: _____

5. Ethnicity and Race are optional; responding to this section does not affect your children's eligibility for free or reduced price meals.

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race (Check one or more): American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Island White

DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY

Annual Income Conversion (Only convert when multiple income frequencies are reported on application)
Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12

SNAP/TANF/Foster

Income Household: Total Household Income/How Often: _____ / _____ Household Size: _____

Free Meals Reduced Price Meals Denied/Paid

Signature of Reviewing Official _____ Date Notice Sent: _____

APPLICATION INSTRUCTIONS

To apply for free and reduced price meals, complete only one application for your household using the instructions below. Sign the application and return the application to Isaac Dirolf, School Food Service Director, 70 Picketts Corners Rd. Saranac, NY 12981. If you have a foster child in your household, you may include them on your application. A separate application is not needed. Call the school if you need help: 518-565-5705. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay in approving your application.

PART 1 ALL HOUSEHOLDS MUST COMPLETE STUDENT INFORMATION. DO NOT FILL OUT MORE THAN ONE APPLICATION FOR YOUR HOUSEHOLD.

- (1) Print the names of the children, including foster children, for whom you are applying on one application.
- (2) List their grade and school.
- (3) Check the box to indicate a foster child living in your household, or if you believe any child meets the description for homeless, migrant, runaway (a school staff will confirm this eligibility).

PART 2 HOUSEHOLDS GETTING SNAP, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.

- (1) List a current SNAP, TANF or FDPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. The case number is provided on your benefit letter.
- (2) An adult household member must sign the application in PART 4. SKIP PART 3. Do not list names of household members or income if you list a SNAP case number, TANF or FDPIR number.

PART 3 ALL OTHER HOUSEHOLDS MUST COMPLETE THESE PARTS AND ALL OF PART 4.

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are applying for, all other children, your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if you need more space.
- (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. **Specify how often this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly. If no income, check the box.** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant, TANF and At Risk Child Care Programs should **not** be considered as income for this program.
- (3) Enter the total number of household members in the box provided. This number should include all adults and children in the household and should reflect the members listed in PART 1 and PART 3.
- (4) The application must include the last four digits only of the social security number of the adult who signs **PART 4** if Part 3 is completed. If the adult does not have a social security number, check the box. **If you listed a SNAP, TANF or FDPIR number, a social security number is not needed.**
- (5) An adult household member must sign the application in PART 4.

OTHER BENEFITS: Your child may be eligible for benefits such as Medicaid or Children's Health Insurance Program (CHIP). To determine if your child is eligible, program officials need information from your free and reduced price meal application. Your written consent is required before any information may be released. Please refer to the attached parent Disclosure Letter and Consent Statement for information about other benefits.

USE OF INFORMATION STATEMENT

Use of Information Statement: 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 submit all needed information, 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 primary wage earner or other adult household member who signs the application. 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.

DISCRIMINATION COMPLAINTS

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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

This institution is an equal opportunity provider.

FREE AND REDUCED PRICE MEAL APPLICATION FACT SHEET

When filling out the application form, please pay careful attention to these helpful hints.

SNAP/TANF/FDPIR case number: This must be the complete valid case number supplied to you by the agency including all numbers and letters, for example, E123456, or whatever combination is used in your county. Refer to a letter you received from your local Department of Social Services for your case number or contact them for your number.

Foster Child: A child who is living with a family but who is under the legal care of the welfare agency or court may be listed on your family application. List the child's "personal use" income. This includes only those funds provided by the agency which are identified for the personal use of the child, such as personal spending allowances, money received by his/her family, or from a job. Funds provided for housing, food and care, medical, and therapeutic needs are not considered income to the foster child. Write "0" if the child has no personal use income.

Household: A group of related or non-related people who are living in one house and share income and expenses.

Adult Family Members: All related and non-related people who are 21 years of age and older living in your house.

Financially Independent: A person is financially independent and a separate economic unit/household when his or her earnings and expenses are not shared by the family/household. Separate economic units in the same residence are characterized by prorating expenses and by economic independence from one another.

Current Gross Income: Money earned or received at the present time by each member of your household before deductions. Examples of deductions are federal tax, State tax, and Social Security deductions. If you have more than one job, you must list the income from all jobs. If you receive income from more than one source (wage, alimony, child support, etc.), you must list the income from all sources. Only farmers, self-employed workers, migrant workers, and other seasonal employees may use their income for the past 12 months reported from their 1040 Tax Forms.

