

SCHOOL SPIRIT



Monticello Community School District

Dr. Brian Jaeger, Superintendent

PH 319-465-3000

FAX 319-465-6050

WEB www.monticello.k12.ia.us

Hello everyone,

It is July and that means cookouts, family vacations, the 4th of July Parade, and the Great Jones County Fair! We have been very busy with summer sports, working on handbooks, reviewing policies, planning for staff and students to return to the buildings, and working extremely hard on the design of the new Elementary School. Everything is going well and we are expecting to finalize the planning and design over the next few months and then go out for bid in the early fall on this project. It looks like the building will be around 71,000 sq/feet which is a little bigger than the middle school which is 67,000 sq/feet.

We are also doing some updating at the high school this summer. We are replacing carpet, painting, and have ordered updated furniture for the high school library which should be installed before we start school in the fall. Next summer, we hope to replace the high school furniture and resurface the high school tennis courts (so we will have 2 tennis courts and 2 pickleball courts when that is completed). Our goal is to complete all of the work at the high school before we open the new elementary school.

Finally, thank you to all of our parents, businesses, and community organizations. Your support for our students and the Monticello Community School District is always appreciated. We could not do this without your support. I am very proud of what we have accomplished this school year and I am looking forward to another great year for our students during the 2025-2026 school year!

As always, feel free to give me a call or stop in anytime if you have questions. Thank you ALL for your continued support of the Monticello Community School District.



Sincerely,

Brian Jaeger, Superintendent

The MISSION of the Monticello Community Schools, a district striving for educational excellence, is to prepare students through challenging experiences, to be caring, productive, creative citizens, who will be life-long learners.

July 2025

NEWS & NOTES

of the Monticello Community School District

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SPECIAL POINTS OF INTEREST

Free & Reduced
Application for
2025-26 school
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UPCOMING EVENTS

Stop by for breakfast or lunch after your open gym/practice or before going to the pool!



Location: Shannon Elementary, 321 W South St, Monticello

Time: Breakfast hours: 8:00 - 8:30am (dine in only)
Lunch hours: 11:00 - 11:45am (dine in only)

Days: Monday-Friday from June 2-August 15 (closed on July 3 & 4)

Contact: Pat Kelly, Food Service Director, 319-465-3000 or pat.kelly@monticello.k12.ia.us

For kids and teens under 18
No registration or application required



School Permit Information

New guidelines for the Iowa Special Minor's Restricted License (School Permit):

- Be at least 14 1/2 years old.
- Complete an Iowa-approved driver education course.
- Hold a valid instruction permit and a clean driving record for at least six consecutive months immediately before applying for your special minor's restricted license.
- Your parent/guardian must download, complete, and sign the Affidavit for Special Minor's Restricted License (form 430021). Your school principal must also sign the form. **(No appointment needed, just bring the form to the office and Rachel will get it filled out.)**
- Complete a drive test at the DMV if your driver's education instructor requests it, or if you completed the Parent-Taught Driver's Education Program.
- Once the form is completed, schedule an appointment with the DOT to bring in the completed form and get your special minor's restricted license issued.
- Have your parent/guardian complete a Parental Consent for Special Minor's Restricted License (Form 430022). You must carry this completed form with you in the vehicle. Present it to law enforcement when requested.
- All paperwork can be found at: <https://iowadot.gov/drivers-licenses-ids/get-or-renew-drivers-licenses-ids-permits/under-18-permit-license-or-id/special-minors-restricted-license>.



****Summer Office Hours****

The High School Office hours for July are Monday-Thursday from 8:00– Noon. Closed on Fridays.

The Shannon, Carpenter, and Middle School Offices are closed in July and will be back open on August 1.

The District Office is open daily in the summer Monday-Friday from 8:00-4:00 (*unless otherwise posted*).



Panther Basketball Camps

Who: Boys and Girls entering grades K-8
When: July 7-10
10:00-11:30am daily, students entering K-4
12:00-2:00pm daily, students entering 5-8
Where: Monticello HS/MS Gyms
Tuition: \$65.00 (includes camp t-shirt and prizes)

Panther Soccer Camps

Who: Boys and Girls entering grades K-8
When: July 21-23
6:00-7:00pm daily, students entering K-4
7:15-8:15pm daily, students entering 5-8
Where: Monticello HS Soccer Practice Field
Tuition: \$45.00 (includes camp t-shirt and prizes)

Panther Volleyball Camps

Who: Students entering 3rd-6th grades
When: August 4-6 from 12-2pm
Where: Monticello HS
Tuition: \$55.00 (includes camp t-shirt and prizes)

