

July 5, 2022

Dear Mid-East CTC Student and Parent/Guardian,

We hope you are enjoying summer, and we look forward to starting the school year with you. We will begin the school year with a staggered start to help make the transition to a new campus easier for new students. There will be several staff members available to help students navigate the campus during the first weeks of school. The school day begins at 8 AM everyday and ends at 2:41 PM.

Wednesday, August 24 - The first day of school for the following students:

- **Career Connections (10th grade) - Report to the Activity Center upon arrival**
- **All Level I (11th grade and new 12th grade in Level I) - Report to the Activity Center upon arrival**
- **Level II Cosmetology students - Report to the Cosmetology Lab upon arrival**

Thursday, August 25 - All students and all Level II (12th grade). All students should report to their 1st period class.

Students can pick up schedules and pay fees at the Mid-East CTC Student Services Office prior to the start of the school year. Lab and Instructional Supplies fees must be paid by August 24, the first day of school.

Fee Payment and Schedule Pick-up Dates and Times:

Tuesday, August 16, 8 AM- 3:30 PM

Wednesday, August 17, 8 AM - 3:30 PM

Thursday, August 18, 8 AM- 5:30 PM

Friday, August 19, 8 AM- 3:30 PM

Monday, August 22, **Office closed**

Tuesday, August 23, 8 AM - 3:30 PM

Fees may be paid by cash, check, money order, VISA, MasterCard, or you may set up a payment plan. Please note that regular payments must be made on payment plans. Payment plans must be set up by the parent/guardian during the dates/times listed above. There may be an additional charge for academic materials. Student supplies, workbooks, etc., will not be distributed until all fees are paid or a payment plan is approved with first payment paid. If you are 18, your parent/guardian must still obtain and sign the payment schedule form unless there is an "Age of Majority" form on file in the Attendance Office.

Copies of the Student Lab and Instructional Supplies Fees and the 2022-2023 school calendar are enclosed. We look forward to seeing you and know we will have a great school year.

Sincerely,



Scott Sabino
Zanesville Campus Director

Enc: School Calendar
Payment Schedule Form
Compliance Letter
Free & Reduced Lunch Info and Forms

Please see enclosed documents for important information regarding FinalForms and our One Call Now notification system.



Matthew L. Sheridan
Superintendent

Nanette E. Nolder
Treasurer

Tel: 740-454-0105
Fax: 740-454-0731

July 25, 2022

Dear Parent:

The Mid-East Career and Technology Centers Board of Education has established the following administrative regulations concerning student education records:

- a) Mrs. Rhonda Snyder, Guidance Counselor, is the Records Custodian for the Mid-East Career and Technology Centers, Zanesville Campus, and is responsible for the maintenance of all student education records. Her office is located in the Main Office area and she can be reached by calling (740) 4540101, Ext. 6318.
- b) Each student education record will be kept in a confidential file located at the school office. Student education records shall be available only to parents, eligible students, school officials who have a legitimate educational interest for the information, or to other individuals or organizations as permitted by law. The term "parent" refers to either natural parent of a student, unless his/her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order, a guardian or an individual acting as a parent or guardian in the absence of the student's parent(s). The term "eligible student" refers to a student or former student who has reached age 18 or is attending a postsecondary school.
- c) A parent or eligible student has the right to inspect and review the student's education record; to seek to correct parts of the student's education record which he/she believes to be inaccurate, misleading or in violation of student rights, which includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent(s)' or eligible student's request; and to file a complaint with the U.S. Department of Education if the District violates the Family Educational Rights and Privacy Act (FERPA).
- d) After receipt of this notification, a parent or eligible student has two weeks to advise the District in writing of any or all items which they refuse to permit as "directory information". The District designates the following personally identifiable information contained in a student's education record as directory information:

The student's name; address; telephone number(s); date and place of birth; participation in officially recognized activities and sports; achievement awards or honors; major field of study; dates of attendance ("from and to" dates of enrollment); and date of graduation.

- e) A copy of the administrative regulations for Student Records can be obtained at the Mid-East Career and Technology Centers Administrative Center or on the District's website.

Your Partner in Education,

A handwritten signature in cursive script that reads "Matthew L. Sheridan".

