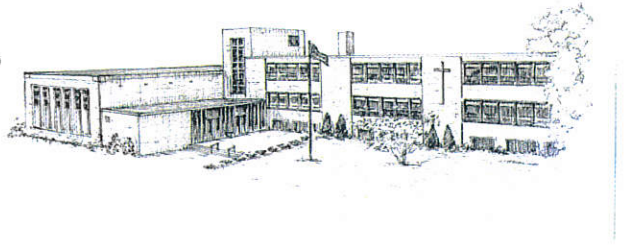


Our Lady of Mt. Carmel – St. Benedicta School

285 Clove Road
Staten Island, NY 10310



September 2017

Dear Parents,

All families must submit a NYC Department of Education lunch application before October 2017 or you will have to pay **full lunch fees for the year**. This application is available online. **Only one application per family** needs to be filled. All families must complete the application.

**** All students must eat the school lunch. The only exception will be if there is a SERIOUS medical condition that will prohibit your child from eating school lunch. **CHILDREN are not allowed to bring their own lunch without a doctor's note. The doctor's note must be submitted and will be verified by our school. The note must be received by the school no later than September 15, 2017** in order to bring lunch on October 2, 2017. If the note is received after September 15, 2017 you will have to wait for approval. If your child is approved to bring his/her own lunch, the child needs to **arrive at school** with his or her own lunch everyday. **NO lunches are to be delivered to school after instruction time has begun.**

*****Any child who is approved to bring lunch will be ineligible to participate in the free breakfast program.**

If you have any questions about the lunch applications please feel free to contact the school office.

Submit your lunch application by visiting: www.applyforlunch.com or <https://www.myschoolapps.com> For more assistance contact the office of school food for more assistance 718-707-4400 or 877-363-6325

Thank you for your attention

VISIT www.applyforlunch.com or <https://www.myschoolapps.com>

Queridos padres,

Todas las familias deben presentar una solicitud de almuerzo del Departamento de Educación de la Ciudad de Nueva York antes de octubre de 2017 o tendrán que pagar los honorarios del almuerzo completo durante el año. Esta aplicación está disponible en línea. Sólo hay que llenar una solicitud por familia. Todas las familias deben completar la solicitud.

**** Todos los estudiantes deben comer el almuerzo escolar. La única excepción será si hay una condición médica GRAVA que prohíbe que su hijo coma almuerzo escolar. NINGUNO NIÑO podrá traer su propio almuerzo sin una nota del doctor. La nota del doctor debe ser presentada y será verificada por nuestra escuela. La nota debe ser recibida por la escuela a más tardar el 15 de septiembre de 2017 para traer el almuerzo el 2 de octubre de 2016. Si la nota es recibida después del 15 de septiembre de 2017 usted tendrá que esperar la aprobación. Si su hijo / a es aprobado para traer su propio almuerzo, el niño / a tiene que llegar a la escuela con su propio almuerzo. NO se deben entregar los almuerzos a la escuela después de que el tiempo de instrucción haya comenzado.

*** Cualquier niño que esté aprobado para traer el almuerzo será inelegible para participar en el programa de desayuno gratis.

Si tiene alguna pregunta sobre las solicitudes para el almuerzo, por favor comuníquese con la oficina de la escuela.

Complete su solicitud de almuerzo visitando: www.applyforlunch.com o <https://www.myschoolapps.com>
Para más ayuda comuníquese con la oficina de comida de la escuela para más ayuda 718-707-4400 or 877-363-6325

Gracias por su atención.

Instructions for Applying for Lunch and Breakfast online

- STEP1** Go to the following website to get to the application:
www.applyforlunch.com or <https://www.myschoolapps.com>
- STEP2** Read and accept terms of use
- STEP3** Review Income eligibility guidelines and select if you qualify for free or reduced-price meals
Even if you do not qualify for free or reduced-priced meals you must complete the application
- STEP4** Select if household receives or does not receive the any of the following benefits SNAP, TANF,
FCPIR
- STEP5** Enter the complete household address and phone number
- STEP6** Click ADD STUDENT then add required student information
- STEP7** Select our School Code: 31N710 Our Lady of Mount Carmel – Saint Benedicta
Select the grade that the student will be entering
Click SAVE AND CONTINUE
- STEP8** Select ADD INCOME if student has any income or benefits – Enter income one next page
Select NO INCOME if student does not have any income or benefits
- STEP9** Once done with first student, select ADD STUDENT if there are more children attending school
Either at OLMC-SB or any other public or charter school in Staten Island grades Prek - 12th
grade
- STEP10** Once done entering students select DONE ENTERING STUDENTS and enter parent/guardian
information on next screen, enter SS Number if you have one, or select I do not have s SS
Number
- STEP11** Select Continue and edit household information on next screen, SAVE AND CONTINUE when
done
- STEP11** select ADD INCOME if parent guardian has any income from a job or benefits
on pop-up screen enter amount, frequency and source
Select NO INCOME if there is no income for parent/guardian
- STEP12** Select ADD HOUSEHOLD MEMBER if there is an additional member in the household, add any
dependents that do not attend grades Pre-k – 12th grade in school
- STEP13** Select DONE ENTERING HOUSEHOLD MEMBERS once you have added all additional members
of the household and once you have added all their income
- STEP14** Enter additional information: email address, phone number, selecting ethnicity is optional
- STEP15** Select SAVE AND CONTINUE
- STEP16** **Edit all information before submitting application, if there are any errors, return to
the necessary section and edit the information.**
- STEP17** Select I affirm that the
Enter your full name to electronically sign the form
Click SUBMIT MY APPLICATION