

CALEDONIA AREA PUBLIC SCHOOL DISTRICT FALL NEWSLETTER

WELCOME BACK STAFF AND STUDENTS

MESSAGE FROM SUPERINTENDENT CRAIG IHRKE

Dear Students, Families, Staff, and Community Members,
Welcome to a new school year in Caledonia Area Public Schools.

I hope your summer has brought time to rest, recharge, and spend meaningful moments with family and friends. As we begin the 2025–2026 school year, I want to thank you for being a vital part of our school community.

Our focus remains simple and strong - academic excellence, student well-being, and continued growth in athletics, activities, and community partnerships. We believe every student has the ability to grow, lead, and succeed. Our staff works hard to support that vision in every classroom, hallway, and activity.

You'll continue to see our commitment to creating positive learning environments, enhancing communication, and fostering meaningful relationships. We believe strong schools are built on strong partnerships - with families, local organizations, and our dedicated staff. Together, we're helping every student thrive.

To our students, I look forward to seeing your progress and cheering on your successes. To our families, thank you for your trust and support. To our staff, thank you for your hard work and commitment. And to our community, thank you for standing behind our schools and students.

Let's make this year one of growth, achievement, and pride.

Go Warriors!



COMMUNITY EDUCATION
725-5139

DISTRICT OFFICE
725-3389

ELEMENTARY OFFICE
725-5205

MIDDLE/HIGH SCHOOL OFFICE
725-3316

SCHOOL WEBSITE
www.cps.k12.mn.us



Attention New Families To The District - Census Data Needed

If you are new to Caledonia Area Public School District, please contact the elementary school at **507-725-5205** to provide the names and ages of any children in your household from **birth through age 7**.

This information is essential for maintaining accurate school census records, regardless of whether your children are enrolled in the public school, a parochial school, or are not currently enrolled in any school.

We also ask that you complete the **Census Data Sheet** by clicking the following link: [[Census Form 2025-2026](#)], and return the completed form to the **Elementary Office** either **in person, by mail, or via email to Wendy Rask at wendy_rask@cps.k12.mn.us**.

Thank you for your cooperation!

A MESSAGE FROM MR. WAHLSTROM

As we prepare to begin a new school year, I am excited to extend a warm welcome to all our students, families, and staff members. I am honored to be the Principal of Caledonia Area Elementary School for the fantastic communities that we serve.



To Our Students: We are eager to see you and hear your enthusiastic voices filling our classrooms and hallways once again. This year promises to be filled with new learning opportunities, exciting projects, and memorable experiences. Our goal is to support each of you in reaching your full potential, fostering not only academic success but also personal growth and well-being. We expect great things from you!

To Our Staff: I am deeply grateful for your unwavering commitment and hard work to ensure that we are ready for a fantastic school year. Your dedication to creating a nurturing and challenging environment for our students is truly inspiring. Together, we will continue to innovate, collaborate, and support each other in providing the best possible education for our students.

To Our Families and Communities: Your involvement and support are crucial to our success. We value the strong partnerships we have with our families and community members. This year, we will continue to strengthen these connections through various events and volunteer opportunities. Whether it's participating in school activities, joining our parent-teacher organization, serving on a committee, or simply sharing your ideas and feedback; your contributions make a significant difference, and are greatly appreciated.

I am looking forward to a year filled with learning, growth, and community spirit. Let's work together to make this school year extraordinary for everyone.

Thank you for your continued support and dedication to Caledonia Area Elementary School. Here's to a successful and fulfilling year ahead!

ELEMENTARY ASSESSMENT DAYS, SCHOOL PICTURES & IPAD DISTRIBUTION

Caledonia Area Elementary will continue using **Assessment Days** to kick off the school year. Students in grades K–5 will attend school **only during their scheduled appointment time** on **Monday, August 18** or **Tuesday, August 19**. The first full day of school for all K–5 students is **Wednesday, August 20**.

On Monday, appointments run from **12:00 p.m. to 7:00 p.m.**, and on Tuesday from **8:00 a.m. to 3:00 p.m.** Families will schedule a 30-minute time slot through **PTCfast**. When scheduling opens, you'll receive a text and/or email with the link. The information will also be posted on Schoology and the district website.

If you have more than one child, you may schedule them at the same time. While time slots are 30 minutes, please plan to stay longer. In addition to classroom assessments, there will be stations for e-registration, school pictures, iPad/Chromebook paperwork, medication drop-off, lunch payments, and more.

