Hello,

I am Diane Wittman, Appleton Area School District’s Auxiliary Services Specialist. In order to comply with federal guidelines we are required to verify a number of free and reduced applications each year and your household was randomly chosen by a computer program. In the next day or two, you will be receiving a letter in the mail explaining the information you will need to send in.   The information is also below.   This information is due back to myself by October 21st.   Once you receive this letter, please call me with any questions that you have.   I will be happy to assist you.

The information that is needed can be returned by either:

∙         Email to [wittmandiane@aasd.k12.wi.us](mailto:wittmandiane@aasd.k12.wi.us)

∙         Mail to:   Diane Wittman, Appleton Area School District, PO Box 2018, Appleton WI  54912

∙         Dropped off at the district location at 122 E College Ave, Appleton Wi  54911

∙         Dropped off at your students school in a sealed envelope to Diane Wittman, District Office.   Your information will then be forwarded to me.

**Diane Wittman**

**Auxiliary Services Specialist  
(Purchasing, Grants, Insurance, Foodservice)**

**Appleton Area School District**

Phone:  920-997-1399 x2031

*PO Box 2019*

*122 E. College Ave, Suite 1A*

*Appleton, WI  54912-2019*

|  |
| --- |
| **You must send us the information to confirm that the students remain eligible. Please submit proof of one month’s income: you can provide the month prior to application, or the month you applied, or any month after the month you applied.**  **This information must be provided by October 21, 2016. Failure to do so will result in termination of meal benefits**.  **Please send copies, not original papers. If you do send originals, they will be sent back to you only if you ask.** |

1. If you were receiving benefits from **FOODSHARE, WISCONSIN WORKS (W-2) CASH BENEFITS** or **FDPIR** when you applied for free or reduced price meals, or at any time since then, send us a copy of one of these:

∙         **FoodShare** or **W-2 Cash Benefits** or **FDPIR** Certification Notice that shows dates of certification

∙         Letter from **FoodShare** or **W-2 Cash Benefits** or **FDPIR** office that shows dates of certification

∙         Do not send your EBT (QUEST) card

2. If you get this letter for a CHILD WHO IS homeless, migrant, or runaway, or A child enrolled in head start, please contact the school, Lisa Hunt (Homeless coordinator), Amy Swick (Migrant coordinator), or Nan Bunnow (Runaway coordinator) for ASSISTANCE.

3. If the child is a Foster Child:

Provide written documentation that verifies the child is the legal responsibility of the agency or court or provide the name and contact information for a person at the agency or court who can verify that the child is a foster child.

4. If no one in your household receives **FoodShare** or **W-2 Cash Benefits** or **FDPIR** benefits:

Provide the documents that show the amount of money your household gets from each source of income. Please provide copies of your original documents. The papers you send must show the **name** of the person who received the income, the **date** it was received, **how much** was received, and **how often** it was received. **Send information to: Diane Wittman, Appleton Area School District, PO Box 2019, Appleton WI  54912**

Acceptable papers include:

∙      ***Jobs:*** Paycheck stub or documentation that shows the amount and how often pay is received; letter from employer stating gross wages and how often you are paid. If you are self-employed, provide copies of documents such as ledger, tax books or Tax Form 1040 (i.e., Schedule C or Schedule F).

∙      ***Social Security, Pensions, or Retirement****:*Social Security retirement benefit letter, statement of benefits received, or pension award notice. Or, you can send the “Statement of Social Security and/or Supplemental Security Income” page, completed by an official.

∙      ***Unemployment, Disability, or Worker’s CompENSATION****:* Notice of eligibility from State employment security office, check stub, or letter from the Worker’s Compensation’s office.

∙      ***Child Support or Alimony****:* Court decree, agreement, or copies of checks or bank statement showing the amount received.

∙         ***Other income (such as rental income)****:*Information that shows the amount of income received, name of person who received, how often it is received, and the date received.

∙      ***No income****:* A brief note explaining how you provide for your household expenses (food, clothing, and housing, etc.) and when you expect an income.

∙         ***Military Housing Privatization Initiative:***Letter or rental contract showing that your housing is part of the Military Privatized Housing Initiative.

If you have questions or need assistance, please call Diane Wittman at 920-997-1399 x2031.  **You may also e-mail us at** [wittmandiane@aasd.k12.wi.us](mailto:wittmandiane@aasd.k12.wi.us)

Sincerely,

**Diane Wittman**

**Auxiliary Services Specialist**



**Privacy Act Statement:** The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children’s eligibility for free or reduced price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced price meals.

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](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Send this information via ONE of the following methods:** | | | | |
| Take pictures of the requested documents with your phone/camera and email them to [**wittmandiane@aasd.k12.wi.us**](mailto:wittmandiane@aasd.k12.wi.us)**.** Include a picture of the front page. | OR | Mail documents along with this page to **Appleton Area School District, Diane Wittman, PO Box 2019, Appleton WI  54912 I**f possible, please send copies, do not send originals. | OR | Come in person to the office located at **Appleton Area School District, 122 E College Ave, Suite 1A, Appleton WI  54911** to drop off copies of the documents. Bring this letter with you. |