Matthew L. Sheridan
Superintendent

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2022-2023 HIGH SCHOOL CALENDAR*

August 22.....	Professional Development Day
August 23.....	Professional Development Day
August 24.....	School Opens (first day for students)
September 5.....	Labor Day (school not in session)
September 16.....	Professional Development Day (school not in session)
November 3 (evening).....	Parent-Teacher Conference
November 11.....	Veterans' Day (school not in session)
November 23-28.....	Thanksgiving Break (school not in session)
November 29.....	Professional Development Day (school not in session)
November 30.....	Classes Resume
December 22 – January 2.....	Winter Break (school not in session)
January 3.....	Classes Resume
January 16.....	Martin Luther King Day (school not in session)
January 17.....	Professional Development Day (school not in session)
February 20.....	Presidents' Day (school not in session)
February 23 (evening).....	Parent-Teacher Conference
April 7-10.....	Spring Break (school not in session)
April 11.....	Classes Resume
May 23.....	Certificate Ceremony
May 25.....	Last Day for Students
May 26.....	Professional Development Day
May 29.....	Memorial Day

Days in Session	176
Parent-Teacher Conference	1
Professional Development Days	<u>6</u>
Total Days School Term	183

Days may be made up at the end of the year as needed to meet the number of instructional hours as required by the Ohio Department of Education.

GRADING PERIOD SCHEDULE

<u>Grading Period</u>	<u>Nine-Week Period</u>	<u>Days in Session</u>
1	August 24 – October 21	41
2	October 24 – December 21	37
3	January 3 – March 10	46
4	March 13 – May 25	52

Mid-Term Reports are due to Student Services at Noon on September 21, 2022; November 16, 2022; February 1, 2023; and April 12, 2023.

*This calendar is subject to change at or with any Board of Education, State Department of Education, gubernatorial, or legislative direction of the Ohio General Assembly.

Mid-East Career & Technology Centers – Zanesville Campus, Fees for 2022-2023

Program	Fee Amt	1 st pymt Due before school starts	2 nd pymt Due 10/1	3 rd pymt Due 12/1	4 th pymt Due 2/1	5 th pymt Due 4/1
Applied Engineering & Machining I	\$422.50	\$84.50	\$84.50	\$84.50	\$84.50	\$84.50
Applied Engineering & Machining II	\$60.50	\$12.10	\$12.10	\$12.10	\$12.10	\$12.10
Auto Body Repair Technology I	\$209.60	\$41.92	\$41.92	\$41.92	\$41.92	\$41.92
Auto Body Repair Technology II	\$209.60	\$41.92	\$41.92	\$41.92	\$41.92	\$41.92
Building Maintenance I & II	\$105.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
Career Connections	\$40.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Carpentry I	\$280.30	\$56.06	\$56.06	\$56.06	\$56.06	\$56.06
Carpentry II	\$65.20	\$13.04	\$13.04	\$13.04	\$13.04	\$13.04
Computer Networking/Electronic Tech (C-NET I)	\$125.25	\$25.05	\$25.05	\$25.05	\$25.05	\$25.05
Computer Networking/Electronic Tech (C-NET II)	\$59.60	\$11.92	\$11.92	\$11.92	\$11.92	\$11.92
Cosmetology I	\$864.00	\$172.80	\$172.80	\$172.80	\$172.80	\$172.80
Cosmetology II	\$348.00	\$69.60	\$69.60	\$69.60	\$69.60	\$69.60
Criminal Justice I	\$55.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Criminal Justice II	\$105.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
Diesel Technology I	\$65.20	\$13.04	\$13.04	\$13.04	\$13.04	\$13.04
Diesel Technology II	\$65.20	\$13.04	\$13.04	\$13.04	\$13.04	\$13.04
Digital Media I	\$100.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Digital Media II	\$100.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Early Childhood Education I	\$85.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00
Early Childhood Education II	\$60.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Electrical Technologies I	\$72.00	\$14.40	\$14.40	\$14.40	\$14.40	\$14.40
Electrical Technologies II	\$72.00	\$14.40	\$14.40	\$14.40	\$14.40	\$14.40
Exercise Science & Sports Medicine I	\$117.50	\$23.50	\$23.50	\$23.50	\$23.50	\$23.50
Exercise Science & Sports Medicine II	\$131.50	\$26.30	\$26.30	\$26.30	\$26.30	\$26.30
Heating, Air Conditioning & Refrigeration I	\$61.50	\$12.30	\$12.30	\$12.30	\$12.30	\$12.30
Heating, Air Conditioning & Refrigeration II	\$61.50	\$12.30	\$12.30	\$12.30	\$12.30	\$12.30
Medical & Legal Office Professionals II	\$57.00	\$11.40	\$11.40	\$11.40	\$11.40	\$11.40
Multi-Skilled Health Technologies I	\$391.50	\$78.30	\$78.30	\$78.30	\$78.30	\$78.30
Multi-Skilled Health Technologies II	\$421.50	\$84.30	\$84.30	\$84.30	\$84.30	\$84.30
Natural Resource Conservation (NRC I)	\$97.00	\$19.40	\$19.40	\$19.40	\$19.40	\$19.40
Natural Resource Conservation (NRC II)	\$179.00	\$35.80	\$35.80	\$35.80	\$35.80	\$35.80
Power Line Technician I	\$55.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Power Line Technician II	\$55.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Practical Nurse I	\$1086.50	\$217.30	\$217.30	\$217.30	\$217.30	\$217.30
Practical Nurse II	\$1074.00	\$214.80	\$214.80	\$214.80	\$214.80	\$214.80
Restaurant & Food Service Operations I	\$277.00	\$55.40	\$55.40	\$55.40	\$55.40	\$55.40
Restaurant & Food Service Operations II	\$55.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Robotics, Automation & Design (RAD) I	\$55.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Robotics, Automation & Design (RAD) II	\$55.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Welding Technology I	\$273.90	\$54.78	\$54.78	\$54.78	\$54.78	\$54.78
Welding Technology II	\$176.00	\$35.20	\$35.20	\$35.20	\$35.20	\$35.20