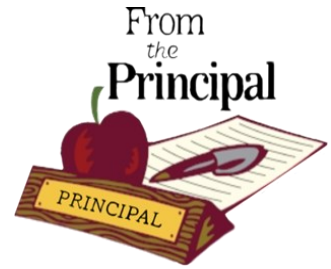
All student photos will be taken during Assessment Days, so be sure your child is ready for their school picture. If needed, you may bring your child during assessment hours just for pictures. Students should be dropped off at their classroom while parents complete paperwork in the media center. If a parent is unavailable, a grandparent or other trusted adult may attend.

iPads and Chromebooks will be distributed by homeroom teachers during the first two weeks of school once all paperwork is submitted.

We appreciate your support in making Assessment Days a smooth and productive start to the school year!

A MESSAGE FROM MR. BOLER

Welcome to the 2025–2026 School Year! It is with great excitement and anticipation that I welcome back our students, staff, families, and community members to Caledonia Middle/High School. We are committed to fostering an environment where all students thrive academically, socially, and emotionally. With the support of our dedicated faculty and staff, we look forward to a year filled with growth, learning, and opportunity.



I encourage all students to take full advantage of what Caledonia MS/HS has to offer—both in the classroom and through extracurricular activities. Getting involved and staying connected are essential parts of a successful and rewarding educational experience. Please join me in welcoming our new staff members: Maria Inglefield (Special Education) and Nicole Meyer (High School Math). We are thrilled to have them join our team and are confident they will be excellent additions to our school.

This year also brings exciting updates, including an expanded high school course offering designed to better meet the diverse interests and goals of our students. These new options provide meaningful pathways to help students explore their passions and prepare for the future.

I also want to emphasize the importance of reviewing the updated student handbook. Several changes have been made for the upcoming school year, and I encourage both students and parents to become familiar with the policies and procedures outlined in it. We remain committed to continuous improvement and to providing the highest quality education for every student. Please don't hesitate to reach out with any questions, concerns, or feedback as we begin another great year together.

MIDDLE/HIGH SCHOOL IPAD/CHROMEBOOK DISTRIBUTION & OPEN HOUSE

MS/HS Device distribution and Open House will be held on Monday, August 11th from 4:00 p.m. to 6:30 p.m. Students and parents are welcome to come at any time during the session. Device distribution will be held in the MS/HS Commons Area. PowerSchool online registration must be completed prior to picking up the device. *A parent/guardian must pick up the student's device and complete the necessary paperwork.* Students who do not receive their device during these distribution times will get their device during the first week of school. There will be no additional device pick-up times prior to the start of school. 6th-12th grade Open House is open to all students and parents to come and drop off student's school supplies in their locker, familiarize the student with their classroom locations and meet the Principal, Mr. Nathan Boler.

MIDDLE/HIGH SCHOOL ORIENTATION

New student orientation will be held on Monday, August 11th from 3:15 p.m. until 4:00 p.m. in the Middle/High School Performing Arts Center. This orientation is optional, and any student is welcome to attend.



HAND IN HAND PRESCHOOL INFORMATION

Hand in Hand Preschool's goal is to have all students ready for kindergarten. We do that by assessing student's skills and creating a learning program that meets the needs of each student. Our hands-on learning program focuses on social, emotional and cognitive development by using curriculum materials that are developmentally appropriate and fun!

3 year old Preschool: This year, 3K preschool is offered Monday-Friday 8am-End of the school day. Tuition: **\$160/week**. A \$25 registration fee is due at registration to secure your child's enrollment. A \$35 supply fee is also due at registration. *Limited space available

4 year old Preschool: This year, there will be 1 full-day 4K class, Monday-Friday 8AM-End of school day. Tuition: **\$160/week**. A \$25 registration fee is due at registration to secure your child's enrollment. A \$35 supply fee is also due at registration. Limited space available. Children must be potty trained to attend Hand in Hand preschool.

HAND IN HAND PRESCHOOL OPEN HOUSE & PARENT MEETING

The Hand in Hand Preschool Open House and Parent Meeting is scheduled for **Tuesday, August 12th from 3 PM until 6 PM**. More information will be sent directly to registered students and their parents.

CLASSES BEGIN

Preschool classes will begin on Wednesday, August 20th. All Preschool sections will follow the ISD #299 school calendar.

TRANSPORTATION: Parents/guardians are responsible for transporting students to preschool. Hand in Hand Preschool students can ride the bus to or from school with a bus buddy.

