



MOC-Floyd Valley Community School

2023-24 Registration Information

School start date is August 23, 2023

Find the most up-to-date school information on our homepage: www.mocfv.org

MOC-Floyd Valley Community Schools

The MOC-Floyd Valley Community School District **registration for the 2023-24 school year is open online now!** We will also have a district wide in-person registration day on Wednesday, August 9th from 10AM-7PM at the new MOC-Floyd Valley Elementary School, 1701 14th St SE, Orange City. All signups and fees may be done electronically through your Infinite Campus Parent Portal, through a mailed-in/dropped off cash/check to PO Box 257, 709 8th St SE, Orange City, IA 51041 or in-person on our registration day on Aug 9th. You will find attached the assessed Registration Fees for your student(s). These fees may be paid, along with any optional fees you wish to choose, through

your Campus Parent Portal. **FREE ONLINE PAYMENTS** when you pay by echeck (checking/savings account). **This is a free option for all Campus Online payments starting with your online registration fees.** You may save your bank account information in the secure payment fields and enjoy free online payments of all fees & lunch money deposits year round. Note, all credit/debit card deposits and payments will be assessed a card convenience fee of 4% after Aug. 21st .

INFINITE CAMPUS PORTAL

If you do not have an Infinite Campus Parent Portal or if you have forgotten your login or password, please contact our tech department and they will get you setup. rnoteboom@mocfv.org; jbonnecroy@mocfv.org; or call 712.737.4606 and we will be happy to help.

New Family Registration

New families to our district that have not filled out enrollment paperwork may call Cathy at 712.737.4606 (Spanish translation Maria 712.541.7910) to set up a personal registration time.

2023-24 Registration Fee Description

ENROLLMENT FEES-

TK-5th Grade - \$15.00

6th-12th Grade - \$25.00

LUNCH CHARGES

Student Breakfast TK-12 - \$1.15

Student Lunch-TK-5 - \$2 | 6-12 \$2.15

Optional TK-5 Milk Break-\$.35 each

Optional 6-12 A la Carte - Individually Priced

OTHER/OPTIONAL FEES-

Band Uniform Rent: 6/\$5, 7&8/\$15, HS-\$40

School Instrument Rent: \$60

Percussion Rent: 6-8-\$30, HS-\$60

Music Pass: Family-\$30, Adult-\$20,

Student (TK-12)-\$15

**** Athletic pass:** available to purchase online only through BOUND (info on our homepage)

Dutchmen Booster Club Options

Sports Booster Club Membership Levels

White \$25, Silver \$50, Purple \$75, Platinum \$100

Band Booster Club Membership Levels

Band Member \$50, Section Leader \$100, Captain \$150

Vocal/Strings Club Membership - \$25

Speech Club Membership - \$25

MOC-Floyd Valley Elementary School

Public Open House & Dedication

1701 14th St SE, Orange City, Iowa

Monday, August 7, 2023 - 11AM-1PM & 5-7 PM
Building Dedication Ceremony 7 PM in the north gym

MOC-FV CONTACT INFORMATION:

High School Office: 712.737.4871

Mike Mulder -mmulder@mocfv.org

MOC-FV Elem Office: 712.737.4606

Marcia De Graaf TK-2 -mdegraaf@mocfv.org & Mike Landhuis 3-5 -mlandhuis@mocfv.org

Admin Office: 712.737.4873 Russ Adams -radams@mocfv.org

Middle School Office: 712-756-4128

Chris Yaw -cyaw@mocfv.org

<p style="text-align: center;">MOC-Floyd Valley Community School District Building Information 2023-2024</p>
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MOC-Floyd Valley Elementary School - 1701 14th St SE, Orange City IA, 51041

Principals: Marcia De Graaf TK-2nd grades & Mike Landhuis 3rd-5th grades

Phone: 712.737.4606 Fax: 712.737.8006

School Hours: 8:10 AM - 3:15 PM

Early Dismissal Fridays - 1:15 PM

Breakfast is Optional in classroom

- Personalized Meet & Greets will be set up by each homeroom teacher occurring the week of Aug 14th.
- Look for information from your child's teacher after Aug 9th to select your visit time!

MOC-Floyd Valley Middle School - 1104 5th Ave, Alton, IA 51003

Principal: Chris Yaw Phone: 712.756.4128 Fax: 712.756.4100

School Hours: 8:12 AM - 3:16 PM

Early Dismissal Fridays - 1:15 PM

Breakfast Served 7:45—8:00 AM

- We invite you to mark your calendars and plan to join us for the Middle School Open House on Tuesday, August 22nd in the evening!
- Look for Middle School Welcome Back information that will become available in August.

MOC-Floyd Valley High School - 615 8th St SE, Orange City, IA 51041

Principal: Mike Mulder Phone: 712.737.4871 Fax: 712.737.3933

School Hours: 8:05 AM –3:15 PM

Early Dismissal Fridays - 1:15 PM

Breakfast Served 7:45-8:00 AM

- Week of Aug 1st - schedules posted on student portal-questions or change requests should be emailed to Mrs. Koenig (lkoenig@mocfv.org) or Mr. Mulder (mmulder@mocfv.org). You are also welcomed to stop in and see them at school starting Aug 14th.
- Stop by after Aug 14 to locate locker & classrooms on schedule, building open from 8AM-4PM
- High School Welcome Back to School/Freshman Orientation—Thursday, August 17th
- More information will become available in August

Board Policy 506.2E1

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

Directory Information:

The following is considered directory information and may be released to the public and at the request of military recruiters: Name, address and phone number, date and place of birth, email address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, height and weight, dates of attendance, degrees and awards received, recent previous education institutions attended, photographs and other likenesses. Any student or parent/guardian not wanting this information released must fill out a refusal form which is available at all MOC-Floyd Valley CSD offices or declare so in writing to the principal. This must be done every year at the start of the school year. (Policy 506.2, 506.2R1, 506.2E1)

MOC-FLOYD VALLEY COMMUNITY SCHOOL

23-24 TRANSPORTATION INFORMATION

Transportation Stops and Approx Times

Our transportation schedules have changed with the opening of the new MOC-FV Elem school. This new location has changed the way we do town pickups and drop-offs, it has added many stops and changed a few previous stop locations. We have attempted to place these stops in the safest, most populous locations in each town. Please bear with us as we work through this new transportation load. We understand there may be things we did not anticipate and we may have to make adjustments to ensure the safest most efficient transportation of our students. To help us make our final preparations, we will be sending out a Transportation Sign-up that we ask all families to complete. This sign-up will tell us how you plan to have your student arrive and leave school. It is meant for all students, not just those using school busing. This is extremely important for our youngest students as we will have different dismissal plans for elementary students depending on your transportation plan. Each elementary student will also be receiving a 'transportation tag' that we will need displayed on their backpack so that everyone will easily know where your child needs to be to get home safely.

Maurice Stops: 7:10AM-Maurice Post Office 410 2nd St -Bus #24

7:13AM- Maurice Church 410 Main St-Bus #24

3:50PM-Maurice Church 410 Main St -Bus #17-Maurice Church)

Granville Stop: 7:13AM/3:55PM -All students - City Park Shelter House -Bus #21

Hospers Stop: 7:25AM/3:40PM-Elementary students - Former Hospers Elem School 201 4th Ave N -Bus #23

7:25AM/3:50PM-MS/HS students - Former Hospers Elem School 201 4th Ave N -Bus #18

Alton Stops: Middle School - 1104 5th Ave

7:44AM/3:25PM- Elem students -Bus #21, 7:50AM/3:25PM - Elem students-Bus #18 & #14

7:50AM - Middle School Exploratory & High School to High School -Bus #11

7:40AM/3:23PM-J&B Auto Service & Bum & Koop Prop(3rd Ave & E Division St) -Bus #21

Orange City Stops:

7:20AM/3:40PM - 4th St NW & Iowa Ave NW -Bus #22

7:23AM/3:47PM - 2nd St SW & Michigan Ave SW -Bus #22

7:25AM/3:45PM - 1st Ref Church - 420 Central Ave NW -Bus #11

7:25AM/3:35PM - Westside Trailer Park - Hwy 10 W -Bus #22

7:30AM/3:40PM - Dover Alliance Church - 417 3rd St NE -Bus #11

7:30AM/3:30PM - 11th St SE (700 Block) -Bus #8

7:35AM/3:35PM - MOC-FV High School - 615 8th St SE - Elem & MS students -Bus #11

7:35AM/3:35PM - Candlelight Village Entrance - 1101 Albany Pl SE -Bus #8

7:36AM/3:45PM - Calvary Christian Ref Church - 709 5th St SE -Bus #22

7:39AM/3:40PM - Frankfort SE (Crosswalk behind Fareway) -Bus #8

7:40AM/3:50PM - Tallahassee NE (100 Block) -Bus #22

7:40AM only - MOC-FV High School - 615 8th St SE - Elem & MS students -Bus #8

7:42AM/3:35PM - 14th St SE & Lincoln Pl SE -Bus #24

7:44AM/3:36PM - Veteran's Park Scout House - 5th St SW -Bus #17

7:45AM/3:30PM - MOC-FV High School - 615 8th St SE - Elem & MS students - Bus #24 & Bus #22

7:47AM/3:34PM - New Hope Evangelical Free Church - 718 Florida Ave SW -Bus #17

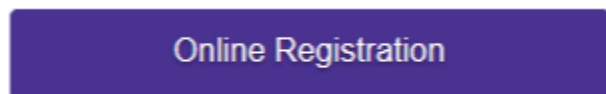
7:50AM/3:30PM - MOC-FV High School - 615 8th St SE - Elem & MS students -Bus #17

7:50AM/3:20PM - Orange City Area Daycare & Preschool (for those using daycare services only) -Bus #23

For safety reasons, the MOC-Floyd Valley Elementary School will not be a pickup or drop-off option for MS or HS students

Registration/Online Payments Instructions

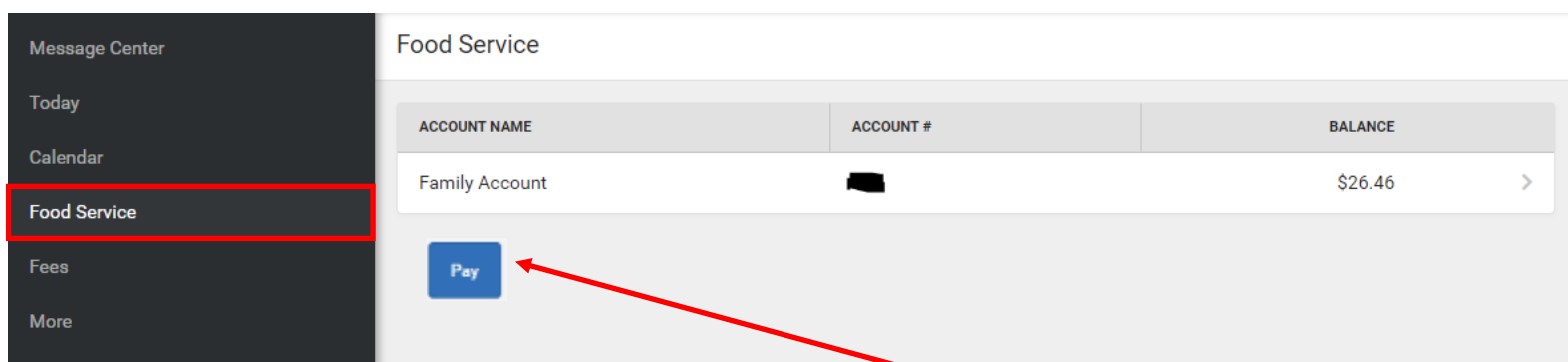
Step 1—On the **mocfv.org** website homepage select the **Online Registration** button.