Who: Students entering 7th-8th grades
When: August 11-13 from 8:30-11:30am
Where: Monticello HS
Tuition: \$65.00 (includes camp t-shirt and prizes)

Panther Football Camp

Who: Boys and Girls entering grades K-8
When: August 4-7 from 5:30-7:00pm
Where: Monticello HS Practice Football Field
Tuition: \$50.00 (includes camp t-shirt and prizes)

Sign up by completing the forms on our website:

<https://www.monticello.k12.ia.us/friday-folders-2/>

July Calendar

July 1	7/8 SB DH vs Maquoketa-10:00 V SB DH @ Vinton-Shellsburg-5:30 V BB @ Tipton-6:00
July 2	JV BB DH vs Marquette Catholic-10:00 V BB DH @ Lisbon-5:00
July 5	V BB @ Applington-Parkersburg-5:00
July 7	JV/V SB @ CPU-5:00
July 7-10	K-8 Basketball Camps
July 21-23	K-8 Soccer Camp
July 28	Board Meeting-6:00

25-26 SCHOOL YEAR

The 2025-26 school year begins Monday, August 25!

The 2025-26 school calendar can be found on our [website](#).

Monticello CSD 2025-26 Fee Schedule



Approved: 5/19/25

BOOK FEES	
Elementary	
Middle School	
High School	
FOOD SERVICE FEES:	
Lunch - Elementary (K-4)	
Lunch - Middle School (5-8)	
Lunch - High School (9-12)	
Extra Lunch (5-12 only)	
Lunch - Adult	
Lunch Card -replacement fee	
Breakfast - (K-12)	
Breakfast - Adult	
Milk (extra)	

To qualify for free or reduced rate an application for free or reduced meals must be approved annually.

PRESCHOOL TUITION: (4-year olds)	
Preschool - 4 days per week (includes-snack and milk)	
PANTHER ACADEMY (Before & After & Summer Childcare)	
Summer Registration Fee	
School Year Registration Fee	
Daily Fees:	
1st child	
2nd child	
3rd child	
Non-School Days & Summer Fees:	
<u>Full Day</u>	
1st child	
2nd child	
3rd child	
<u>Half Day</u>	
1st child	
2nd child	
3rd child	

OTHER FEES:	
Athletics Punch Card (10 punches) - Students & Senior Citizens (age 65 and older)	
Athletics Punch Card (10 punches)	
Transcript Fee	
Driver's Education	
Parking Fine	
Parking Tag	
Lost or Damaged Book Fine	
Lost Uniform	
Padlocks (Middle School Only) - optional	
Choir and Band-Uniform Cleaning (HS only)	
School Dances (WPA, Homecoming, etc)	
Instrument Rental - Optional	
Harmonica purchases (MS only) - Optional	

Activity Admission Prices (conference approved):	
High School	
Adults	
Students & Senior Citizens (age 65 and older)	
Middle School	
Adults	
Students & Senior Citizens (age 65 and older)	

Rental of Facilities - per Board Policy #1003.1

2025-26 Annual Fee		
Full Rate	Reduced Rate	
\$ 55.00	\$	27.50
\$ 70.00	\$	35.00
\$ 85.00	\$	42.50
Full Rate	Reduced Rate	
\$ 2.60	\$	0.40
\$ 2.70	\$	0.40
\$ 2.70	\$	0.40
\$ 2.80	not applicable	
\$ 4.97	not applicable	
\$ 3.00	not applicable	
\$ 1.90	\$	0.30
\$ 2.10	not applicable	
\$ 0.50	not applicable	

Full Rate	Reduced Rate	
\$ 160.00 per month	not applicable	
Full Rate	Reduced Rate	
\$ 40.00	not applicable	
\$ 40.00	not applicable	
\$6.00 per hour	not applicable	
\$5.50 per hour	not applicable	
\$5.00 per hour	not applicable	
Full Rate	Reduced Rate	
\$ 32.50	not applicable	
\$ 30.25	not applicable	
\$ 27.75	not applicable	
Full Rate	Reduced Rate	
\$ 27.00	not applicable	
\$ 25.00	not applicable	
\$ 23.00	not applicable	

Full Rate	Reduced Rate	
\$ 40.00	not applicable	
\$ 50.00	not applicable	
\$ 5.00	not applicable	
\$ 340.00	\$ 170.00	
\$10 or \$5 if paid within 48 hours	not applicable	
1st one no cost replacement fee	2nd \$2.00 each	not applicable
replacement fee	not applicable	
\$ 7.00	\$200 refund at the end of the year when padlock is returned	
\$ 20.00	\$	10.00
\$ 5.00	not applicable	
\$ 50.00	\$	25.00
\$ 4.00	not applicable	