IMMUNIZATIONS/BIRTH CERTIFICATES:

All students must be up to date with their immunizations prior to attending Hand in Hand Preschool. We will also need a copy of their birth certificate for their records.

TUITION ASSISTANCE/SCHOLARSHIP:

Limited tuition assistance and scholarships are available for families who meet free and reduced meal application and scholarship guidelines. Please contact Gretchen Juan at 507-725-5139 or via email for more information at gretchen_juan@cps.k12.mn.us



CAPS CARE CHILD CARE CENTER

CAPS Care is a nonprofit agency that is part of the Caledonia Area Public School District #299. CAPS Care is licensed for children ages 6 weeks to 33 months old. Children then move on into our Hand in Hand Preschool program. CAPS Care operates Monday through Friday from 6:00 AM until 6:00 PM everyday, except the major holidays. Current rates per child: Infant- \$235/week Toddler- \$225/week Fees are subject to change. CAPS Care currently has openings in our toddler room. For additional questions, please contact Gretchen Juan at 507-725-5139 or gretchen_juan@cps.k12.mn.us

SURROUND CARE

Surround Care is our transition room for children who age out the CAPS Care toddler room, but who not meet the age requirement for 3K preschool. Surround Care follows the school district calendar and daily schedule. Current rates per child: Not Potty-Trained: \$185/week Potty-Trained: \$175/week.

CALEDONIA SCHOOL AGE CARE (SAC)

The Caledonia SAC Program provides a safe, secure, and supportive environment for children. Children can participate in a variety of fun and creative activities, as well as completing their homework, under the supervision of trained caring staff. SAC hours of operation are 6:00 AM until school begins and after school until 6:00 PM on school days. On non-school days and during the summer, the hours of operation are from 6:00 AM until 6:00 PM.

Current daily rates per child: AM is \$12/day; PM is \$15/day; BOTH AM and PM is \$20/day; Non-School Days is \$40/day; and a \$35.00 registration fee is required. Fees may be subject to change. For registration information and additional questions, please contact Meghan Von Arx, SAC Supervisor, Email: meghan_vonarx@cps.k12.mn.us

SCHOOL AGE CARE (SAC) for Hand in Hand Preschoolers

Students in Hand in Hand Preschool can attend the SAC program before the AM class (6 AM until 8 AM) or after the PM class (3 PM until 6 PM) for the same fees listed above.

SCHOOL DAY SCHEDULE

Elementary Students are admitted to the building at 7:55 a.m. and will proceed directly to their classrooms.

Elementary classes begin at 8:05 a.m. each day and MS/HS classes begin at 8:00 a.m. each day.

Dismissal for elementary bus riders is at 2:50 p.m. except on Wednesdays, dismissal is at 2:20

p.m. for elementary bus riders. Dismissal for elementary walkers, community education participants, and School Age Care students is at 2:55 p.m. except on Wednesdays, dismissal will be at 2:25 p.m. for walkers, community education participants, and School Age Care students in the elementary. MS/HS students will be dismissed at 3:00 p.m. except on Wednesdays dismissal will be at 2:30 p.m.

Buses at the elementary will leave to go to the MS/HS parking lot at 2:55 p.m. except on Wednesdays, buses at the elementary will leave to go to the MS/HS parking lot at 2:25 p.m.

Buses will leave from the MS/HS parking lot at 3:10 p.m. on a daily basis except on Wednesdays, buses will leave the MS/HS parking lot at 2:40 p.m.

MY SCHOOL BUCKS

Online Payment Option Available through My School Bucks

We're excited to offer a convenient way for families to pay student fees online using **MySchoolBucks!** You can visit the [My School Bucks Website](#) or use the mobile app to get started.

Browse available items in our school store, add them to your cart, and securely check out using a **credit/debit card** or **eCheck**.

➡ Need help getting started? Call **MySchoolBucks Support** at **(855) 832-5226**.

➡ For general store inquiries, contact **Sara Tessmer** at **507-725-5139**.

Please note: A \$3.50 service fee will apply to online payments.

You may still pay by **check or cash** at the school office with **no additional fees**.

SCHOOL NUTRITION NEWS

DID YOU KNOW WHEN APPLYING FOR EDUCATIONAL BENEFITS THAT IT WILL ASSIST YOUR STUDENT, FAMILY, AND SCHOOL DISTRICT IN RECEIVING BENEFITS?

