Sage Park Charger E-News

Stay in touch with SPMS

spms.windsorct.org
@sage_middle

Friday, October 9, 2026
ONE DISTRICT...ONE DIRECTION
Excellence Everyday for Every Child!

From The Acting Principal

Dear Sage Park Families,

As we approach the end of the first quarter-just four weeks away-our faculty and staff want to partner with you to ensure your child finishes the marking period on a strong note.

To support your child's success, please keep the following important reminders in mind:

- **Academic Support:** Please regularly review school progress with your student. If they need extra assistance, encourage them to sign up for our Summit program. Because traditional summer school is not an option at the middle school level, taking advantage of these support resources now is critical to staying on track.
- **Attendance & Punctuality:** Consistent daily attendance and arriving on time are directly linked to student achievement. Prompt arrivals help students build positive daily routines, avoid missing morning instructions, and stay fully engaged in classroom learning.
- **Upcoming Student Hang-Out (Oct. 16):** The final deadline to sign up for the October 16 Hang-Out is **Tuesday, October 13**. Please note that payment and permission slips must be submitted together; we cannot accept them separately.
- **Medical Guidelines & Clearance:** If your child requires medical accommodations or assistive devices (such as crutches, knee braces, splints, or wheelchairs) at school, official documentation from a licensed physician must be submitted directly to the Nurse's Office prior to their return. Students cannot attend school or use assistive devices without proper medical clearance on file.

Thank you for your ongoing partnership and dedication to our school community. Together, we can ensure every student at Sage Park has a safe, productive school year.

Warm regards,

William Fisher Jr.

William Fisher Jr.
Acting Principal
Sage Park Middle School

In an effort to strengthen communication between home and school, we will be utilizing this newsletter to share student accomplishments and important information with families. Please read our current issue weekly. Enjoy!

In this newsletter you will find:

1. District Calendar
2. Watch DOGS Events and Information
3. House 1
4. House 4
5. Art
6. PE
7. Youth Field Hockey Opportunities
8. Math Counts
9. Eighth Grade Washington DC Trip (UPDATED)
10. 8th Grade Law & Justice Opportunity
11. PTO Meeting Schedule
12. Higher Ground Bible Study and Fellowship
13. Dress Code Guidelines
14. Cell Phone Policy
15. Powerschool Registration
16. Food Services for the 2026-2027 school year
17. Weekend Wheels Student Food Program
18. New WPS Apps for Families

Important Dates to Remember:



- ★ **October 12th** - No School - Indigenous Peoples Day
- ★ **October 13th** - Early Dismissal - Teacher PD
- ★ **October 21st - 23rd** - Parent Teacher Conferences

Please click here for your Virtual Backpack full of programs, events, and additional Windsor Community Information.



Sage Park Morning Announcements from this week: October 5th - 9th
Sage Park Morning Announcements: 10/5/26
Sage Park Morning Announcements: 10/6/26
Sage Park Morning Announcements: 10/7/26
Sage Park Morning Announcements: 10/9/26

Auntie GiGi's Corner:



Click here for a delicious recipe for **New Orleans Chicken Wings!**

New This Week!



WINDSOR PUBLIC SCHOOLS

Office of Family & Community Partnerships
Windsor Public Schools

Upcoming Events

OFFICE OF FAMILY & COMMUNITY PARTNERSHIPS (OFCP)
WINDSOR PUBLIC SCHOOLS

SAT OCT 10

"Who Let the Dogs Out?"

Watch Dogs Football Saturday Family & Fun Event

12:00 PM – 4:00 PM | Sage Park Middle School Gym



TUE OCT 13

Understanding High Quality Instructional Practices at WPS

Learn what high quality instruction looks like in Windsor and how you can support your child's learning at home.

6:00 PM – 7:30 PM | Sage Park Middle School



TUE NOV 10

Mental Health & Managing Anxiety

Strategies, resources, and support for helping students and families thrive.

6:00 PM – 7:30 PM | Sage Park Middle School



DEC TBD

Winter Wonderland and Family Event

Join us for a festive, family-friendly celebration! Date and details to be announced.



TUE FEB 23

Financial Literacy & Investing Decisions for College and Beyond

Learn practical strategies for saving, investing, and planning for your child's future.

6:00 PM – 7:30 PM | Sage Park Middle School



SAT MAR 20

NCAA March Madness Family Fun Event

Games, activities, and fun for the whole family! More details to come.



TUE APR 27

OFCP Volunteer Appreciation Dinner

Celebrating the incredible volunteers who make a difference in our schools and community!

6:00 PM – 7:30 PM | Windsor High School Library







House 1

Math

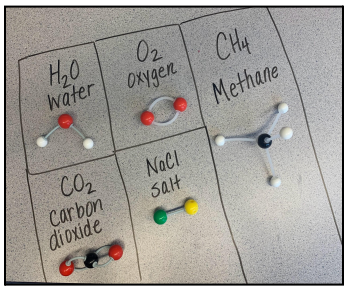
In math, we just concluded the first math unit on Ratios and Proportional Reasoning on Thursday 10/8 with a unit test. Next we begin our work on Unit 2, Numbers and Operations, with a lesson on modeling division of fractions. The unit will then move into using the algorithm to divide fractions. Next we learn all operations with decimals. We will learn the standard algorithm (how we were taught as students) to divide with whole numbers, and conclude this unit with work on rational numbers (positive and negative). Please remember that students should be coming to class daily with pencils, notebooks, and charged Chromebooks. Each week students need to complete 45 minutes of MyPath lessons and pass one lesson. Class time is given three times a week to accomplish this, but if it is not finished, it should be completed at home by Sunday evening. The new week starts on Mondays. Additionally, students can sign up to stay for Summit on Mondays, Wednesdays, and/or Thursdays after school for an hour. There are late buses available for those who ride the bus.

