

Free and Reduced Meals:

- A. Households may apply for free and reduced-price meals at any time during the school year. However, it is encouraged that all households apply at the beginning of each year before the school year starts and before any meal charges are applied to a student account. Meal applications are distributed to households in one of two ways:
- 1) **New Students:** Students enrolling for the first time at The Potter's House will receive an enrollment packet which will include the Free/Reduced application.
 - 2) **Re-enrolling Students:** Students re-enrolling and/or returning for the following school year will receive a letter in August (new students who enroll before August will also be receiving this letter as a reminder).
- B. Information about the application will also be communicated in our newsletter "Around The House." Households are encouraged to complete and return the applications as soon as possible. In addition, applications are available at the school office during regular business hours and online at www.tphgr.org. If household size changes or income changes, households may re-apply for meal benefits any time during the school year.
- 1) Households who apply for free and reduced-price meal benefits are responsible for payment of all school meals and accumulated charges until approval is granted. Federal guidelines allow a maximum of 10 operating days to approve a new application. No student is allowed a free or reduced-price meal without an approved application or direct certification information on file. Households will receive a notification letter of the student's eligibility showing the effective date. If a notification letter is not received within 10 operating days, the household should check with the approving official at the school to see if the application has been received.
 - 2) Households who are receiving 3SquaresVT or Reach-Up benefits will receive a notification of eligibility letter based on Direct Certification from the school if the school has received information about your student(s). If your household receives these benefits and you have not received this letter from the school, or the school has not received information regarding eligibility of your student(s), the household must contact the school immediately to provide current information.
 - 3) Free and reduced-price eligible students may receive a breakfast and a lunch each day at no charge, or reduced rate depending on their program eligibility.
 - 4) A la carte items, such as a separate carton of milk or a second entrée, are not allowed to be charged.