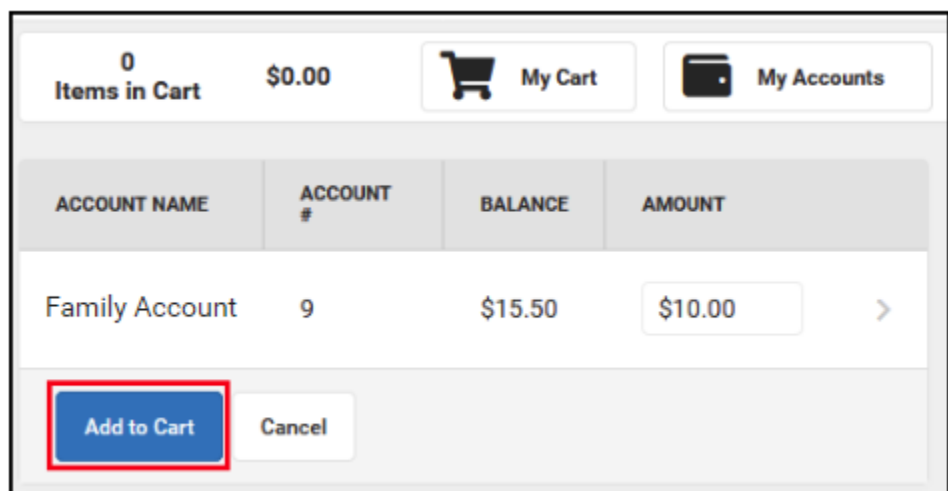
***If you need help creating a parent portal, please email Ryan at rnoteboom@mocfv.org.**

Step 2— Choose **Campus Parent** and log into the parent portal.

Step 3— Select the **Food Service** tab on the left to view your lunch account.



Step 4—If you would like to add money to your lunch account click the **Pay** button, enter the amount you would like to add, and click **Add to Cart**.



Step 5—Select the **Fees** tab on the left. Here you will see enrollment and other required fees listed. Select **Add to Cart** next to each fee listed.

Message Center
Today
Calendar
Food Service
Fees
More

Fees

Person: All School Year: 2020-2021 Type: Unpaid

Total Due: \$40.00

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	
Enrollment Fee TK-5-OC Elem	08/17/2020	[REDACTED]	15.00	Add to Cart >
Enrollment Fee 6-8	08/17/2020	[REDACTED]	25.00	Add to Cart >
Subtotal			40.00	

[Print](#) [Optional Payments](#)

0 Items in Cart \$0.00
[My Cart](#)
[My Accounts](#)

Step 6—Select the **Optional Payments** button to purchase: Music passes and to join Athletic Boosters, Speech Boosters, Vocal/Strings Boosters or to pay Band Parent Dues. **Add to Cart** any items you wish to purchase.

Step 7—Select **My Cart** when finished and complete your payment.

Reminder - online payments made using your bank account information will always be FREE!!

The 4% Credit/Debit Card payment convenience fees will be waived through August 16th.

Step 8—Select the **More** tab on the left. From there you can update Address Information, Demographics, and Family Information for each student.

Message Center
Today
Calendar
Food Service
Fees
More

More

- [Address Information](#) >
- [Demographics](#) >
- [Family Information](#) >
- [Important Dates](#) >

Step 9—Congratulations! You have successfully completed your family registration!!

**MOC-FLOYD VALLEY
ELEMENTARY SCHOOL SUPPLY
LIST 2023-24**

****ALL ELEMENTARY STUDENTS****
Tennis Shoes for PE - Backpack/Book Bag
1 Large Box of Tissues
Plastic Water Bottle (Optional)

TRANSITIONAL KINDERGARTEN

- 1 medium Bottle Elmer's Glue (4 oz – white only)
 - 2 Boxes Crayola Crayons-24 count (Not washable)
 - 6 Elmer's brand Glue Sticks
 - 1 Crayola Classic Color Fine Line Markers-set of 10
 - 1 Bottle of FOAMING Hand Soap
 - Beach towel for Rest Time (No Pillows, Rugs, or Mats)
- KINDERGARTEN**
- 10 - #2 Yellow Wooden Pencils
 - 1 Large Eraser
 - 2 - 4 oz Bottles Elmer's Glue (White only)
 - Beach Towel for Rest Time (No Pillows, Rugs or Mats)
 - 2 Boxes Crayola Crayons (24 Count)
 - Fiskars Scissors—Metal Blades (Pointed))
 - Large Crayola Washable Markers (10 Primary Colors)
 - 8 Thin Black Expo Dry Erase Markers
 - Plastic Pencil Box (Small)-no locks/clasps/zippers
 - 2 - 2-Pocket Sturdy Folders
 - 10 Elmer's Glue Sticks
 - Corded ON-Ear Headphones (NO In-Ear Headphones)

FIRST GRADE

- School Supply Box
- 4 Expo Dry Erase Markers
- 2 Big Pink Erasers
- 2 Sturdy Pocket Folders (not vinyl)
- 12 Yellow Pencils (No Mechanical)
- 1 Elmer's School Glue Bottle
- 4 Large or 8 small Elmer's Glue Sticks
- Scissors (Pointed)
- Crayons (Box of 24)
- Washable Markers (10-Classic Colors)
- Corded On-Ear Headphones or Earbuds

