



**WEST CARROLL C.U.S.D. #314**  
Mrs. Julie Katzenberger, Superintendent



## **DIRECT CERTIFICATION NOTIFICATION LETTERS**

After July 9th, notification letters will be notified for those students that are identified to be automatically approved for free school meals based on your eligibility for SNAP, TANF, Income Eligible Medicaid or Foster Child status. When you log in to your Skyward Family Access you will see there is a "Food Service Eligibility Letter" notification. Click on "View this Food Service Eligibility Letter". This notification will also qualify those students to have their registration fees waived. If you receive this email/notification you will not need to complete a free/reduced meal application.

### **PRIMARY and MIDDLE school students –**

### **Important Information**

If you only have children enrolled at the West Carroll Primary and West Carroll Middle schools, you **WILL NOT** complete a Free/Reduced Meal application. All students enrolled at those buildings will receive breakfast and lunch EACH day at NO COST for the 2018-2019 school year. **\*\*Please note that if your child chooses to bring a meal from home and would like milk, they will need to pay \$.30 for that carton of milk.\***

Complete the CEP Waiver Request Form if you will be requesting to waive registration fees. This form can be found on the District website at [www.wc314.org](http://www.wc314.org) or can be picked up at the District, Primary or Middle school offices.

**Once you have completed the form, please do one of the following:**

- Email the completed form to: [cweems@wc314.org](mailto:cweems@wc314.org)
- Mail completed form to: West Carroll District Office  
ATTN Cindy Weems  
642 S. East St.  
Mt. Carroll, IL 61053
- Return to the District, Primary or Middle school office.

**After I have received your completed CEP Waiver Request Form I will contact you with the results to let you know if your application has been approved or denied.**



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### FREE/REDUCED MEAL APPLICATION West Carroll High School Students

If you have students enrolled at the West Carroll High school, you will have to complete a Free/Reduced Meal application to be approved to receive free or reduced price meals.

The **ONLINE APPLICATION** can be found in your Skyward Family Access account. Below are the steps to follow after you have logged into your account.

- **Once logged into Family Access click on Food Service. Click down arrow by “All Students” and select the High School student name (application will not be available if you have selected a Primary or Middle school student).**
- Click **“View Applications”** and then **“Add Application”**. You will then see the **Letter to Parents and Instructions for Applying**. Please read these and check the box confirming you have read the **Instructions for Applying**. The next steps will be the **Privacy Act Statement, Non-discrimination Statement** and the **Federal Income Chart**.
- **Follow the steps as you complete your application online. The program will provide prompts to assist you in providing the required information.**

Please review the completed application and fix any indicated errors before submitting for approval. After reviewing for accuracy, click on the **“Submit Application”** button.

- **Your application will be in “pending” status at this point. You will be notified when the application has been approved or denied. You will receive this notification by email and/or the notification will show in your Skyward Family Access once you log in.**

Paper applications will also be available at the District and High school offices. It will also be available on the school website (**under Food Service tab**) if you choose to print it from there. They will also be available at registration in July.

#### Questions or concerns please contact

**Cindy Weems at 815-734-3374 ext 5 or by emailing me at [cweems@wc314.org](mailto:cweems@wc314.org)**

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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: (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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