Completing the Application for Educational Benefits has a **significant impact** on our schools. **All** households should complete the Application for Educational Benefits as it is used to determine additional student and household benefits along with school and district funding. To apply, complete the online application at: www.myschoolapps.com Enter your zip code and choose Caledonia Area Public Schools and then follow the online instructions. A paper form will be available upon request. **A new application must be submitted each year.**

Breakfast & Lunch Update

With the Free School Meals Bill, every student can receive one breakfast and one lunch each school day at no cost. Adult meals and any additional purchases by students are not included in the Free School Meals Bill. This includes staff meals, second student meals, and individual items such as just a milk or just a pizza. These are not free and will need to be purchased. Prices for adult/second breakfasts and adult/second lunches can be found on our school district website as prices were not known at the time of this newsletter. Milk break for elementary students and extra noon milk will cost \$0.55 for each half-pint. This institution is an equal opportunity provider.



If you need a Special Diet/Allergy Form, they are available on our school website under the Food Service area. This form is mandated to be completed in order to receive accommodations!

When your student's lunch account balance is below \$10.00 you will be notified that a deposit needs to be made into their account. If you have questions, contact our Nutrition Services Director, Rachel Stackhouse at 507-725-3319, extension 2215 or via email.

UNPAID MEAL CHARGES

In accordance with state requirements, we are sharing [School Meals Policy #534](#) which outlines the district's procedures regarding **unpaid meal charges**. You can find this policy, along with all other district policies, on our **school district website**.

ACTIVITY FEES



Students must have your athletic information and fees turned into Sara Tessmer in Community Ed prior to practice beginning!!

STUDENT PARTICIPATION FEES FOR 2025-2026

	<u>Gr. 7-8</u>	<u>Gr. 9-12</u>
Per Sport	\$80.00	\$110.00
Family Maximum	(-- \$450.00 --)	
<u>Music/Other Activities</u>	<u>Gr. 7-8</u>	<u>Gr. 9-12</u>
Jazz Band	\$40.00	\$40.00
All School Musical	\$45.00	\$45.00
One Act Play	\$45.00	\$45.00
Knowledge Bowl	\$50.00	\$50.00
Robotics	\$45.00	\$45.00
Family Maximum	(-- \$250.00 --)	
Wind Instruments Rental	\$55.00	\$55.00
Percussion Rental	\$40.00	\$40.00

You may be eligible for free or discounted fees. To see if you qualify, please complete an Application for Education Benefits online at **www.myschoolapps.com** Enter your zip code and choose Caledonia Area Public Schools and then follow the online instructions. A new application must be submitted each year.

ATHLETIC ADMISSIONS TO HOME CONTESTS & SEASON PASSES

Individual athletic admissions to home contests except for tournaments and special events are set at \$5.00 for students (K-12) and \$7.00 for adults. Senior Citizens 65-Over are FREE. Season passes for all home events except tournaments or special events are \$90.00 for students in grades kindergarten through twelve and \$110.00 for adults, and are FREE for senior citizens 65 and over (donations are accepted). In addition, a family season pass may be purchased for \$275.00. Each immediate family member will be issued a pass. Immediate family means Mother and Father or Mother or Father and their children (K-12).



SCHOOL NOTIFICATIONS/ALERTS

SchoolMessenger

Caledonia Area School District will utilize a program called "School Messenger" to communicate with families in a timely manner with regard to emergency messages, closing information, and other messages that may be important for parents to be notified about. This program provides the

school with the capability of mass communicating via phone calls, emails, and text messages.

Please keep the offices apprised of any changes throughout the year with your contact information including emails and/or phone numbers so that it is updated in our

system for proper notifications that will be sent from our school district.

We will also continue to contact the local radio and television stations for any weather related closings or delays.

Need athletic season passes? Please stop and see Sara Tessmer in the Community Ed Office



FLEXIBLE LEARNING/E-LEARNING DAYS

The staff of Caledonia Area Public Schools values student independence, choice and voice, alternative learning experiences and 21st century skills. By implementing a Flexible Learning/E-Learning day, our students and parents will have the opportunity to explore learning, build relationships, and provide exposure to content.

The first day of weather or emergency closing will be will be a “snow/free day” for students and a professional work day for staff. Beginning the second through sixth day of weather or emergency closing will be Flexible Learning/E-Learning days. These Flexible Learning/E-Learning days will replace a snow day. The students may use their devices to get their work done. If any students need modifications, teachers will provide for student needs. **Teachers will provide learning opportunities through other means for those who don't have online capabilities. They will explain these opportunities to students and parents.** Teachers will provide pre-teaching and specific guidelines based on grade and subject matter.