FINALFORMS

We are requiring ALL parents/guardians and students to use FinalForms to complete and sign enrollment, back-to-school, early release participation, and other important forms.

New Students

Before school starts, you will get an email from FinalForms giving you the instructions on how to access and complete all back-to-school forms. **If we do not have a parent email address on file, please email sstoneburner@mid-eastctc.org or call Stacy Stoneburner at 740-454-0101 ext. 6354 with your email address.** Please be sure you and your student sign your forms before school starts. You may review your data at any time throughout the school year to verify it is current and make updates/changes using the links below.

Returning Students

As a returning student, your information from last year will carry over, and you will not need to fill in information unless there are changes or new forms. Please be sure you and your student sign your forms before school starts. You may review your data at any time throughout the school year to verify it is current and make updates/changes using the links below.

Account Access

Once confirmed and created, you can access your parent or student account using the links below, or access them through the parent and student menus on our website, www.mid-eastctc.org.

Parent access: <https://mid-east-oh.finalforms.com/parents/login>

Student access: <https://mid-east-oh.finalforms.com/students/login>

Thank you for your assistance in streamlining our paperwork processes at Mid-East Career and Technology Centers.

One Call Now

This school year, we will be utilizing One Call Now, an automated notification service, that will allow us to contact thousands of students and parents within minutes.

How Does One Call Now Work? One Call Now allows us to keep you updated quickly and efficiently with personalized alerts and helps you, as a parent, stay actively involved in your child's education. The system is capable of sending two different types of alerts, see explanation below.

Routine alerts – these are alerts that do not directly deal with the safety of students or staff. These alerts may include but are not limited to information on upcoming events or the cancellation of a school activity that your child is involved in, school closings or delays, absenteeism, school transportation, etc.

Emergency alert – these are alerts made only during critical incidents where a child's or staff member's safety is compromised. These alerts may include, but not be limited to, lockdowns, evacuations, and relocations. If you designate a number only as an emergency, it will not receive notification of school closing or delays.

Accurate Contact Information: Your contact information will be added to this system automatically using the information in ProgressBook, our Student Information System. This information isn't always accurate or up to date because it is not uncommon that we do not get notified when your contact information changes. Due to this, we encourage you to visit www.mycallnow.com and provide additional contact information and select your communication preferences. There is a link to this site on our website under the parent menu.

Security - One Call Now keeps all of its clients' information confidential and secure. Furthermore, all data is password protected on secure servers accessible only by the school administration.

FREE AND REDUCED LUNCH/STUDENT FEE WAIVER

July 2022

Dear Parent/Guardian:

Students who qualify for a free lunch may be eligible for benefits under Ohio's House Bill 1. House Bill 1 states that a student who is eligible for a free lunch shall not be charged a fee for any materials needed to participate fully in a course of instruction. **To be eligible for this fee waiver a 2022-2023 Free and Reduced Price School Meals Family Application needs to be completed and section 5 of this application must be check marked "Yes."** Marking this box "yes" in section 5 gives us permission to share your meal application information with other school officials who collect these fees.