Examples of gross income are:

- Wages, salaries, tips, commissions, or income from self-employment
- Net farm income – gross sales minus expenses only – not losses
- Pensions, annuities, or other retirement income including Social Security retirement benefits
- Unemployment compensation
- Welfare payments (does not include value of SNAP)
- Public Assistance payments
- Adoption assistance
- Supplemental Security Income (SSI) or Social Security Survivor's Benefits
- Alimony or child support payments
- Disability benefits, including workman's compensation
- Veteran's subsistence benefits
- Interest or dividend income
- Cash withdrawn from savings, investments, trusts, and other resources which would be available to pay for a child's meals
- Other cash income

Income Exclusions: The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

If you have any questions or need help in filling out the application form, please contact:

Name: Isaac Dirolf Title: School Food Service Director

Telephone Number: 518-565-5705



Saranac Central School District

PO Box 8, Saranac, New York 12981~Tel: (518) 565-5600~Fax: (518) 565-5617



Hello Saranac Families,

For the upcoming 2022/23 school year, Saranac CSD foodservice department will be changing out point of sales system. We will no longer be utilizing MySchoolBucks. Instead, we will be switching over the Titan. We feel this new program will be very beneficial to both families and the foodservice department.

All funds that were on your student's accounts have been transferred over to the new program. Attached will be information on setting up a new account for your student(s), as well as a basic overview of the Titan Family Portal page.

For me, one of the biggest benefits will be the menu page. On this page you will be able to see what is being served at your student(s) building along with the nutritional breakdown and allergy information.

Furthermore, with the federal waiver for free meals coming to an end on June 30, 2022, we will be returning to paid/reduced/free meals for qualifying students. On the Titan Family Portal page, you will have access to fill out the Free/Reduced Application. This is strongly encouraged, and the information input is confidential.

As new information develops, we will keep everyone updated. Please note that Saranac CSD is not making the decision to return to charging for meals. This is a federal and state requirement. Some area schools can continue to provide free meals thanks to the Community Eligibility Provision, which Saranac does not qualify for at this time.

If you have any questions or concerns, please contact me at 518-565-5705 or idirolf@saranac.org.

Sincerely,

Isaac Dirolf

School Foodservice Director

70 Picketts Corners Road

Saranac NY, 12981



The TITAN Family portal is a secure, online system that allows parents to:

- Make an online payment to their children's cafeteria meal accounts
- Remotely monitor their children's accounts
- Set up automatic recurring payments
- Set up low balance e-mail message alerts
- And submit an online application for free and/or reduced meals

How do I get started? Getting started is as easy as 1, 2, 3.



1. Register

Register at family.titank12.com by clicking on **Sign up today!**

.....



2. Confirm Email

Confirm your email address by clicking on the email verification link sent to your email address.

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3. Sign In

Now you can sign in at family.titank12.com using your email and password.

I just registered and when I try to log in it says 'Invalid email or password'?

Your account will not be active until you have verified your password. Check your email for the verification link.

What if I forget my Username or Password?

On the login page, click **Forgot your password?** Enter your email address and click on **Reset Password**. A temporary password will be emailed to you. Upon logging in with the temporary password, you will be prompted to set your new password.

When I log in I do not see my child's account?

You will need to add your children to your TITAN account. Click on **+** then **Link Student** and complete information to link your child. You will need to complete this process for each child you wish to add.

What if I have several children in different schools?

You can add as many children as you need, as long as they attend a school district utilizing TITAN School Solutions for their cafeteria account. Payments for each child are made separately.

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How do I add money/make a payment to my child's account?

You can continue to send money to school with your child or you can add money online. Once you have added your child to your TITAN account, you will add money by clicking on **+ Add Money to Meal Account**. You can choose either **One Time Account Payment** or **New Recurring Payment**.

If you select, **One Time Account Payment**, the funds will be immediately available on your child's account upon completion of the transaction.

If you select, **New Recurring Payment**, you will be setting up an automatic payment for the specified amount, frequency, day, and starting date that you choose. *Please note that these funds will not be immediately available on your child's account.*

Can I set up recurring payments?

Yes. Click on **+Add Money to Meal Account**. Click on **New Recurring Payment**. Enter the **Payment Amount** for each child, **Frequency**, **Day**, **Starting Date**, **Billing Address**, **Payment Method**, and **Save**.

How can I cancel or change my recurring payment?

Under **Recurring Payments**, click on the three dots to the right of your child's name. You can either change the information and **Save** or **Delete the Payment**.

Can I transfer my funds from one child's account to another?

You can transfer funds between accounts only if your school district has added the transfer funds feature. To determine if you have access, click the three dots to the right of your child's name. If the drop down option includes **Transfer Money**, you may set up a fund transfer.

Can I set spending limits on my child's account?

You can set specific spending limits on your child's account only if your school district has added the spending limits feature. To determine if you have access, click the three dots to the right of your child's name. If the drop down option includes **Edit Spending Limit**, you may set up spending limits.



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If I have more than one child at the district, can I deposit money one time and have the amount divided evenly among each of my children's accounts?

Yes, if your district has 'shared accounts' for its students and you've requested this for your children. To determine if your children have been set up for shared accounts, select any payment option. If siblings are sharing an account, you'll see all of your children's names listed next to the deposit account. You can then enter the deposit amount and have it distributed evenly among their accounts. For example, if you have two children sharing accounts and you want to deposit \$10 in each account, enter \$20 in the deposit amount. \$10 will then be applied to each child's account. If you'd like shared accounts turned on for your children, please contact your district.

