

PLCC Free & Reduced Lunch Program

While Portage Lakes Career Center does not receive Federal or State funds to subsidize free or reduced lunches, the philosophy of the Career Center is to help students in need.

Please note: Only full day students enrolled at PLCC are eligible to receive lunch services. Full day students who qualify for a reduced lunch rate will receive **free** lunch while attending PLCC.

If you believe your household is eligible to receive the free or reduced lunch benefit, you must follow the following steps:

- Complete an application form for the free lunch program (available from the main office and on our website) & submit a copy of your 1040 for the past year. ***THIS IS A REQUIRED DOCUMENT***.

Or

- If your household receives a direct certification letter stating automatic eligibility from your student's home school district (Coventry, Green, Manchester, or Springfield), you may submit a copy of that letter to the PLCC principal in lieu of the application and 1040 form.

*For the first 8 days of school, students who believe they are eligible to receive the free or reduced lunch benefit may use the last 4 numbers of his/her PLCC student ID in the cafeteria line to receive a lunch. If PLCC has not received an application after that time period, the lunch received will be charged to the student's account. Once the application has been received and approved. All prior charges to the student account will be removed.

Full day students who are approved to receive free lunch will receive a daily balance of \$3.00 to use in the cafeteria lunch line.

Fee waiver for Full day Students

Full day students who qualify for t free lunch may have their instructional fees waived if the fee waiver box is checked on the free lunch application. Students who receive a direct certification letter from their home school district will automatically have their instructional fees waived **only if a copy of the direct certification letter is submitted to PLCC.**

Students who qualify for reduced lunch at PLCC do receive a free lunch but instructional fees are not waived.

All questions or concerns regarding the status of a free & reduced lunch application should be brought to the attention of the main office.

Fee Waiver for Half day Students

Half day students who receive free lunch at their home schools may apply to have their instructional fees waived. The fee waiver application for half day students is available through the main office and must be submitted to the building principal.