



To: Free and Reduced Lunch Applicants

From: Merton Business Office

Date: August 5th, 2016

RE: Free and Reduced Lunch Instruction and Guidelines

To Free/Reduced Lunch Applicants:

Merton Community School District is proud to offer the opportunity for families to apply for free or reduced lunch. While Merton School District does not partake in the Federal Lunch Program and thus is not under the obligation to offer this service, it is our goal to always help serve the students of our community in the best way possible. Part of a successful school day is making sure our students are well nourished throughout the day. To this end, we offer free and reduced lunches to those families who meet the federal guidelines.

Once the application is printed and completed, please return the application to the Merton Business Office or mail the form to the Merton Business Office with the attention to Michael Williamson. Once the application is received in the Business Office, you will receive a letter in the mail from the Business Office stating whether your family has met the requirements to receive a free or reduced lunch. Even though we do not participate in the Federal Lunch Program, we do use the same financial guidelines in determining a family's eligibility for the benefit. The "Approval/Denial of Benefits" letter should be received within 10 days of completing and returning the application to the Business Office. Upon the date of approval, your family will begin to receive free or reduced lunches.

If you apply and receive the benefit, a "lunch" consists of one entrée and up to three fruits and vegetables from the salad bar. Anything else that is purchased (a la carte items, snacks, a second entrée, etc.) will be charged to the students lunch account and will not be reimbursed by the school district. Consequently, purchasing only an entrée does not meet the requirements of a meal. Two or more sides and must be taken in order for the lunch to be reimbursed by the district. This ensures that the student is receiving the appropriate nutritional value to be successful.

Once you are accepted to receive the benefit, the benefit lasts until October 15 of the next year. You must reapply before that date to continue to receive the benefit the next year. If the Merton Business Office does not receive an application before October 15th of the proceeding year, your student(s) will be dropped from the benefit as of October 15th. If your financial situation changes and you did not need to receive the benefit any longer, you may contact the Merton Business Office by phone or mail to have your student(s) dropped from the program.



Again, thank you for looking into the free and reduced application process for Merton Community School District. We are always looking to serve our students and families in the best way possible to ensure academic success. If you have any questions about the program, please contact Sarah Viera at 262-538-2801 or vieras@merton.k12.wi.us.

A handwritten signature in black ink, appearing to read "Sarah Viera". The signature is fluid and cursive, with a large initial "S" and "V".

Sarah Viera
Business Manager