



Ponca Public Schools IMPORTANT

BACK TO SCHOOL INFORMATION

DATES TO REMEMBER

Ponca High School Final Registration
8:00 a.m. – 12:00 (noon) or 1:00 p.m. – 4:00 p.m.

Monday, July 29th – Seniors

Tuesday, July 30th – Juniors

Wednesday, July 31st – Sophomores

Monday, July 29th

Freshman and Parent Meeting
6:00 p.m. High School Commons

Saturday, August 3rd

Alumni Tours 2:00 – 4:00 p.m.

Thursday, August 8th

High School Student Council Meeting 7:00 p.m.

Tuesday, August 13th

Elementary Open House
Jackson 6:00-7:00 p.m.
Ponca 7:00-8:00 p.m.

Instrument Display for 5th Grade 7:00-8:00 p.m.

MANDATORY Technology Orientation for 7th-12th
Parents & Students 7:00 – 8:00 p.m. Ponca Gym
7th Grade Open House will follow

Thursday, August 15th

First day of School - Early Dismissal
Ponca 8:10 – 1:30 p.m.
Jackson 8:20 – 1:10 p.m.

Saturday, August 17th

Buddy Pizza Party 2:30 p.m.

Ponca High School Schedules Final Registration

Final fall registration has been scheduled for students in grades 9-12 the week of July 29-31. Every 10-12 grader will need to stop by the high school guidance office between 8:00 A.M. and 12:00 (Noon) or 1:00 P.M. to 4:00 P.M. on the day which has been set aside for his/her class to check final schedules. If there are conflicts or questions concerning a student's schedule, changes will be made at that time. Registration dates are as follows:

Seniors: Monday, July 29

Juniors: Tuesday, July 30

Sophomores: Wed. July 31

Freshmen students and their parents are urged to attend an informational meeting on Monday, July 29th, at 6:00 P.M. in the Ponca School Commons.

Mr. Lahm and Mrs. Hassler will host this meeting designed to orient 9th graders and their parents on high school requirements and class scheduling.

School Times and Procedures

The school day will start at 8:10 for Junior High and High School students with dismissal at 3:40. At Ponca Elementary, the students may enter the high school building at 8:05 with the school day starting at 8:10 and dismissing at 3:35. At Jackson Elementary, the students may enter the building through the **south doors** (the playground doors) of the building at 8:15 with the school day beginning at 8:20 and dismissing at 3:20. The shuttle bus leaves from Jackson in the afternoon at 3:20. Jackson students who ride the bus will be dismissed through the north door.

NOTE: Every Monday will be a one hour late start for our teachers to participate in Professional Learning Communities (PLCs).

Elementary Parent Night

Parent Night for elementary students at Jackson Elementary and Ponca Elementary will be **Tuesday, August 13th**.

Jackson Elementary is from 6:00 to 7:00, while Ponca Elementary is 7:00 to 8:00.

This is a great opportunity for parents, students, and teachers to meet and greet each other prior to the start of the school year. Students will be able to find their rooms, desks, and lockers. It is strongly encouraged that students bring their school supplies with them on this night to be placed in their desk and locker. This will eliminate a lot of confusion on the first day of school and greatly reduce the chance of losing any supplies while on the bus, or before school.

7th- 12th Grade MANDATORY Technology Meeting /7th Grade Open House

On Tuesday, August 13 at 8:00 P.M., Ponca Public Schools will be hosting the 7th-12th grade Computer Rollout in the East Gymnasium. All 7-12 parents and students should plan to meet at 8:00 pm for a **MANDATORY** meeting and important paperwork. Please bring \$25 for the computer insurance, and 9-12th grade students will receive your computer on this night.

Also taking place this night will be an Open House for all 7th grade students, their families, and the High School Buddies. The Open House will be hosted immediately following our whole group meeting in the East Gymnasium. (This replaces the Open House that has traditionally been held the following week.) All 7th grade students will sign the paperwork and pay for their Chromebooks as well as receive their 2019-2020 class schedules for the upcoming school year. High School Buddies will be the tour guides for the 7th grade students and their families, and each student will have the opportunity to walk through the school to see all of their classrooms. In addition, 7th grade students will have time to practice their locker combinations on their school lockers.