SECOND GRADE

- Small Scissors-pointed
- 6 Black Expo Dry Erase Markers (fine tip only)
- Dry Erase Eraser or Old Sock
- 1 Large or 2 Small Glue Sticks
- 10 - #2 Yellow Pencils (sharpened-no mechanical)
- 1 Box Crayola Crayons (24 Count)
- 1 Spiral Notebook-Wide Ruled
- 2 Large Pink Erasers (no pencil top erasers)
- 1 Pocket Folder - any design
- 1 Plain Zippered Pencil Bag (no boxes)
- Corded On-Ear Headphones or Earbuds

THIRD GRADE

- 8-10 Pack Thin Expo Dry Erase Markers (No neon)
- Whiteboard Eraser or old sock
- #2 Pencils (no mechanical)
- Zippered Pencil Bag
- 2 Elmer's Glue Sticks
- Colored Pencils (12 pack)
- Markers (10 pack)
- Scissors
- 3 Pocket Folders (green, yellow & red)
- 1 Highlighter
- 3 Composition Notebooks – (9 ¾" x 7 ½ ")
- 1 Small Pack Post It Notes (3 x 3)
- Headphones or Earbuds

FOURTH GRADE

- 12 - #2 Pencils
- 4 Glue sticks
- Wide Lined Loose-Leaf Paper (White)
- 1 pack 3x5 White Lined Note Cards
- Crayons – any size
- Scissors (Pointed)
- 5 - 2 Pocket Folders (red, blue, purple, green & yellow)
- 6 Ink Pens (2 each of red, blue & black)
- 4 Dry Erase Markers & Eraser (can be old sock)
- Large Eraser
- 2 Notebooks - wide ruled
- Colored Pencils
- 4 Highlighters
- Zipper Pencil Bag
- Headphones or Earbuds

FIFTH GRADE

- 12 #2 Pencils
- 2 Pink Erasers
- 4 Glue sticks
- 1 College Ruled lined loose-leaf paper
- 1 Notebook Single Subject (college ruled)
- Pencil bag (not box)
- Scissors (Pointed)
- 5 - 2 pocket folders (red, blue, green, black, & yellow)
- 1 - 1 ½" 3-Ring Binder
- 1 - 8 pack binder tab dividers WITH POCKETS
- 6 Blue ink pens (no erasable)
- Colored Pencils (12 pack)
- 4 Thin Expo Dry Erase Markers (blue or black)
- 4 Highlighters (2 pink & 2 yellow)
- Headphones or earbuds (easy to pack/carry)

Boys: 1 pack 4x6 white lined note cards
Girls: 1 pack 3 x 3 yellow Post It Notes

MOC-Floyd Valley MIDDLE SCHOOL SUPPLY LIST 2023-24

6th GRADE

- 1 Green 3 Ring Binder (1") & 4 Dividers- English
- 1 Green Pocket Folder with brads- English
- 1 Purple 3 Ring Binder(1") with 5 Dividers-Reading
- 1 pack College Ruled loose leaf paper- Reading/English
- 1 Blue 3 Ring Binder & 1 Blue notebook-Science
- 1 Black 3 Ring Binder (1") & 5 Dividers-Social Studies & 1 Black Spiral Notebook
- 1 Red 3 ring binder - Math
- 1 Pocket Folder with fasteners-Music
- 1-2 Highlighters
- #2 Pencils and Blue or Black Pens
- Colored Pencils
- Markers (Water Based or Washable)
- Scissors
- Ruler (inches & centimeters)
- Inexpensive headphones
- Inexpensive Calculator (not Scientific)
- 1 box of Tissues for STAR teacher

****Lockers** are small-backpacks with wheels do not fit

7th GRADE

- 3 Ring Binder (1") Blue & 5 Dividers-Science
- 3 Ring Binder (1") Green & 5 Dividers-English
- 3 Ring Binder (1") White & 5 Dividers-Reading
- 3 Ring Binder (1") & 5 Dividers-Math
- 3 Ring Binder, Black & 6 Dividers-Global Studies
- 3 pkg College Ruled Loose Leaf Paper-English & Math
- 1 Pocket Folder-Exploratory
- 1 pkg. 3x5 lined index cards
- #2 Pencils
- Pens (Black or Blue)
- Scotch Tape
- Colored Pencils
- Scissors
- Calculator (inexpensive but needs square root symbol)
- 1 Pkg Reinforcement
- Headphones
- 4 Expo Markers
- 2 boxes of Tissues for STAR teacher

8th GRADE

- 3 Ring Binder (1-1 ½") & 5 Dividers-Math
- 3 Ring Binder (1-1 ½") & 5 Dividers-Science
- 3 Ring Binder (1-1 ½") & 5 Dividers-History
- 3 Ring Binder (1-1 ½") & 5 Dividers-English/Lit
- 2 pkgs Loose Leaf Paper
- Colored Pens-English/Literature
- 1 pkg - #2 Pencils
- Colored Pencils
- 1 pkg Post It Notes
- 2 Pkgs-3 x 5 lined index cards
- 1 Pkg of multi-colored highlighters
- Calculator similar to a TI 30 for Math
- Inexpensive headphones/earbuds
- 2 boxes of Tissues for STAR teacher
- 1 paper grocery bags to cover books

Please keep in mind that these are highly recommended supplies. The colors help our students organize themselves within the framework of our program. We hope that your student(s) will have these supplies **before** the first day of school.