Full Rate	Reduced Rate	
\$ 7.00	not applicable	
\$ 7.00	not applicable	
\$ 5.00	not applicable	
FREE	not applicable	

***Open House @ All Schools
is Thursday, August 21***

Elementary: 4:30-6:00 pm

Middle School: 5-6:30 pm

High School: 5:30-7:00 pm



**School supply lists
are available in the
District Office or on
our [website](#).**

Free/reduced school fees are determined by completing the free/reduced meals application that is in this newsletter. Please complete & return by July 28; otherwise you will be charged the full fee at registration time. It only takes a few minutes! Even if you don't think you'll qualify, fill it out!

2025-26 School Year Important Dates:

- Online Registration will begin on August 4.
- Open House is Thursday, August 21 – Elementary from 4:30-6pm; MS from 5-6:30pm; HS from 5:30-7pm
- First Day of School is Monday, August 25
- Homecoming Week is September 8-12, 2025
- Spring Break is March 16-20, 2026
- Graduation is Sunday, May 17, 2026

The full 2025-26 calendar is available on our website.

2025-26 REGISTRATION

Registration for the Monticello Community School District for the 2025-26 school year will be done **ONLINE** again this year. All families are required to register their students in Infinite Campus through the process known as Online Registration (OLR). **Online registration (OLR) will open on August 4**—watch your email! OLR allows parents to register at their own convenience and to save time for future years. Once OLR is open, please follow the steps below.

RETURNING Students - Steps to Register:

1. Login to the [Infinite Campus Parent Portal](https://morgan.murray@monticello.k12.ia.us). If you do not know your login, please email morgan.murray@monticello.k12.ia.us
2. Click on the Main Menu in the top left corner
3. Click More
4. Click on Online Registration
5. Click 25-26 Online Registration (OLR) Existing Student Registration
6. *If you have a new incoming student (i.e. preschooler, kindergartener, private school), you will be able to add them to your current student's OLR. When you log into the parent portal and see your list of students, look for the "Add Student" button.*
7. Click Start
8. Once completed be sure to pay any fees due and also add money to your food service account*

*You are able to pay online for fees and lunch once you are logged in. You can pay by credit or debit card (a convenience fee of 3.61% will be charged), or by e-check (a convenience fee of only 35 cents will be charged). **During the week of August 4-8, the convenience fees will be waived.** If you don't wish to pay online, payment can be mailed or made at your school building.

Online registration needs to be done by August 15. If you are unable to register online, please contact your building secretary (after Aug. 1) to set up a time to register. Support for online registration will NOT be available at Open House.

Schedules, padlocks, chromebooks, etc. can be picked up at Open House once fees have been paid. Please check our website and Facebook page regularly for updates.

Note: Some documents are required for returning families/students, depending on the grade level your child is in. They can be uploaded, emailed, or dropped off at your school building.

If you have any questions or need help registering, please email morgan.murray@monticello.k12.ia.us or call 319-320-1132.

NEW Students:

Welcome to Monticello CSD! If you are a new family to our district, please contact Judy Hayen at judy.hayen@monticello.k12.ia.us and include your address, student's name, and birth date. Then, once OLR opens in August, you will be sent a link to register online.

(PLEASE NOTE: Building Secretaries will not be back in the office until August 1st)

Here's to a great 2025-2026 school year!

Thank You

- Thank you to **Steven Beireis** for the donation to the High School.
- Thank you to **Shirley Hinrichs** for the donation to the lunch program.
- Thank you to **Jen Fasnacht, Carol Simonson, and Tammy Helgens** for the donations to the MS Nurse's office.
- Thank you to the **Grassroots Iowa Network** for their donation to the high school.

Elementary Summer Reading Resources



Studies have consistently shown that children who engage in regular reading during the summer break maintain or even enhance their reading skills. By encouraging your child to read, you can prevent the "summer slide" and ensure they start the new school year with confidence and a strong foundation.