Band Instrument Rental for 5th Grade Students

If you have not yet purchased or rented an instrument, we will be having an instrument rental night on Tuesday, August 13th in the hallway by the elementary office from 7-8PM.

Stop in to get your instrument and other supplies after dropping off your school supplies. Representatives from Midbell Music will be on-site to assist you with purchases and rentals. Please bring a check or credit card, and driver's license with you. All students need their instruments in class by August 26th. If you have any questions, please contact me at 402-755-5700 or jessicasteckly@poncaschool.org. I hope to see you there!

DISTRICT TRANSPORTATION

***Please Note:** There will be administrators and/or staff members on all bus routes the first 2 days of school. The purpose of this is to assist our students with appropriate bus behaviors and how to properly enter and exit the bus at stops.

SHUTTLE BUS TO JACKSON ELEMENTARY – Ponca Public Schools will again operate shuttle bus routes to Jackson Elementary School for students from the town of Ponca and for rural students who are transported to Ponca by means of a regular bus route. These shuttle buses will leave from Ponca Elementary for Jackson Elementary after the rural route buses have completed their morning route. The shuttle bus is scheduled to leave Ponca for Jackson promptly at **8:00am**.

SHUTTLE BUSES will be located on the **SOUTH** side of Ponca High School. Pre-school, Kindergarten, 1st grade, and 2nd grade students who will be attending Jackson Elementary will need to be on the bus by **8:00am**.

The shuttle busses will leave Jackson Elementary at 3:20pm to return students to Ponca in time for their rural route bus departure. Ponca Public Schools will have additional personnel available to help facilitate a smooth transition for students. District personnel will be on the morning and afternoon shuttle routes in order to supervise students.

JACKSON STUDENTS – Students within the village of Jackson should meet their bus at Jackson Elementary or the East Park in Jackson. Parents picking up students in Jackson after school can park in the school parking lot in front of the school building. The buses will load on the north side of the building.

Parking on the east side of North John Street is prohibited.

RURAL BUS ROUTES – Rural students are transported to their attendance center through the District's normal regular route system. In order to comply with bus capacity and riding time constraints, the District is still working to develop these routes and pick-up times for the 2019-2020 school year. **Prior to the start of the school year, the bus drivers will be contacting families along their routes to notify of pick-up times.** **FAMILIES NEW TO PONCA PUBLIC SCHOOLS** – *Kindergarten parents needing regular route transportation and families who have moved to different addresses are encouraged to call the Superintendent's Office at 402-755-5700 for bus route information and/or approximate morning pick-up and afternoon drop-off times.*

The drop-off point for ALL students riding the bus will be on the SOUTH side of the Ponca High School. ALL students will enter the Ponca school building through the SOUTH doors (Labeled #1) of the High School.

Parents/guardians picking up their child after school from the elementary, need to use the SOUTH doors on the SOUTH side of the High School.

If you have moved into the Ponca School District and need bus transportation for your child(ren), please call the Superintendent's Office at 402-755-5700 to inform us of your transportation needs.

MAP GROWTH TESTING Each year students in grades K-11 take the MAP test in the fall and winter. Elementary students are also tested in the spring. MAP is the acronym for Measure of Academic Progress. MAP is an "adaptive" measure of the learning needs of every student. At the completion of the test students receive immediate feedback on their results. Teachers use the information from MAP Growth throughout the school year to plan learning for the students in their classrooms. Students in each grade level are assessed in reading, math, language arts, and science. Administering the fall MAP test at the beginning of the school year gives teachers the opportunity to find out early the learning needs of each student and gives students information on areas they need to focus on to grow their own learning. This year the secondary students in the 7th-11th grade will MAP Growth test the first week of school.

Buddy Pizza Party

All 7th graders and their high school buddies are invited to a kick off pizza party to celebrate the new school year!! The party is scheduled for Saturday, August 17th, 2019 at Pizza Ranch in Vermillion, South Dakota. All students should meet at the school at 2:30 p.m. Each student will need to bring \$5.00 to help cover costs of the fun. Be sure to mark your calendars! See you then!!

School Supply Lists

PreSchool, Elementary and High School school supply lists are available on the Ponca School website. They are also available in the school offices at Ponca and Jackson.