I made an online payment. How long will it be before the funds will be available in my child's account?

If you selected **One Time Payment on Account**, the funds will be available immediately in your child's cafeteria account, upon finishing the payment transaction.

If you selected **New Recurring Payment**, the funds will be available the following day from when the payment is scheduled to run. For example, if the payment is to be made every Monday, the funds will be available Tuesday morning.

Is there a fee or service charge for making online payments?

At the discretion of your district, a processing fee may be charged for each online payment transaction. For example, if you make a \$20.00 payment and the processing fee is \$2.60, the total debited from your credit card is \$22.60. The available funds for your child will be \$20.00. The processing fee will be shown prior to processing your transaction.

What credit cards/method of payments can I use?

The payment methods available for your child's school district will appear under the **Payment Methods** section, below **+New Payment Method**.

When entering my Payment Method, it asks for a 'Description', what do I put?

This is a free form field and you can name it anything. For example, you can name it **Household Credit Card** or **Chase Credit Card**.

When entering my Billing Address, it asks for a 'Description', what do I use?

This is a free form field and you can name it anything. For example, you can name it **Home** or **Office**.



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I am trying to enter my credit card information and it keeps saying 'Invalid Card', what am I doing wrong?

The system will not allow you to continue if any required items are missing. Check to see that you have entered the following:

1. Check to see that the credit card number is correct.
2. Make sure the type of card you are entering is accepted
For example, American Express or Discover may not be accepted.

I am trying to make a payment but the 'Submit' button is grey and I can't continue?

The system will not allow you to continue if any required items are missing. Check to see that you have entered the following:

1. Payment amount for each child
2. Billing address
3. Credit card information

Can I receive a notification when my child's account balance is low?

Yes. The system is defaulted to send an email reminder when the balance falls below \$5.00. You can change the Payment Reminder by clicking on **+ Change Payment Reminder**.

How can I see activity on my child's account?

If you click on History, you can view **Transaction** and **Student Purchase**.

What happens to the money in my child's account at the end of the school year?

Your account balance moves with your child from grade to grade and school to school (within the district).

How can I remove a child from my TITAN account?

Click on **Edit** in the upper right hand corner of your child's account and click **Un-Link Student**.

How can I be sure my information is safe?

TITAN is protected by 256 bit SSL encryption between all browsers and our centralized data center.



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Why is there a 'pending' charge on my bank statement after my card was declined?

It is common practice in the banking industry to hold the transaction fee on online payments. The fee may temporarily appear on your bank statement but the fee will automatically be removed in approximately 1–8 banking days. If you have any questions about this fee, please contact your credit card company directly.

How can I apply for free/reduced meals online?



1. Apply

Go to family.titank12.com and click on **Apply for Meal Today** and complete the process.

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2. Login

If you have already registered for a TITAN account and have logged in, you can click on **Meal Application** and **+ New Meal Application**.

How will I find out the status of my free/reduced meal application?

The district will notify you within 10 school days, either by email or letter. If you have not received a notice, please contact the school district's child nutrition department directly. TITAN School Solutions cannot provide you with this information.

How can I update my email address & password?

In the upper right hand corner, click on your name, then click on **Profile**.

- To change your email address, replace the existing and click on **Save**.
- To update your password, click on **Security**, enter **New Password**, **Confirm Password** and **Save**.

Can I see my child's school menu online?

Yes, provided the district is using TITAN Menu Planning. From the login screen, simply select **Check District Menu** (note: to view menus, you don't need to log into the Family Portal). You will then be prompted to search for your district. Enter your school district. If your district is using Menu Planning, you will then see a secondary screen where you can select the school menu that you wish to preview.



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When should I contact the Child Nutrition Department of my child's school district?

- If you would like a refund
- To transfer funds from one child to another
- To share balances with other children
- You have a question about your child's meal service or activity on their account
- Would like to restrict your child from purchasing certain items
- Would like to know the status of your free/reduced meal application
- Have questions related to your child's cafeteria account

My spouse and I are no longer together. Can we both have access to the Family Portal to view our children's accounts, but with separate accounts and logins?

Yes. Simply set up a new account with your email address. When you link your child to your account, you can then view account balances and deposit funds separately. Your financial information will only be visible to you. However, student available balances will be visible to any guardian or family member who has access to your child through the Family Portal.

Can I access my account through any browser?

You can access your account through any browser except Internet Explorer which is no longer supported.

Can I access my account through a mobile app?

Yes. To access your account, search for **TITAN Family Connect** in your phone's app store.

How can I deposit funds to the Feed it Forward program?

To deposit funds to the Feed it Forward program, log into your account and select **Add One Time Account Payment**. Upon doing so, the lower portion of the screen will allow you to deposit a specific amount that can be used by the school to cover meals. Please note this is separate for your student(s) having an account balance.