Check out this link for some great resources: <https://docs.google.com/document/d/1mGiOASMhtFhfQyG17u5qbEG34NneMRhWBXfbmyTpOSg/edit?usp=sharing>

NOTICE OF NONDISCRIMINATION—Students, parents, employees, and others doing business with or performing services for the Monticello Community School District are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, sexual orientation, gender identity, or genetic information (for employment) in any of its education programs, activities, or employment opportunities, pursuant to Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable state and federal laws. This prohibition on discrimination applies to admission and employment. The District has adopted grievance procedures for processing and resolving formal and informal Title IX sex discrimination and sexual harassment complaints and other discrimination complaints. Inquiries regarding sex discrimination pursuant to Title IX of the District's nondiscrimination policy may be directed to the District's Title IX Coordinator, Todd Werner, 860 East Oak Street, Monticello, Iowa 52310, 319-465-3000 ext.2101, todd.werner@monticello.k12.ia.us; other grievances or complaints related to the District's nondiscrimination policy may be directed to the District's Equity Coordinator, Todd Werner, at 860 East Oak Street, Monticello, Iowa, 319-465-3000 ext.2101, todd.werner@monticello.k12.ia.us. Inquiries related to sex discrimination pursuant to Title IX may also be referred to U.S. Department of Education (attn. Assistant Secretary, Office for Civil Rights; 400 Maryland Avenue Southwest, Washington, DC 20202; 800-421-3481; OCR@ed.gov). Inquiries related to other grievances or complaints may be directed to the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov

FREE & REDUCED INFO

Free and Reduced Meal Application

The application for free and reduced price school meal application for the 2025-26 school year is in this issue. Please complete carefully. Families wishing to apply should complete the enclosed application **in it's entirety** and return it to the Superintendent's Office, 850 E Oak Street or mail to Food Service, Monticello Schools, 850 E Oak Street, Monticello, IA 52310 by **July 28!** Applications are also available on our [website](#). **The State recommends you apply whether you think you qualify or not. If your child(ren) qualifies for free or reduced-price meals, you may also be eligible for other benefits (registration fees, etc.), so please complete and return to us!**

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. Monticello Community School District offers healthy meals every school day. Breakfast costs \$1.90; lunch costs (K-4) \$2.60 per meal; MS & HS lunch costs \$2.70 per meal. 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: Pat Kelly, Monticello High School, 850 East Oak Street, Monticello, IA 52310 by July 28, 2025. 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), 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 2025-2026

Household Size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	28,953	2,413	1,207	1,114	557
2	39,128	3,261	1,631	1,505	753
3	49,303	4,109	2,055	1,897	949
4	59,478	4,957	2,479	2,288	1,144
5	69,653	5,805	2,903	2,679	1,340
6	79,828	6,653	3,327	3,071	1,536
7	90,003	7,501	3,751	3,462	1,731
8	100,178	8,349	4,175	3,853	1,927
Each additional family member:	10,175	848	424	392	196

- 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: **Pat Kelly, Monticello High School, 850 East Oak Street, Monticello, IA, 52310, 319-465-3000, option 8 or pat.kelly@monticello.k12.ia.us** 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 (Iowa HHS), 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.
- 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.
- 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: **Superintendent Brian Jaeger, Monticello Community School District, 850 East Oak Street, Monticello, IA, 52310, 319-465-3000 or brian.jaeger@monticello.k12.ia.us**.

FREE & REDUCED INFO

5. 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.
6. 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 6, 2025**. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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: **Superintendent Brian Jaeger, Monticello Community School District, 850 East Oak Street, Monticello, IA, 52310, 319-465-3000 or brian.jaeger@monticello.k12.ia.us**.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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 **Pat Kelly, Monticello High School, 850 East Oak Street, Monticello, IA, 52310, 319-465-3000, option 8 or pat.kelly@monticello.k12.ia.us** to receive a Supplemental Worksheet.
17. 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.
18. 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

FREE & REDUCED INFO

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.

19. 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.
20. DO I NEED TO REPORT MY RACE AND ETHNICITY? It is optional to complete the racial/ethnic portion of the application.
21. Translated applications are available at: <http://www.fns.usda.gov/school-meals/translated-applications>.

If you have other questions or need help, call **Pat Kelly, 319-465-3000, option 8**.

Sincerely,

Pat Kelly, Food Service Director

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/ad-3027.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, DC 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: (revised 7-1-25) It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, contact the Iowa Civil Rights Commission, 6200 Park Ave, Suite 100, Des Moines, IA 50321; phone number 515-281-4121 or 800-457-4416; website: <https://icrc.iowa.gov/>.

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met. Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, 'Check if no Social Security Number.' Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

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 **Monticello Community School District**. 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 Pat Kelly, Monticello High School, 850 East Oak Street, Monticello, IA, 52310.** If at any time you are not sure what to do next, please contact **Pat Kelly** at pat.kelly@monticello.k12.ia.us or 319-465-3000, option 8.