ATTENTION ALL PARENTS

Please contact the school office, if there has been any change in your address, email or phone numbers over the summer.

Why Health Insurance is Important for Your Child

Health insurance protects your money:

- If your child is sick, health insurance helps pay for the care your child needs.
- You can use your money for things like food and housing, and your child can still have health care.
- Preventive care for your child is available at no cost to you.



Health insurance provides a way for you to ask questions and get help when you have concerns about:

- Your child's development and behavior.
- Your child's performance in school.
- Your child's ability to see or read.
- Your child's teeth.



It is easy to apply:

- You can apply for Medicaid by telephone, by filling out the paper form, or on-line at www.dhhs.ne.gov/ACCESSNebraska. Get language help at 1-800-632-7633.
- Use www.healthcare.gov to see more health insurance options. Get language help at 1-800-318-2596.

If your child has health conditions such as asthma, diabetes, or behavior problems, they won't be refused health insurance.

Many minority children and low-income children have certain health problems more often than other children. They may be more likely to be sicker and miss more school compared to other children. By having and using health insurance, you can prevent your child from being sick, missing school, and falling behind.

NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES

Department of Health and Human Services

DHHS Medicaid School-Based Services:

<http://dhhs.ne.gov/SchoolBasedServices.aspx>

PH-OTH-84 English

LUNCH INFORMATION

MEAL PRICES
PreK – 2nd \$2.75 3rd – 6th \$3.00 7th-12th \$3.25 Extra Milk \$.40

Throughout the school year, please check your **LUNCH FUND BALANCE** in PowerSchool to ensure your child(ren) have adequate funds available. If you have questions regarding your lunch account, please call Patti in Ponca at 402-755-5700 or Sue in Jackson at 402-632-4276. I realize that your lunch bill is an additional expense for your family, but be careful to not allow your bill to get out-of-hand. Please pay your lunch bill on a timely manner, it allows the school district to get our bills paid.

Please apply for the free or reduced priced lunches as the school receives Federal and State reimbursement funds for every meal served. The main components of receiving free or reduced priced lunches are based on family income and the number of total family members living in the household. Every family should fill out the form to find out if they meet the necessary qualifications. **Please know that all information is kept confidential and only used for the purpose of determining qualification for free or reduced lunch.** There is nothing embarrassing about applying for free or reduced priced lunches. When your child enters their lunch account number on the lunch computer, **there is NO indication of the payment status.**

Again, ALL Free or Reduced priced lunch information is kept strictly CONFIDENTIAL.

Lunch accounts are set up as individual accounts. **DID YOU KNOW YOU CAN PAY ONLINE!!!!** Ponca Public School District is happy to be partnered with e-Funds for Schools so that parents have the ability to pay online.

First time users need to register their information. You will need to ask your child what their lunch number is so you can get them registered. You do not need a family ID only the student (lunch) number. If you have problems, you can contact Mrs. Kristie Hayes at kristiehayes@poncachool.org.



PICTURE DAY

Monday, September 9th

Calendars and Menus

August Calendars and Menus will be available at the Elementary open house and the mandatory 7th-12th computer rollout on Tuesday, August 13th.

Elementary Class Assignments

Class assignment rosters will not be available in the newsletter this year. Teachers will send a "welcome to my classroom" note in the mail.

Will Your Child Be Able to Start School This Fall??

Kindergarteners must have a physical, eye exam, and kindergarten shots and birth certificate. **7th graders** must have a physical, tetanus booster. **If your child does not meet the state required items listed above, they will be sent home the first day of school.** They will not be able to return to school until we receive the State required items. Please schedule your appointments as soon as possible.

Student/Parent Handbooks

Student/Parent Handbooks will be sent via email and will be available on the school website. If you do not have access to the electronic form of the handbook, you may request one from the elementary or secondary office. Please review the handbook information with your student(s).

We require a signed signature page stating that you have access to the handbook in electronic form or have received a copy of it. Only one signature per family needs to be returned to the school. If you have children in both elementary and secondary, please have a 7-12 child return the signature page to the high school Principal's office. If you only have elementary children, please have your child return it to their classroom teacher.

