



Dear Parent/Guardian:

School Year 2018-2019

Federal regulations require that a Free & Reduced-Price Meal Benefit Application be submitted annually. Only one application should be submitted for a family. The Connecticut Technical Education and Career System (CTECS) is now accepting application for Free and Reduced-Price School Meals for the 2018-2019 school year for your CTECS enrolled child. **PLEASE TAKE NOTE: A separate application must be submitted for students enrolled in CTECS. Applications submitted to local school districts are not shared with the CTECS food service office.**

If we have not received an application and your child is receiving a carryover lunch benefit status from last year, that status will expire on Friday, October 12, 2018 and your child will become full pay as of Monday October 15, 2018. As of October 15, your students will pay full price for meals, which is \$2.35 for breakfast and \$3.35 for lunch. **If your student was not enrolled in a CTECS school last year, their meal status is NOT carried over. Your child will be full pay until a 18-19 application is received and processed.**

SUBMIT THE MEAL BENEFIT APPLICATION ONLINE.

Please visit the [CTECS Nutrition and School Meals webpage](#) and select the link to [apply for meal benefits](#). **We encourage all households to apply online to allow for efficient and timely approval of meal benefits.** The online application provides step by step instructions to guide you through the application process, and all information provided is secure and confidential. Complete the application online no later than Friday, October 12, 2018 to ensure no interruption of meal benefits for your child.

If you choose not to complete an online application, paper applications may be obtained in the school's main or guidance office, or may be printed from the CTECS website at www.ctech.org. Please complete the paper application and return it to your school office no later than Friday, October 5, 2018 to allow time for the processing of the application and to ensure that your child continues to receive the meal benefits without interruption. Instructions for completing the application can be found on the back of the application. An incomplete application cannot be processed and will delay the receipt of free or reduced-price meal benefits and potentially result in a negative balance on your child's account for which you will be responsible.

Once the online, or paper, application has been processed in our office, we will send you, and your student, a notice of your child's status. **KEEP A COPY OF THE APPROVAL NOTIFICATION.** Copies of the approval notice may be used to receive additional benefits such as reduced testing fees, tool and uniform assistance and other financial assistance from your child's school.

Payment Policy: The policy of CTECS is that students must pay for meals before they are eaten. Parents may place money on account in advance for student meals utilizing cash, personal check or money order in your school's main office, or cash is accepted at the register. A student with insufficient funds in their account at the time of service will not be allowed to purchase the meal per our administrative policy for food service charges.

If you have any questions, or need assistance in completing this application, please contact the Nutrition and School Meals office at (860)807-2191 or toll-free at (800)822-6832, x2191. We look forward to feeding your child healthy meals throughout the 2018-19 school year.

Sincerely,

James Bondi, Director of Nutrition and School Meals
Connecticut Technical Education and Career System
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This institution is an equal opportunity provider.