Here are the guidelines for Flexible Learning/E-Learning Days:

- * Attendance will be taken one week after the Flexible Learning/E-Learning day. Work can occur and be turned in that day or any day prior to attendance being taken. Students are counted present once assignments have been turned in.
- * Teachers will be available via email/Schoology for parent and student questions during normal school hours on the Flexible Learning/E-Learning day.
- * If students have questions prior to or following the Flexible Learning/E-Learning day, they may ask teachers during their regular school classes.
- * Learning will be exploratory and creative in nature. The lessons are intended to expand on learning that has already taken place in the classroom.
- * All Flexible Learning/E-Learning plans will be available on the district webpage.

If you have any questions, please contact teachers or building administration.

SPECIAL EDUCATION SERVICES AT OUR SCHOOL

The Caledonia Area Public School District recognizes its responsibility to provide a free and appropriate public education to students with disabilities who reside within the district's boundaries. Caledonia Area Public School District has a "child find" process that is designed to locate, identify, and evaluate children with disabilities residing within district boundaries ages birth through 21 (who have not yet graduated from high school).

Caledonia Area Public School District conducts annual pre-school screenings for ages three to five years old. If you do not receive notification of this prior to your child turning age four, please contact the elementary office at 507-725-5205.

Any child living within the district boundaries, including home-schooled or attending non-public schools, may be referred for a potential special education evaluation. Results of any evaluation will determine what, if any, services the child needs. For questions or further information regarding the referral and evaluation process please contact Mr. Craig Ihrke at 507-725-3389 or the Assistant Director of Special Education for the Hiawatha Valley Education District Office at 507-452-1200.

SCHMITZ BUS SERVICE INFO & MIDDLE HIGH SCHOOL & ELEMENTARY DROP-OFF & PICK-UP AREAS

Are you a new family in the school district or have you recently moved and need bus transportation?

New families or families that have moved and need bus transportation, should contact Tracy Schmitz at Schmitz Bus Service, Inc. via phone at 507-450-5160 or Email: schmitzbuscal@gmail.com

Middle/High School Information:

As you enter the MSHS parking lot, there is a "student drop off zone" along the center sidewalk. We ask that all student drop offs take place in the drop off zone. These changes have been made to improve traffic flow and improve the safety of students and drivers..

There is NO student drop offs or pick ups permitted in the bus parking lot area.

Elementary Information:

All school busses **WILL** load and unload on West Grove Street (as done during the 2025-2026 school year).

Parents or guardians dropping off or picking up students are asked to approach the school facing East on Main Street. Please stop on Main Street to have your child get off on the curb in front of the school building.

We encourage parents to drop their child off and exit back onto Main Street. If there is a reason for you to escort your child into the school, we ask that you please park in the parking lot behind the school off of Sprague Street.

Once students are on campus in the mornings, they should enter the playground area or enter the school to eat breakfast. All students will enter the building using the main entrance Door C of the elementary building. We will have supervisors on the playground starting at 7:35 a.m.

There should be absolutely NO student drop-off or pick-up in the visitor parking area off of Main Street during the morning drop offs or afterschool.



LETTER TO PARENTS/GUARDIANS REGARDING THE APPLICATION FOR EDUCATIONAL BENEFITS - PLEASE READ THIS INFORMATION BELOW AS IT RELATES TO THE UPDATED INFORMATION AND COMPLETION OF THESE APPLICATIONS!!

Dear Parent/Guardian:

Our school offers healthy meals each day. All students can get one breakfast and one lunch free of charge each day at school. **Although no application is required to receive this free meal benefit, filling out the Application for Educational Benefits is still important! Your application may help the school qualify for education funds!**

To apply, complete the online Application for Educational Benefits at www.myschoolapps.com. Enter your zip code and choose Caledonia Area Public Schools. Following the online instructions. You may apply at your convenience or time will be available during the Middle School/High School iPad distribution/PowerSchool E-registration night or the Elementary School Assessment days. **A paper form will be available upon request. A new application must be submitted each year. At public schools, your application also helps the school qualify for education funds and discounts.**

Who should complete this application? Children in households participating in the Supplemental Nutrition Assistance Program (SNAP), Minnesota Family Investment Program (MFIP) or Food Distribution Program on Indian Reservations (FDPIR), and foster, homeless, migrant and runaway children qualify without reporting household income. Alternatively, children can qualify if their household income is within the maximum income shown for their household size on the instructions.