Legal School Age - Enrollment in Kindergarten

Every child who, on or before the 1st day of August in any year, shall have attained the age of five years and who has not attained the age of 21 years shall be deemed to be of legal school age. Enrollment in kindergarten is available to children who live within the Ponca Public School district boundaries and who are five (5) years of age or will be five (5) years of age by August 1st of the year of their enrollment. The only exception to this rule is in the case of an incoming transfer student who has been enrolled in a kindergarten program in another school district during the present school year and has not reached five (5) years of age by October 15.

Ponca Public Schools Anti-Discrimination Statement

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, audiotape, 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: Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or Fax: (202) 690-7442; or Email: program.intake@usda.gov
This institution is an equal opportunity provider.

Child Find

The Ponca Public School requests your help in locating handicapped children. The school implements the Federal Handicapped Children's Act (PL 94-142) and Nebraska statute, which guarantees a free appropriate educational program for all children between birth and 21 years of age. If you have students or know of any young person who meets these criteria, please contact Superintendent's office.

FAQ about the FOODBANK OF THE HEARTLAND Backpack Program

What is the FOODBANK OF THE HEARTLAND Backpack Program?

While every child has access to nutritious lunch during school, the same cannot be said for weekends and school breaks. The FOODBANK OF THE HEARTLAND Backpack Program was developed to help ensure that every child has access to nutritious food when school is out. Studies have shown that children that eat nutritious meals over the weekend return to school ready to learn on Monday morning. The FOODBANK OF THE HEARTLAND Backpack Program provides children with a food pack to take home before school dismisses for the weekend or holiday break.

When will my child receive food?

Food packs are distributed on Fridays or the last day of school prior to a long weekend.

What does the food pack contain?

Some items may include cereal bowls, instant oatmeal packets, microwavable pasta bowls or soup containers, cheese crackers, granola bars, fruit cups, snack mixes, and pudding cups.

Is the food for my family?

No, the food packs are intended to feed your child. Providing enough food for the entire family would exceed the safe weight a child should carry in a backpack.

How many food packs have FOODBANK OF THE HEARTLAND allotted to the Ponca School District (including Jackson campus)?

Based on our student population, FOODBANK OF THE HEARTLAND has allotted 8 food packs for our district. If more than 8 students register for the program, then arrangements will be made to fund additional food packs as needed.

Where can I get food for the rest of my family?

Ponca Area Food Pantry. Contact: Pastor Jeff Peters, Christ the King Church, 121 N. Iowa Street, Ponca, NE 68770. Phone: 402-755-2959. Hours: The 2nd & 4th Thursday of a full week each month (January through October) from 9:00 AM to 10:00 AM or 7:00 -8:00 PM. During the months of November and December the days are the 1st and 3rd Thursday of a full week. (The hours are the same as previously listed.) **Dixon County Food Pantry (Ponca Office).** Contact: Ken Johnson, United Methodist Church, 223 W. 2nd Street, Ponca, NE 68770. Phone: 402-755-2742. Hours: Appointments to pick up food can be arranged by calling Ken Johnson at the number listed (24/7).

Will anyone else know that my child is receiving food?

Only the school administration and guidance counselors, and your child's teacher will know. The food sack will be discreetly placed in your child's backpack.

Is there a cost for the food packs?

No, but you must enroll in the program.

Who should enroll in the FOODBANK OF THE HEARTLAND Backpack Program?

If your child is already enrolled in the reduced-price or free meal program at school, please consider enrolling your child to help provide nutritious meals on weekends. If your child would benefit from consistent nutritious food on weekends, please consider enrolling your child. No financial documents are required to enroll. The FOODBANK OF THE HEARTLAND Backpack Program is currently sponsored by Christ the King Church of Ponca. At this time sponsored by the Ponca Ministerium Association. They intend to serve the needy students as food and funds are available.

Who is paying for the FOODBANK OF THE HEARTLAND Backpack Program?

FOODBANK OF THE HEARTLAND (Omaha, NE) and funds from local donors in the Ponca area.

How can I help?

Monetary donations can be dropped off at the Bank of Dixon County. Checks should be made payable to the Foodbank of the Heartland Backpack Program. Questions: Please call Pastor Jeff Peters at 712-898-9636.

This letter is being sent to all families of the Ponca Public School District.