MOC-Floyd Valley HIGH SCHOOL SUPPLY LIST 2023-24

****All students****

- *Kleenex box for their locker*
- *Most classes require a Notebook, Folder, Pens & #2 Pencils*
- *Locker Shelves: The only shelves that will fit are 10 ½" wide and 11 ½" long with folding legs. Any other shelf breaks the lockers and will not be allowed.*

English: (Senior)

- Sturdy Folder, Lined Paper, Pens and Pencils,
- Highlighters – pkg of at least 4 colors, 2nd
- semester-memoir project: 1" soft or hardcover binder and at least 50 clear pages to hold memoir pages in binder

English: (Junior)

- 2 folders (must be able to "clip" notebook paper inside, 1 pkg. college-ruled notebook paper, 1 pkg. of 4"x6" notecards, 1 pkg. of #2 pencils, 1 pkg. of blue or black pens, and 1 pkg. of highlighters

English: (Sophomore)

- 2- pocket folder for handouts, 1 notebook or 3 ring binder (with paper), 1 pkg. black or blue pens, 1 pkg. pencils, 1 pkg. highlighters, 1 pkg. colored pencils or markers, 1 box of facial tissues

English: (Freshman)

- Binder or folder for holding handouts, loose leaf paper for handwritten assignments, notebook or loose leaf in binder for taking notes, highlighter, book cover, 2 black expo markers

Study Skills

- 2 notebooks, pencils, box of kleenex

Spanish:

- 3-ring binder with 5 dividers, notebook /lined paper, box of thin crayola markers, 1 expo marker

Math:

- Graphing or scientific calculator, pens and pencils, loose leaf paper and a 3-ring binder, protractor (optional)

Health:

- *I:** 2 pencils, 2 red pens, 1 notebook, 1 folder
- *II:** 2 Pencils, 2 blue pens, 1 notebook, 1 folder

Biology & Adv. Bio: 1 inch binder, 1 pack loose leaf paper, binder dividers, paper bag for book cover, box of Kleenex

Forensics:1 inch binder, composition notebook, loose leaf paper, ruler, box of Kleenex

Chemistry & Physics: notebook, folder, scientific calculator

Basic Chemistry: notebook calculator with scientific notation

Anatomy & Physiology: 2 pencils, 1 Highlighter, 1 notebook, 1 folder, 2 blue pens

History:

World History, Sociology, TOKPR (Religions):

2-pocket folder (Vinyl), 1-2 Notebooks, writing and highlighting utensils, 3-ring binder (optional), box of tissues and notecards (class donation for year)

loose leaf paper

Accounting I & II:

2 inch 3-ring binder, box of Kleenex

Econ/Personal Finance & Business Management:

1 inch 3-ring binder, box of Kleenex

All classes need a calculator

Computer Applications:

folder, recommend a USB flash drive (not necessary), remote mouse recommended (not necessary)

FCS:

Creative Fashions: responsible for own sewing materials

Art I: Large eraser, 1 pkg.(doz) #2 Pencils, 2 each :black sharpie fine/extra fine, 2 black ink pens;

Optional: Colored Pencils.

Drawing Class: 1pkg (doz.) #2 pencils, 1 pkg. colored pencils, 2 each: black sharpie fine & extra fine tip, black pens.

Science (Freshman):

Notebook, folder, and calculator

Intro to Engineering and Principle of Engineering: : 2-inch 3 ring binder, Quad. Ruled composition notebook, 4G flash drive

HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS/MILK

Please use these instructions to help you fill out the application for free or reduced price school meals/milk. You only need to submit **one** application per household, even if your children attend more than one school in **MOC-Floyd Valley**. Please follow these instructions in order. Each step of the instructions is the same as the steps on your application. The application must be filled out completely to certify your children for free or reduced price school meals. **Completed applications should be mailed or returned to MOC-Floyd Valley, PO Box 257, Orange City, IA 51041.** If at any time you are not sure what to do next, please contact **Rachel Duesenberg, 712-737-4873, rduesenberg@mocfv.org**

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN AND STUDENTS UP TO AND INCLUDING GRADE 12.

Tell us how many infants, children and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include all members in your household who are:
Children age 18 or under **and** are supported with the household's income;
In your care under a foster arrangement or qualify as homeless, migrant or runaway youth;
Students attending **MOC-Floyd Valley**, regardless of age.

- A) List each child's name and date of birth.** Print each child's first name, middle initial, last name and date of birth (optional). Use one line of the application for each child. If there are more children present than lines on the application, attach a Supplemental Worksheet, which can be obtained from the school, with all required information for the additional children.
- B) Is the child a student?** Mark 'Yes' or 'No' under the column titled "student" to tell us which children attend MOC-Floyd Valley. If you marked 'Yes' write where the child attends school and write the grade level of the student in the "Grade" column to the right.
- C) Do you have any foster children?** If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are *ONLY* applying for foster children, after finishing STEP 1, go to "STEP 4". Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.
- D) Are any children homeless, migrant or runaway?** If you believe any child listed in this section may meet this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and **complete all steps of the application.**
- E) Share children's racial and ethnic identities (optional).** Next to each child's name, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN the Supplemental Nutrition Assistance Program (SNAP), Family Investment Program (FIP) OR FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

The Supplemental Nutrition Assistance Program (SNAP-formerly Food Assistance in Iowa)
The Family Investment Program (FIP)
The Food Distribution Program on Indian Reservations (FDPIR)

- If 'NO', go to **STEP 3. (Leave the rest of STEP 2 blank)**
- If 'YES,' provide a case number for **SNAP, FIP, or FDPIR**. You only need to write **one** case number. Case numbers are located on your Notice of Decision. **Go to STEP 4.**

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents. Gross income is the total income received before taxes.