COMMON QUESTIONS:

I get WIC or Medical Assistance. Can my children qualify? Children in households participating in WIC or Medical Assistance do not automatically qualify. Children may be eligible depending on other household financial information. Please fill out an application.

Who should I include as household members? Include yourself and all other people living in the household, related or not (such as grandparents, other relatives, or friends).

May I apply if someone in my household is not a U.S. citizen? Yes. You or your children do not have to be U.S. citizens for you to complete an application.

What if my income is not always the same? List the amount that you normally get. If you normally get overtime, include it, but not if you get overtime only sometimes. For seasonal work, write in the total annual income.

Will the income information or case number I give be checked? It may be. We may also ask you to send written proof.

How will the information be kept? Information you provide on the form, and your child's approval, will be protected as private data. For more information, see the back page of the Application for Educational Benefits.

If I don't qualify now, may I apply later? Yes. Please complete an application at any time if your income goes down, your household size goes up, or you start getting SNAP, MFIP or FDPIR benefits.

If you have other questions or need help, call 507-725-3389.

Sincerely,
Barbara Meyer
Business Manager
Caledonia Area Public School District

HOW TO COMPLETE THE APPLICATION FOR EDUCATIONAL BENEFITS

Complete the Application for Educational Benefits form for the 2025-2026 school year if any of the following applies to your household:

- Any household member currently participates in the Minnesota Family Investment Program (MFIP), or the Supplemental Nutrition Assistance Program (SNAP), or the Food Distribution Program on Indian Reservations (FDPIR) or
- The household includes one or more foster children (a welfare agency or court has legal responsibility for the child) or
- The total income of household members is within the guidelines shown below (**gross earnings before deductions**, not take-home pay). Do not include as income: foster care payments, federal education benefits, MFIP payments, or value of assistance received from SNAP, WIC, or FDPIR. Military: Do not include combat pay or assistance from the Military Privatized Housing Initiative. The income guidelines are effective from July 1, 2025, through June 30, 2026.

Maximum Total Income

Household Size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
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
Add for each additional person	10,175	848	424	392	196

Step 1: Children - List all infants and children in the household, their school and grade if applicable, and birthdate. Attach an additional page if needed to list all children. Check the box if a child is in foster care (a welfare agency or court has legal responsibility for the child).

Step 2: Case Number - If any household member currently participates in SNAP, MFIP or FDPIR, write in the case number and then go to Step 4. If you do not participate in any of these programs, leave Step 2 blank and continue to step 3.

Step 3: Adults and Child Incomes/ Last 4 Digits of Social Security Number

Social Security Number/Total Household Members. An adult household member must provide the last four digits of their Social Security number or check the box if they do not have a Social Security number. Report the total number of household members and ensure all household members are listed individually on the application in the child or adult section as applicable.

Child Income. If any children in the household have regular income, such as SSI or part-time jobs, list the total amount of regular incomes received by all children, and check the box for the frequency: weekly, bi-weekly, twice a month, or monthly. Do not include occasional earnings like babysitting or lawn mowing.

Adult income. Report the names of adult household members and income earned in this section.

- List all adults living in the household not listed in Step 1, whether related or not, such as grandparents, relatives, or friends.
- **Gross Earnings from Work.** This is usually the money received from working at jobs where a paycheck is received. For each income, check the box to show how often the income is received: weekly, bi-weekly, twice per month, or monthly.
- List gross incomes before deductions, not take-home pay. Do not list an hourly wage rate. For adults with no income to report, enter a '0' or leave the section blank. For seasonal work, write in the total annual income.
- **Are you Self-Employed or a Farmer?** List the net income per month or year after business expenses. Do not list the same income twice on the application. A loss from farm or self-employment must be listed as 0 income and does not reduce other income.
- **Any Other Gross Income.** List gross incomes before deductions from all other sources, such as SSI, unemployment, child support, public assistance, social security, rental income or annuities.

Step 4: Signature and Contact Information An adult household member must sign the form. If you do not want your information to be shared with Minnesota Health Care Programs, check the "Don't share" box in Step 4.

Optional: Please provide the information on ethnicity and race that is requested on the second page of the form. This information is not required and does not affect approval for school meal benefits. The information helps to ensure we are meeting civil rights requirements and fully serving our community.