FOODBANK OF THE HEARTLAND Backpack Program
with help from Christ the King Church, Ponca Nebraska

The FOODBANK OF THE HEARTLAND Backpack Program works with school staff to provide a free supply of meals and snacks to students who may need an additional food resource over weekends during the school year. The food is given to the children before they leave school each Friday (or, in case of a holiday, the last day before the break). This service is provided as discreetly as possible, and at no charge. If you believe that your child would benefit from this assistance, please register him/her right away. Any child enrolled in Ponca Public Schools may participate.

You may register your child for the FOODBANK OF THE HEARTLAND Backpack Program anytime during the school year. Only register once per school year. Complete the consent form below and return it to the school office. If you have more than one child in school, you only have to submit one form. This information will be kept confidential. Once the school receives your consent form, your child(ren)'s name(s) will be added to the list of students registered for FOODBANK OF THE HEARTLAND. She/he will soon begin to receive a supply of kid-friendly food at the end of each school week. ***THE BAG MUST BE RETURNED BY THE FOLLOWING TUESDAY MORNING. IF NOT THERE WILL NOT BE A BAG FOR YOUR FAMILY THE NEXT WEEK.**

If you haven't already registered, please consider letting this program help your family. Questions? Contact your child's school: Mr. Lahm – (402) 755-5736; Mr. Hayes – (402) 755-5727; Mrs. Hassler – (402) 755-5739 or Mrs. Anderson – (402) 755-5713.

(Note: This program is not associated with the free/reduced-cost lunch program operated through the Ponca Community Schools.)

2019-2020 FOODBANK OF THE HEARTLAND Backpack Program Consent Form

Please register my child(ren) for the FOODBANK OF THE HEARTLAND Backpack Program. I understand that my child(ren) will soon start to receive a supply of food at the end of each week for her/his use over the weekend or school holiday.

PLEASE PRINT CLEARLY!

Today's Date: _____

Child's name	Dietary Restrictions/Allergies	Grade	Locker #	Elementary Teacher

Reminder: TO RECEIVE FOOD EACH WEEK THE BAG MUST BE RETURNED BY TUESDAY MORNING OF THE FOLLOWING WEEK FOR THE FOOD PANTRY TO PACK IT. IF IT IS NOT RETURNED, YOUR FAMILY WILL NOT RECEIVE A BAG THE NEXT WEEK.

Parent Name (printed): _____ Parent Signature: _____
Home Address: _____ Phone: _____

Ponca Public Schools

Jackson School
PreK – 2nd Grade
223 North John Street, Box 67
Jackson, NE 68743
(402) 632-4276

Jody L. Phillips, Superintendent
Robert Hayes, Elementary Principal
Derek Lahm, Secondary Principal

Ponca School
3rd Grade – 12th Grade
505 3rd Street, Box 568
Ponca, NE 68770
(402) 755-5700

August 2019

Dear Parent/Guardian:

Children need healthy meals to learn. Ponca Public Schools offers healthy meals every school day. Lunch costs are: PreK-2 = \$2.75/ Grades 3-6=\$3.00/Grades 7-12=\$3.25. **Your children may qualify for free or reduced price meals.** Reduced price is \$.40 for lunch. If your child(ren) qualified for free or reduced price meals at the end of last school year, you must submit a new application by **September 25, 2019** in order to avoid an interruption in meal benefits.

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.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR) 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 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.

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 **Supt. Jody L. Phillips, Ponca Public Schools, PO Box 568, Ponca, NE 68770. Phone: (402) 755-5700** **Email: jodyphillips@poncaschool.org**

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. Return the completed application to: **Supt. Jody L. Phillips, Ponca Public Schools, PO Box 568, Ponca, NE 68770. Phone: (402) 755-5700** **Email: jodyphillips@poncaschool.org**

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 **Supt. Jody L. Phillips, Ponca Public Schools, PO Box 568, Ponca, NE 68770. Phone: (402) 755-5700** **Email: jodyphillips@poncaschool.org** immediately.

5. 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. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

6. 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.