All eligible **FREE** lunch applications **received by September 30, 2022** will receive a full or reduced fee waiver. Any eligible application received after this date will still qualify for a reduced waiver, but it will be done on a pro-rated basis.

The Board of Education has approved prices for breakfast and lunch. The breakfast price will be **\$1.25** for a paying student and **.30¢** for reduced. Lunch price will be **\$3.00** for a paying student and **.40¢** for reduced. Extra milk will be **.60¢** per carton.

The cafeterias at each campus use a computerized cash register system that allows for pre-payment and confidential checkout. This means a student can place money on their account at any time and, by using their assigned Personal Identification Number (PIN), they can check out at the register without others knowing if they are a paying or free/reduced lunch student. We strongly urge all paying students to take advantage of the pre-payment option called **"Pay Schools"** (see enclosed information).

We highly encourage and request all students to apply for **"Free and Reduced Meals"** as income requirements change annually. Return the completed application to the attention of Courtney Babcock. Please feel free to call Courtney at (740) 454-0105 ext. 6321 or me at ext. 6353 with any questions.

Sincerely,



Jeff Jones
Director of Business Affairs

JJ/pmf

INSTRUCTIONS FOR APPLYING

A household member is any child or adult living with you.

IF YOUR HOUSEHOLD RECEIVES BENEFITS FROM THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) OR OHIO WORKS FIRST (OWF), FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the school name and grade level for each child.

Part 2: List the 7-digit case number for any household member (including adults) receiving SNAP or OWF benefits.

Part 3: Skip this part.

Part 4: Skip this part.

Part 5: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.

Part 6: Sign the form. The last four digits of a Social Security Number are **not** necessary.

Part 7: We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

IF NO ONE IN YOUR HOUSEHOLD RECEIVES SNAP OR OWF BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, MIGRANT OR RUNAWAY, FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the school name and school grade level for each child.

Part 2: Skip this part.

Part 3: If any child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call **Mid-East CTC, Jeremy Beardmore, at 740-454-0105**. If not, skip this part.

Part 4: Complete only if a child in your household is not eligible under Part 3. See Instruction for all other households.

Part 5: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.

Part 6: Sign the form. The last four digits of a Social Security Number are **not** necessary if you did not need to complete in part 4.

Part 7: We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

IF YOU APPLY FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS:

If all children in the household are foster children:

Part 1: List all foster children and the school name and grade level for each child. Check the box that indicates the child is a foster child.

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Skip this part.

Part 5: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.

Part 6: Sign the form. The last four digits of a Social Security Number are **not** necessary.

Part 7: We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

If some children in the household are foster children:

Part 1: List all household members and the school name and school grade level for each child. For any person, including children, with no income, you must check the "No Income" box. Check the box if the child is a foster child.

Part 2: If the household does not have a 7-digit SNAP or OWF case number, skip this part.

Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call **Mid-East CTC, Jeremy Beardmore, at 740-454-0105**. If not, skip this part.

Part 4: Follow these instructions to report total household income from this month or last month.

- **Box 1–Name:** List all household members with income.
- **Box 2 –Gross Income and how often it was received:** For each household member, list each type of income received for the month. Check the appropriate box to note how often the person receives the income - weekly, every other week, twice a month, or monthly. For earnings, list the gross income - not the take-home pay. Gross income is the amount earned *before* taxes and other deductions and can be found on pay stubs. For other income, list the amount and check the box to note how often each person received assistance from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under *All Other Income*, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household and any other income. Do not include income from SNAP, FDPIR, WIC, federal education benefits and foster payments received by the family from the placing agency. For **ONLY** the self-employed, report income after expenses under *Earnings from Work*. This is for your

business, farm, or rental property. If you are in the Military Privatized Housing Initiative or receive combat pay, do not include these allowances as income.

Part 5: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.

Part 6: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if he or she does not have one).

Part 7: We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

ALL OTHER HOUSEHOLDS (INCLUDING WIC HOUSEHOLDS) FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the school name and grade level for each child. For any person, including children, with no income, you must check the "No Income Box."

Part 2: If the household does not have a 7-digit SNAP or OWF case number, skip this part.

Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call **Mid-East CTC, Jeremy Beardmore, at 740-454-0105**. If not, skip this part.

Part 4: Follow these instructions to report total household income from this month or last month.

- **Box 1 – Name:** List all household members with income.
- **Box 2 –Gross Income and how often it was received:** For each household member, list each type of income received for the month. Check the box to note how often the person receives the income - weekly, every other week, twice a month, or monthly. For earnings, be sure to list the gross income - not take-home pay. Gross income is the amount earned *before* taxes and other deductions and can be found on pay stubs. For other income, list the amount and check the box to note how often each person received assistance from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under *All Other Income*, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household and any other income. Do not include income from SNAP, FDPIR, WIC, federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, report income after expenses under *Earnings from Work*. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or receive combat pay, do not include these allowances as income.

Part 5: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.

Part 6: An adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if he or she does not have one).

Part 7: We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

MID-EAST CTC 2022-2023 FREE AND REDUCED-PRICE SCHOOL MEALS APPLICATION

Part 1. ALL HOUSEHOLD MEMBERS			
Names of <u>all</u> household members (First, Middle Initial, Last)	Name of school and grade level for each child/or indicate "NA" if child is not in school. School Grade	Check if a foster child (legal responsibility of welfare agency or court) *If all children listed below are foster children, skip to Part 5 to sign this form.	Check if No Income
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Part 2. BENEFITS: If any member of your household receives Supplemental Nutrition Assistance Program (SNAP) or Ohio Works First (OWF) benefits, provide the name and 7-digit case number for the person who receives benefits and **skip to Part 5**. If no one receives these benefits, **skip to Part 3**.
 NAME: _____ 7-DIGIT CASE NUMBER: _____

Part 3. If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call Mid-East CTC, Jeremy Beardmore, at 740-454-0105
 Homeless Migrant Runaway

Part 4. TOTAL HOUSEHOLD GROSS INCOME (before deductions). List all income on the same line as the person who receives it. Check the box for how often it is received. Record each income only once.

1. NAME (List all household members with income)	2. GROSS INCOME AND HOW OFTEN IT WAS RECEIVED															
	Earnings from work before deductions	Weekly	Every 2 Weeks	Twice Monthly	Monthly	Welfare, child support, alimony	Weekly	Every 2 Weeks	Twice Monthly	Monthly	Pensions, retirement, Social Security, SSI, VA benefits	Weekly	Every 2 Weeks	Twice Monthly	Monthly	All Other Income (indicate frequency, such as "weekly" "monthly" "quarterly" "annually")
<i>(Example) Jane Smith</i>	\$200	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$150	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$50.00/ quarterly
\$		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____ / _____
\$		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____ / _____
\$		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____ / _____
\$		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____ / _____

Part 5. SCHOOL INSTRUCTIONAL FEE WAIVER ADULT CONSENT: Your child(ren) may qualify for a waiver of their school instructional fees. Your permission is required to share your meal application information with school officials to determine if your child(ren) qualifies for a fee waiver. Answering this question will not change whether your children will receive free or reduced-price meals.
 Please check a box: **Yes, I agree to have my meal application used to determine if my child(ren) qualifies for a fee waiver.**
 No, I do not agree to have my meal application used to determine if my child(ren) qualifies for a fee waiver.
 Signature of Parent/Guardian: _____ Date: _____

Part 6. SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (ADULT MUST SIGN)
 An adult household member must sign the application. **If Part 4 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box.** (See Privacy Act Statement on the back of this page.)
I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will receive federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that deliberate misrepresentation of the information may cause my children to lose meal benefits and I may be subject to prosecution under state and federal statutes.
 Sign here: X _____ Print name: _____ Date: _____
 Address: _____ Phone Number: _____
 Last four digits of your Social Security Number: _____ I do not have a Social Security Number

Part 7. Children's ethnic and racial identities: We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

<p><u>Choose one ethnicity:</u></p> <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino	<p><u>Choose one or more (regardless of ethnicity):</u></p> <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or other Pacific Islander
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Do not complete this section. Intended for school use only.			
Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12			
Total Income: _____	Per: Week, Every 2 Weeks, Twice per Month, Month, Year	Household size: _____	
Categorical Eligibility: ___	Date Withdrawn: _____	Eligibility: Free ___ Reduced ___ Denied ___	Reason: _____
Determining/Approval Official's Signature: _____		Date: _____	
Confirming Official's Signature: _____		Date: _____	
Follow-up Official's Signature: _____		Date: _____	
If selected for Verification, Date Verification Notice Sent: _____		Response Date: _____	2 nd Notice Sent: _____ Results Sent: _____
Verification Result: No Change ___		Free to Reduced Price ___	Free to Paid ___ Reduced Price to Free ___ Reduced Price to Paid ___

Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart.