Many people think of income as the amount they “take home” and not the total, “gross” amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums or any other amounts taken from your pay.

Write a “0” in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write ‘0’ or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have known or available information that your household income was reported incorrectly, your application will be investigated.

- A) **Report total household size.** Enter the total number of household members in the field “Total Household Members (Children and Adults).” This number **MUST** be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.
- B) **Provide the last four digits of your Social Security Number.** An adult household member must enter the last four digits of their Social Security Number in the space provided.
- C) **You are eligible to apply for benefits even if you do not have a Social Security Number.** If no adult household members have a Social security Number, leave this space blank and mark the box to the right labeled “Check if no SSN.”

FOR EACH ADULT HOUSEHOLD MEMBER:

- D) **List all adult household member’s name.** Print the name of each household member in the boxes marked “Names of Adult Household Members (First and Last).” **Do not list any household members you listed in STEP 1.**

Who should I list here?

When filling out this section, please include **all** adult members in your household who are:

Living with you and share income and expenses, even if not related and even if they do not receive income of their own.

Do not include:

People who live with you but are not supported by your household’s income AND do not contribute income to your household.

Children and students already listed in Step 1.

Report earnings from work. Refer to the chart below titled “Sources of Income for Adults” and report all income from work in the “Earnings from Work” field on the application. This is usually the money received from working at jobs. If you are self-employed or farm owner, you will report your net income. If you need assistance with this, ask your children’s school for the Supplemental Worksheet which has self-employment calculations.

What if I am self-employed?

If you are self-employed, report income from work as a **net** amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts and revenue. Ask your school for a Supplemental Worksheet to assist you in determining your monthly gross annual income before deductions.

Report income from public assistance/child support/alimony. Refer to the chart below titled “Sources of Income for Adults” and report all income that applies in the “Public Assistance/Child Support/Alimony” field on the application. Do not report the value of any cash value public assistance benefits NOT listed on the chart. If

income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as “other” income in the next part.

Report income from pensions/retirement/all other income. Refer to Table 2 below titled “Sources of Income for Adults” and report all income that applies in the “Pensions/Retirement/All Other Income” field on the application.

Table 1. Sources of Income for Adults

Earnings from Work	Public Assistance/ Alimony/Child Support	Pensions/Retirement/All Other Income
<ul style="list-style-type: none"> Salary, wages, cash bonuses Net income from self-employment (farm or business) <p>If you are in the U.S. Military:</p> <ul style="list-style-type: none"> Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) <p>Allowances for off-base housing, food and clothing</p>	<ul style="list-style-type: none"> Unemployment benefits Worker’s compensation Supplemental Security Income (SSI) Cash assistance from State or local government Alimony payments Child support payments Veteran’s benefits Strike benefits 	<ul style="list-style-type: none"> Social Security (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 Regular cash payments from outside household

E) Report all income earned or received by children. Refer to the table below titled “Sources of Income for Children” and report the combined gross income for ALL children listed in Step 1 in your household in the box marked “Child Income.” Only count foster children’s income if you are applying for them with the rest of your household (income from a part-time job or from any funds provided to the child for the child’s personal use). It is optional for the household to list foster children living with them as part of the household on an application for non-foster children.

What is Child Income?

Child income is money received from outside your household that is paid **directly** to your children. Many households do not have any child income. Use the chart below to determine if your household has child income to report.

Table 2. Sources of Income for Children

Sources of Child Income	Example(s)
<ul style="list-style-type: none"> Earnings from work 	<ul style="list-style-type: none"> A child has a regular full or part-time job where they earn a salary or wages. (Infrequent earnings, such as income from occasional babysitting or lawn mowing, are not counted as income.)
<ul style="list-style-type: none"> Social Security <ul style="list-style-type: none"> Disability Payments Survivor’s Benefits 	<ul style="list-style-type: none"> A child is blind or disabled and receives Social Security benefits. A parent is disabled, retired, or deceased, and their child receives social security benefits.
<ul style="list-style-type: none"> Income from person <i>outside</i> the household 	<ul style="list-style-type: none"> A friend or extended family member <i>regularly</i> gives a child spending money.
<ul style="list-style-type: none"> Income from any other source 	<ul style="list-style-type: none"> A child receives regular income from a private pension fund, annuity, or trust.

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. **Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.**

- A) Provide your contact information.** Write your current address in the fields provided if this information is available. **If you have no permanent address, this does not make your children ineligible for free or reduced price school meals.** Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.
- B) Print and sign your name and write today's date.** Print the name of the adult signing the application and sign in the box labeled "Signature of adult completing the form."
- C) Mail or return completed form to: MOC-Floyd Valley, PO Box 257, Orange City, IA 51041. Please do not mail completed form to the Department of Agriculture as this will delay processing.**
- D) Decline having your information released to Hawki.** If you do not want your household information shared with Hawki, **print, sign and date in the box provided.**
- E) Obtaining translated applications.** If you need a translated application with instructions, they can be found in 49 languages at: <https://www.fns.usda.gov/school-meals/translated-applications>.

PARENT/GUARDIAN INFORMATION LETTER FOR FREE AND REDUCED PRICE SCHOOL MEAL APPLICATION

Frequently Asked Questions About Free and Reduced Price School Meals

Dear Parent/Guardian:

Children need healthy meals to learn. **MOC-Floyd Valley School** offers healthy meals every school day. Breakfast cost **\$1.15**; lunch costs \$2.00 (TK-5), \$2.15 (6-12). Your children may qualify for free meals/milk or for reduced price meals. Reduced price is **\$.30** for breakfast and **\$.40** for lunch. Return or mail the completed application to: **MOC Floyd Valley School, PO Box 257, Orange City, IA 51041**

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-formerly Food Assistance in Iowa), the Family Investment Program (FIP) or a few specific Medicaid programs are eligible for free or reduced price 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 at or below the limits on the Federal Income Eligibility Guidelines below and submit an application for free and reduced price meals/milk.