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. 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: **Kenton Book, Board President, 505 3rd Street, Ponca NE 68770 (402)755-5700.**
10. 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.
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 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.
13. 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.
14. 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 **Supt. Jody L. Phillips, Ponca Public Schools, PO Box 568, Ponca, NE 68770. Phone: (402) 755-5700 Email: jodyphillips@poncaschool.org** to receive a second application.
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, please go online to ACCESSNebraska.ne.gov or call 1-800-383-4278.

If you have other questions or need help, call **(402) 755-5700.**

Sincerely,



Jody L. Phillips
Superintendent
Ponca Public Schools

FOR FUTURE COLLEGE PLANNING...

If you are eligible for free or reduced price lunch, you should know that your son or daughter may also be eligible for federal financial aid to attend college. To know for sure, families of graduating seniors must complete a Free Application for Federal Student Aid (FAFSA).

See your son/daughter's counselor for more information.

It's not too early to start planning for college. College is possible for everyone and there is financial aid available, if you plan ahead. See your son/daughter's counselor for more information or visit www.knowhow2gonebraska.org.

Return Completed Application to: (Insert School name, mailing address here)

Part 1: Children in School

List names of all children, including foster children, in school. If all children listed are foster, skip to Part 4 to sign the form. (First, Middle Initial, Last Name)	Check box below if a foster child	Name of School Child Attends	Grade
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

Part 2: Assistance Programs – SNAP, TANF or FDPIR Benefits

Enter **MASTER CASE NUMBER** if household qualifies for SNAP, TANF or FDPIR: (Social Security numbers, Medicaid numbers and EBT numbers are not accepted.) Skip to Part 4

Part 3: Total Household Gross Income – You must tell us how much and how often.

1. Household Members List everyone in the household, current income each person earns in whole dollars (no cents) & how often. Entering "0" or leaving the income field blank certifies no income to report. A foster child's personal use income must be listed.	2. Gross Income (before taxes) and How Often it was Received					
	Earnings from Work before deductions		Public Assistance, Child Support, Alimony		Pensions, Retirement and All Other Income	
	Income	How often	Income	How often	Income	How often

Total Number of Household Members: _____ Last four digits of Social Security Number (SSN) of the adult signing this form: XXX – XXX – _____ Check if no SSN

Part 4: Adult Signature and Contact Information – An adult household member must sign the application.

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits and I may be prosecuted under applicable State and Federal laws."

Sign here: _____ Print name: _____ Date: _____

Street Address (if available): _____ Zip: _____ Daytime Phone: _____

Part 5: Children's Ethnic and Racial Identities – Optional

Check one Ethnic Identity: – and – **Check one or more Racial Identities:**

Hispanic or Latino Asian Black or African American Native Hawaiian or other Pacific Islander

Not Hispanic or Latino White American Indian or Alaskan Native

Do Not Fill Out the Section Below - For School Use Only

Annual Income Conversion: Weekly X 52; Every 2 weeks X 26; Twice a month X 24; Monthly X 12

Total Household Size: _____

Total Income: _____ per _____

Year Month 2 X Mo Every 2 Wks Week

Free Reduced Denied

Income Reason for denial:

Categorically eligible: Income too high

SNAP/TANF/FDPIR Incomplete application

Foster Child

Signature of Determining Official: _____ Date Approved: _____

FOR THE VERIFICATION PROCESS ONLY:

Signature of Confirming Official: _____	Date Confirmed: _____	Date Withdrawn From School: _____
Signature of Verifying Official: _____	Date Verified: _____	

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

FEDERAL INCOME CHART for School Year 2019-20					
Household size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	23,107	1,926	963	889	445
2	31,284	2,607	1,304	1,204	602
3	39,461	3,289	1,645	1,518	759
4	47,638	3,970	1,985	1,833	917
5	55,815	4,652	2,326	2,147	1,074
6	63,992	5,333	2,667	2,462	1,231
7	72,169	6,015	3,008	2,776	1,388
8	80,346	6,696	3,348	3,091	1,546
Each additional person:	8,177	682	341	315	158

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, 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 adult household member who signs the application. The last four digits of the social security number are 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.

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, audiotape, 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) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Instructions for Completing the Free & Reduced Price School Meals Family Application

For households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR), follow these instructions:

- Part 1:** List each child's name, the school they attend and their grade.
Part 2: Enter household's Master Case Number if the household qualifies for SNAP, TANF or FDPIR.
Part 3: Skip this part.
Part 4: Complete this part. An adult must sign the form.
Part 5: This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one will be selected for you based on visual observation.