Privacy Act Statement: This explains how we will use the information you give us.

The Richard B. Russell National School Lunch Act requires the information on this application. You are not required to provide information, but if information is not provided, the state agency cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Ohio Works First (OWF) case number or other identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs. We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

INCOME ELIGIBILITY GUIDELINES 2022-2023			
Household size	Yearly	Monthly	Weekly
1	\$25,142	\$2,096	\$484
2	33,874	2,823	652
3	42,606	3,551	820
4	51,338	4,279	988
5	60,070	5,006	1,156
6	68,802	5,734	1,324
7	77,534	6,462	1,492
8	86,266	7,189	1,659
Each Additional Person:	8,732	728	168

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, audiotape, 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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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:

- mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- fax:** (833) 256-1665 or (202) 690-7442; or
- email:** program.intake@usda.gov

This institution is an equal opportunity provider.



INTRODUCING:

PaySchools Central

Mid-East Career and Technology Centers

We now offer PaySchools Central as a resource for the parents of students in our district. PaySchools Central is a secure payment system which simplifies school payments in an easy-to-use online portal. It enables parents to fund lunch accounts and pay required and optional fees online quickly and easily. PaySchools Central also allows parents to opt into and manage email reminders about their student's accounts, so it's easy to remember to replenish lunch accounts or pay for that upcoming field trip.

PaySchools Central can be accessed via our online portal: www.payschoolscentral.com, or via convenient mobile app.

Why PaySchools Central?

- Payments can be made by credit card 24 hours a day, 7 days a week at the parents' convenience - online or via the mobile app
- Parents can review student purchases, along with account balance information
- PaySchools Central supports increased communication between our school and our families
- Online payments are fast, easy to manage (even for multiple students), and more convenient than writing multiple checks
- At lunch time, our cashiers will spend less time taking cash at the serving lines, so students have more time to eat
- No more lost lunch money, cash or checks on the journey from home to school!

Convenient Features for Parents

- Parents can opt in to receive email notifications when a student account balance falls below a threshold set by the parent
- Parents can use an automatic payment feature which replenishes their student account(s) when the balance falls below a level set by the parent
- Important school communications are automatically emailed to parents
- Student information is automatically transferred from year to year and even from school to school
- Parents can manage accounts for multiple students with a single login
- Parents can manage payments via an easy-to-use online portal, or while on the go with a convenient mobile app
- PaySchools is PCI compliant and maintains industry standard SSL certificates. This ensures all data is safe and secure
- A continuous online survey is provided to monitor parent feedback and ideas

Need help? Contact us to learn more.

psc_help@payschools.com 1-877-393-6628



PaySchools Central

Setting Up Your Account

Mid-East Career and Technology Centers

We have implemented PaySchools Central, an online payment platform, to help make managing lunch payments easier for our students' parents. The portal is easy to set up and use, both online and via the mobile app. To get started, follow the instructions below.

If you need help along the way, please contact us: **Phone: 1-877-393-6628** **Email: psc_help@payschools.com**

1. Visit our portal using your internet browser
www.payschoolscentral.com
2. Select the "Register" option from the menu. The portal will guide you through the steps you need to follow to establish your account and set up your students.
3. You will be prompted to enter your contact data and a payment method to activate your account.
4. Once all information is entered, you will receive an email from PaySchools Central with a link to confirm the registration and create your password. Once your password is saved, you can log in and begin using PaySchools Central as often as you'd like.
5. The first time you log in, you will need to indicate which student(s) to attach to your account using the Add/View student tab. Students are already loaded in the PaySchools Central system. PaySchools Central utilizes the same student ID number used for your lunch purchases. If you are unsure of your student's ID number, please contact the school/district registrar.
6. When using a debit or credit card for a lunch transaction less than \$50 the fee is: **\$1.65**
The internet convenience fee per transaction when using credit or debit card is: **3.9%**

Need help? Contact us to learn more.

Email: psc_help@payschools.com

Phone: 1-877-393-6628