FEDERAL INCOME ELIGIBILITY GUIDELINES for SCHOOL YEAR 2023-2024

Household Size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	26,973	2,248	1,124	1,038	519
2	36,482	3,041	1,521	1,404	702
3	45,991	3,833	1,917	1,769	885
4	55,500	4,625	2,313	2,135	1,068
5	65,009	5,418	2,709	2,501	1,251
6	74,518	6,210	3,105	2,867	1,434
7	84,027	7,003	3,502	3,232	1,616
8	93,536	7,795	3,898	3,598	1,799
Each additional family member:	9,509	793	397	366	183

2. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS? No, but please read the letter carefully and follow the instructions. If any children in your household were missing from your notification, contact: Rachel Duesenberg, 712-737-4873, rduesenberg@mocfv. immediately as eligibility for free or reduced price meals is extended to all school age children in a household. If you did not receive a letter from the school, but received a Free Lunch Notice from the Iowa Department of Health and Human Services (DHHS), submit this letter to your children's school. You may add any students living in your household who are not listed on the letter. Also, if someone in your household receives SNAP or FIP benefits and you did not receive either of these letters, you may complete an application listing the case number as this will qualify all school age children in your household for free meals. If you were informed that your children will get reduced price meals, see the income guidelines above and if you feel you would qualify for free meal benefits, complete an application for free and reduced price meals.
3. WHAT IF WE HAVE FOSTER CHILDREN? Households with foster and non-foster children may choose to include the foster child as a household member, as this may help other children in the household qualify for benefits. If the foster family is not eligible for free or reduced price meal benefits, that does not prevent a foster child from receiving free meal benefits.
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 contact: **Mike Landhuis, 712-737-4606; mlandhuis@mocfv.org**.

4. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No, complete the applications for free and reduced price school meals for all the students in your household. We cannot approve an application unless complete eligibility information is submitted, so be sure to complete all required information.
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, through **October 4, 2023**. You must complete a new application unless the school told you that your child is eligible for the new school year. When the carryover period ends, unless you are notified that your children will receive free meals or you submit an application that is approved, the children must pay full price for school meals. The school is not required to send a reminder or a notice of expired eligibility.
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 complete and send in an application.
7. 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.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes, we may also ask you to send written proof of the household income you report. You are not required to provide proof with your application.
9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced price meals if the household income drops below the income limit, if your household size goes up, or if you start getting SNAP, FIP or other benefits.
3. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to your school officials. You also may ask for a hearing by calling or writing to: **Russ Adams, PO Box 257, Orange City, IA 51041, 712-737-4873**.
10. 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.
11. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive the 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.
12. 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, or receive Family Subsistence Supplemental Allowance payments, 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.
13. DO I NEED TO PROVIDE MY SOCIAL SECURITY NUMBER? Only the last four digits of the Social Security Number of the household's primary wage earner or another adult household member (or an indication of "none") is needed.
4. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a Supplemental Worksheet and attach it to your application. Contact **Rachel Duesenberg, PO Box 257, Orange City, IA 51041, 712-737-4873, rduesenberg@mocfv.org** to receive a Supplemental Worksheet.
14. WHO CAN GET FREE MILK? If your school participates in the Special Milk Program for half day kindergarteners, your kindergarten child may be eligible for free milk. Children who buy extra milk with a meal or if they eat breakfast or lunch and have an afternoon milk break, are not eligible to receive free milk.
15. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP or other assistance benefits, contact your local assistance office or call **1-877-347-5678**. Your children may be eligible for Hawki (children's health insurance) or a waiver of school fees. Read the information on the back of the Application for Hawki information. A school waiver form is available from your school.

16. CAN CHILDREN WITH DISABILITIES GET FOOD SUBSTITUTIONS? If a child has a disability, as determined by a licensed medical professional, and the disability prevents the child from eating the regular school meal, the school will make substitutions prescribed by the licensed medical professional. If a substitution is needed, there will be no extra charge for the meal. Please note, however, that the school is not required to make a substitution for a food allergy, unless it meets the definition of disability. Please call the school for further information.
17. DO I NEED TO REPORT MY RACE AND ETHNICITY? It is optional to complete the racial/ethnic portion of the application.
18. Translated applications are available at: <http://www.fns.usda.gov/school-meals/translated-applications>.

If you have other questions or need help, call **712-737-4873** or email **rduesenberg@mocfv.org**

Sincerely,

Russ Adams

USDA Nondiscrimination Statement:

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.

Iowa Non-Discrimination Statement: "It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515- 281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."

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 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), Family Investment Program (FIP) 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 programs rules.

2023-2024 Iowa Application for Free and Reduced Price School Meals/Milk Complete one application per household. Use a pen (not a pencil). Please read “How to Apply for Free and Reduced Price School Meals” for more information on completing this application.

STEP 1

List ALL Household Members who are infants, children, and students up grade 12 (if more spaces are required for additional names, attach the supplemental worksheet)

Child's First Name	MI	Child's Last Name	Date of Birth	Student		Child's School	Grade	Foster Child	Homeless, Migrant, Runaway	OPTIONAL	
				Yes	No					Ethnicity	Race
Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related." Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community.								Check all that apply		H=Hispanic or Latino N=Non-Hispanic/Latino	A=Asian W=White I=American Indian/Alaskan Native B=Black/African American P=Native Hawaiian/Other Pacific Islander

STEP 2

Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, FIP or FDPIR? If No, go to STEP 3. If you answered Yes, write a case number here then go to STEP 4 (Do not complete STEP 3).