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 **Monticello Community School District**, 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 **Monticello Community School District**. 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. Adults who have both income from work and are self-employed should report each income source separately. 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.

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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) Allowances for off-base housing, food and clothing 	<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."

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- A) Mail or return completed form to: Pat Kelly, Monticello High School, 850 East Oak Street, Monticello, IA, 52310. Please do not mail completed form to the Department of Agriculture as this will delay processing.**
- B) 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.**
- C) 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>.

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/ad-3027.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, DC 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 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, contact the Iowa Civil Rights Commission, 6200 Park Ave, Suite 100, Des Moines, IA 50321; phone number 515-281-4121 or 800-457-4416; website: <https://icrc.iowa.gov/>.

The State recommends you apply whether you think you qualify or not. Fill it out and return by July 28!

[illegible]

Don't forget to sign this section to be considered for other reduced or free benefits (registration fees, drivers, ed, etc.)

FREE/REDUCED APPLICATION - PG 2

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 _____

Waiver Information

PLEASE SIGN HERE if you want to be considered for free/reduced fees (registration fees, drivers ed, etc.)

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: _____

The **Richard B. Russell National School Lunch Act** requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met. Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, "Check if no Social Security Number." Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

USDA Nondiscrimination Statement: (revised 2-15-23) 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, audiotype, 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/ad-3027.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.

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

Iowa Non-Discrimination Statement: (revised 7-1-25) "It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, 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, 6200 Park Ave, Suite 100, Des Moines, IA 50321; phone number 515- 281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."

Return completed form to:

Pat Kelly, Food Service Director
MCSD
850 E Oak St,
Monticello, IA 52310 or
pat.kelly@monticello.k12.ia.us

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

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

Optional Supplemental Worksheet 2024-2025 Iowa Application for Free and Reduced Price School Meals/Milk

Additional Children in Your Household (not listed on page 1)

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
										Responding to this section is optional and does not affect your children's eligibility for free/reduced price meals. H-Hispanic or Latino N-Native Hawaiian/Other Pacific Islander A-Asian W-White I-American Indian/Alaskan Native B-Black/African American	

Any income earned by the above listed children should be included under Step 3 D on the first page of the application.

Additional Adults in Your Household (Not listed on page 1)

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)			
	Weekly	Bi-weekly	2x Monthly	Yearly	Weekly	Bi-weekly	2x Monthly	Monthly	Weekly	Bi-weekly	2x Monthly	Monthly
First and Last Names. Include children who are temporarily away at school or in college.	\$				\$				\$			
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	\$				\$				\$			
	\$				\$				\$			
	\$				\$				\$			
	\$				\$				\$			

Self-Employment Income Calculations

This guidance will assist you in calculating the amount to report if you engage in farming, are self-employed or have income from other sources. Self-employed persons may use income tax records for the preceding calendar year as a base to project the current year's net income, unless the current monthly income provides a more accurate measure. Report income derived from the business venture less the operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home payments, medical expenses, and other similar non-business deductions are not allowed in reducing gross business income. Additional income from other kinds of employment must be treated as separate and apart from the income generated or lost from your business venture. For example, if you operated a business at a net loss, but held additional employment for which a salary was received, the income for purposes of applying for reduced price or free meals would be the income from the salary only. The loss from the business cannot be deducted from a positive income earned in other employment. For purposes of this application, it is not possible to report a negative income from any business venture. The least income possible is zero (no income). The necessary information for arriving at allowable income from private business operation may be taken from your most recent U.S. Individual Income Tax Return - Form 1040 or 1040-SR and Schedule 1. For a household with income wages and self-employment, each amount must be listed separately. Add together the amounts reported on the following lines:

Capital Gain or (Loss) Form 1040 or 1040-SR, LINE 7 \$ _____

Business Income or (Loss) Schedule 1 Part 1, LINE 3 \$ _____

Other Gains or (Losses) Schedule 1 Part 1, LINE 4 \$ _____

Rental real estate, royalties, partnerships, S corporations, trusts, etc. Schedule 1 Part 1, LINE 5 \$ _____

Farm Income or (Loss) Schedule 1 Part 1, LINE 6 \$ _____

TOTAL \$ _____ Gross Annual Income Before Any Deductions. Report in Step 3 under All Other Income (Computed Monthly Income \$ _____ Gross Annual Income ÷ 12)

Monticello Community School District, 850 E Oak Street, Monticello, Iowa 52310

Dr. Brian Jaeger, Superintendent
 Phone: 319-465-3000
 Fax: 319-465-6050
 www.monticello.k12.ia.us



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