

June 21, 2018

Dear Parent/Guardian,

I hope your summer is off to a great start! Enclosed you will find the application for our new reduced lunch program for the upcoming 2018-2019 school year.

Please fill out the application and send the attached paperwork to the office by August 17. We will take it by mail, email, or you can personally deliver to either office. This paperwork must be in by the above date, no exceptions.

Please note the school office summer hours are as follows: Monday thru Thursday from 8am to 1pm and closed on Fridays. The Parish office is open Monday thru Thursday from 7:30 – 4:00 and Friday 7:30 – noon.

Thank you for your attention to this matter. If you have any questions, please feel free to contact me at 502-635-6895 or [jowens@ssmartyr.org](mailto:jowens@ssmartyr.org).

Jamie Owens  
SSM Cafeteria Manager



## St Stephen Martyr Reduced Lunch Program 2018-2019

Applicants must have a CEF/FACTS application on file in addition to this completed form.

\*\*See below note regarding required documents\*\*

All Adult Household Members	Earnings (2017 W-2) **	Current Monthly Income (2018 Pay Stub or other income documentation)**
All Children in Household	Current SSM Student?	Please include income for each child if applicable
	Yes No	
	Yes No	
	Yes No	
	Yes No	
	Yes No	
	Yes No	
	Yes No	
	Yes No	

I certify that all information on this application is true and all income is reported.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**\*\*\*Copies of Current Income Substantiation (W2's, Pay Stubs, Social Security, etc.) must be attached**  
**\*\*\* Copies of Prior Year Income Documents Submitted with FACTS Application are Not Required**

Please return all completed forms to school office.