Write only one case number in this space. Medicaid and EBT card numbers are NOT acceptable.

STEP 3

Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

Apply Online:

A. Total Number of All Household Members (Children + Adults)		B. Last Four Digits of Social Security Number (SSN) of Adult Household Member (last 4 digits)		C. Check No SSN (adult):	

D. All Adult Household Members (include yourself): List all Household Members not listed in STEP 1 even if they do not receive income. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report. Applications with blank income fields will be processed as complete. If more spaces are required for additional names, attach the supplemental worksheet. The sources of income for adults section will help you with the adult income. Report all income in whole dollar amounts before deductions or taxes.

Names of All Adult Household Members	Gross Earnings from Work/All Other Income				Gross Public Assistance/Child Support/Alimony				Gross Pension/Retirement			
	How Often? (mark "X" in box)				How Often? (mark "X" in box)				How Often? (mark "X" in box)			
First and Last Names. Include children who are temporarily away at school or in college.	Weekly	Bi-weekly	2x Monthly	Yearly	Weekly	Bi-weekly	2x Monthly	Monthly	Weekly	Bi-weekly	2x Monthly	Monthly
	\$				\$				\$			
	\$				\$				\$			
	\$				\$				\$			
	\$				\$				\$			

E. Child Income: Sometimes children in the household earn or receive income. Please include the TOTAL gross earned income by all Children listed in STEP 1 here. The sources of income for children section will help you with the Child Income.

Total Income Received by All Children	How Often? (mark "X" in box)			
	Weekly	Bi-weekly	2x Monthly	Monthly
\$				

STEP 4

Contact Information and Adult Signature

"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."

Signature of adult completing the form

Printed name of adult completing the form

Today's Date

Street Address (if available)

Apt. #

City

State

Zip

Daytime Phone (optional)

Email (optional)

DO NOT WRITE BELOW THIS LINE. FOR SCHOOL ADMINISTRATIVE USE ONLY

Return completed form to:

Annual Income Conversion

Household Size:

Signature and Effective Date of Determining Official

Application

Eligibility Determination

Application #:

Date Received:

ERROR PRONE APPLICATION

Signature and Date of Confirming Official

Signature and Date of Verification Follow-Up

Income

Foster Child

FIP/SNAP

Head Start (confirmation required)

Homeless/Migrant/Runaway-Local Official confirmation Required

Application Denied

Incomplete

Over Income Limits

Low-Cost Health Insurance for Children

If your children do not have health insurance, many families getting free or reduced price meals can also get free or low-cost health insurance for their children. The law requires public schools to share your free and reduced price meal eligibility information with Medicaid and Hawki, the State's medical insurance program for children. Private schools, RCCIs and childcare organizations may choose to share this information. Specifically, we will give them your child's name, your name and address. Medicaid and Hawki can only use the information to identify children who may be eligible for free or low-cost health insurance and contact you. They are not allowed to use the information from your free and reduced meal application for any other purpose or to share it with any other entity or program. You are not required to allow us to share this information, it will not affect your child's eligibility for free or reduced price meals. **If you do NOT want your information shared with Medicaid or Hawki, you must tell us by completing the information below.** If you want further information, you may call Hawki at 1-800-257-8563. Also, if you are already receiving Medicaid or Hawki, please sign below. This will avoid another contact.

My signature below indicates I DO NOT want school officials to share information from my free and reduced price meal application with Medicaid or Hawki.

Parent/Guardian Name (Printed) _____ Signature _____ Date _____

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 adult household member who signs the application. The last four digits of 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), Family Investment Program (FIP) or Food Distribution Program on Indian Reservations (FDPPIR) case number or other FDPPIR 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.

USDA Nondiscrimination Statement: 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-Complain+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

***Do not mail applications to this address, only complaints of discrimination.**

This institution is an equal opportunity provider.

Translated applications are available at: <http://www.fns.usda.gov/school-meals/translated-applications>

Waiver Information: If your child(ren) qualifies for free or reduced price meals, you may also be eligible for other benefits. If you sign this waiver, your child(ren) will be considered for a full or partial waiver of school fees. I understand that I will be releasing information that will show that I applied for free and reduced price school meals for my child(ren). I give up my rights to confidentiality for waiver of school fees ONLY. I certify that I am the parent/guardian of the child(ren) for whom application is being made. **YOU DO NOT HAVE TO COMPLETE THIS WAIVER TO GET FREE OR REDUCED PRICE SCHOOL MEALS.**

Signature of Parent/ guardian _____ Date _____

Sources of Child Income	Earnings from Work (Adult Income Sources)	Public Assistance/Alimony/Child Support (Adult Income Sources)	All Other Income (Adult Income Sources)
<ul style="list-style-type: none">• Earnings from work• Social Security (disability payments and survivor's benefits)• Income from person outside the household• Income from any other source	<ul style="list-style-type: none">• Salary, wages, cash bonuses (before deductions or taxes)• Net income from self-employment (farm or business)• If you are in the U.S. Military:<ul style="list-style-type: none">a. Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)b. Allowances for off-base housing, food and clothing	<ul style="list-style-type: none">• Cash Assistance from State/local government• Supplemental Security Income• Unemployment benefits• Worker's compensation• Alimony or child support payments• Veteran's benefits• Strike benefits	<ul style="list-style-type: none">• Social Security• Disability benefits• Regular income from trusts or estates• Annuities• Investment income• Rental income• Regular cash payments from outside household

Iowa Non-Discrimination Statement: "It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515- 281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."

Return completed form to:
MOC-Floyd Valley School
PO Box 257
Orange City, IA 51041