For households with FOSTER CHILDREN, follow these instructions:

If all children in the household are foster children:

- Part 1:** List all foster children, the school they attend and their grade. Check the box indicating the child is a foster child.
Part 2: Skip this part.
Part 3: Skip this part.
Part 4: Complete this part. An adult must sign the form.
Part 5: This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one will be selected for you based on visual observation.

If some of the children in the household are foster children:

- Part 1:** List all children, including foster children, the school they attend and their grade. Check the box if the child is a foster child.
Part 2: If the household does not have a Master Case Number, skip this part.
Part 3: Follow these instructions to report total household income from last month.

Column 1 – Household Members: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. Attach another sheet of paper if necessary.

Column 2 - Gross Income and How Often it was Received: Gross income is the amount earned **before taxes and other deductions**; it is not your take-home pay. For each household member, list each type of income received for the month. You must also report how often the money is received – weekly, every other week, twice a month, or monthly.

Earnings from Work includes the following:

- Salary, wages, cash bonuses
- Net income from self-employment (farm or business)

If you are in the U.S. Military, include:

- Basic pay and cash bonuses (do not include combat pay, Family Subsistence Supplemental Allowance (FSSA) payments or privatized housing allowances)
- Allowances for off-base housing, food and clothing

Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster care payments.

Public Assistance/Child Support/Alimony includes the following:

- Unemployment benefits, Worker's compensation
- Supplemental Security Income (SSI), Cash assistance from state or local government
- Veteran's benefits (VA benefits), Strike benefits
- Child support payments, Alimony payments

Pensions/Retirement/All Other Income includes the following:

- Social Security payments (including railroad retirement and black lung benefits)
- Private pensions or Disability benefits
- Regular income from trusts or estates, Annuities, Investment income, Earned interest, Rental income and *Regular* cash payments received from outside the household.

If you have no income, write "0" or leave the income field blank. If you do this, you are certifying there is no income to report.

Household Size: Enter the total number of people in your household.

Social Security Number: The adult signing the form must list the last four digits of their Social Security Number (SSN) or check the box to the right labeled "Check if no SSN."

Part 4: Complete this part. An adult must sign the form.

Part 5: This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one will be selected for you based on visual observation.

For ALL other households, follow these instructions:

Part 1: List all children, the school they attend and their grade.

Part 2: If the household does not have a Master Case Number, skip this part.

Part 3: Follow these instructions to report total household income from last month.

Column 1 – Household Members: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. Attach another sheet of paper if necessary.

Column 2 - Gross Income and How Often it was Received: Gross income is the amount earned **before taxes and other deductions**; it is not your take-home pay. For each household member, list each type of income received for the month. You must also report how often the money is received – weekly, every other week, twice a month, or monthly.

Earnings from Work includes the following:

- Salary, wages, cash bonuses
- Net income from self-employment (farm or business)

If you are in the U.S. Military, include:

- Basic pay and cash bonuses (do not include combat pay, Family Subsistence Supplemental Allowance (FSSA) payments or privatized housing allowances)
- Allowances for off-base housing, food and clothing

Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster care payments.

Public Assistance/Child Support/Alimony includes the following:

- Unemployment benefits, Worker's compensation
- Supplemental Security Income (SSI), Cash assistance from state or local government
- Veteran's benefits (VA benefits), Strike benefits
- Child support payments, Alimony payments

Pensions/Retirement/All Other Income includes the following:

- Social Security payments (including railroad retirement and black lung benefits)
- Private pensions or Disability benefits
- Regular income from trusts or estates, Annuities, Investment income, Earned interest, Rental income and *Regular* cash payments received from outside the household.

If you have no income, write "0" or leave the income field blank. If you do this, you are certifying there is no income to report.

Household Size: Enter the total number of people in your household.

Social Security Number: The adult signing the form must list the last four digits of their Social Security Number (SSN) or check the box to the right labeled "Check if no SSN."

Part 4: Complete this part. An adult must sign the form.

Part 5: This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one will be selected for you based on visual observation.