ELA

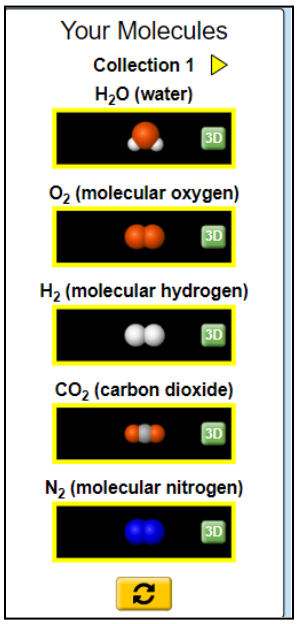
In ELA students have been analyzing character actions, thoughts, and feelings to infer character motivation. Then, using what they learned through characterization, we are analyzing plot structure. Students are learning how each plot structure builds off one another. We took our first i-Ready Standards Mastery Check on Tuesday, October 6th. Students read two small passages and analyzed the significance of each plot structure. Moving forward, students will analyze text to find and support multiple themes.

Science

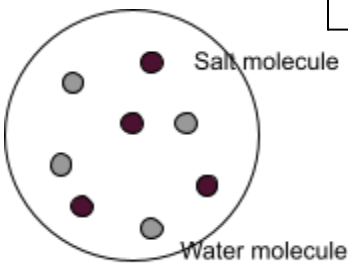
In Science students will be building molecules using online simulations as well as beads (atoms) and connectors (bonds). Students should be able to answer:



- What is the difference between an atom and a molecule?
- How can you tell if something is an atom or a molecule based on its chemical formula (ex. H vs H20)?
- Do all of the symbols on a periodic table have one letter? Are they all capitalized?



Students will begin the skill of modeling by modeling four types of mixtures. We can draw the actual molecule (like above) or can represent each molecule with circles/symbols to make it easier. Labeling molecules is an important part of modeling.



Following building molecules and exploring mixtures, students will use hands-on activities to explore how molecules move in hot versus cold and through the phases of matter.

Social Studies

Students were introduced to the MesoAmerican civilizations, and we will be studying the Olmecs, Mayans, and the Aztecs through a variety of activities . They also learned some map skills, such as learning about cardinal and intermediate directions, identifying the four hemispheres, and learning about lines of latitude and longitude. Students completed a geography quiz and most students did very well on it. In honor of Hispanic Heritage Month, the students have been learning about important Hispanic figures who have contributed to both the world and American society and culture. Students will also be introduced to timelines and dates. This month students will be completing their first significant task which is an interactive map about Mayan civilization.

House 4

As a house and as a district, we are committed to the 4Cs.
Please connect with your children on how they have been courageous, caring, committed, and creative, and set goals for moving forward.

COURAGEOUS	CARING	COMMITTED	CREATIVE
I WILL HAVE THE COURAGE TO TAKE RISKS & SPEAK UP RESPECTFULLY	I WILL CARE BY SHOWING KINDNESS, SUPPORTING, AND INCLUDING OTHERS	I WILL COMMIT TO STAYING FOCUSED AND FOLLOWING THROUGH ON TASKS	I WILL BE CREATIVE IN HOW I APPROACH SOLVING PROBLEMS; I WILL TRY TO THINK OUTSIDE OF THE BOX

Math: In math students have been adding, subtracting, multiplying, and dividing integers. We completed the Unit 1 Mid-Unit Assessment on Tuesday this week. After the assessment, we will continue our work with negative numbers including all rational numbers, which means fractions and decimals get thrown into the mix. Within that work, students will be exposed to the SBAC Desmos Scientific Calculator so that when they take the SBAC Assessment they are familiar with the tool.

Science: In Science, students have been learning about the characteristics of life and getting an introduction to cells. We will be having a quiz this week to assess their understanding of these foundational concepts.

Social Studies: Students are learning about ancient writing systems like cuneiform and hieroglyphics through engaging, hands-on historical projects. We began with pre-writing communication, and they have finished doing the cave painting task. We have explored how civilizations grew and how, with their growth, scribes were needed to record. Additionally we have just finished learning about cuneiform and how that system of writing used wedges and lines to represent nouns. We are starting off next week by talking about Egyptian hieroglyphics and doing two activities to support learning. These activities include decoding hieroglyphics and using VR headsets in the library to see the various temples, pyramids, and tombs that have hieroglyphic inscriptions in them.

ELA:
In Ms. Frost's class we have started reading our first class novel, *The Outsiders*! We are about halfway through the book. Students are taking their first check-in on the first few chapters. We should be finished reading the book in a couple weeks. Students have been loving it so far!

In Ms. Hadgraft's class, students finished writing their personal narrative essays and creating a creative presentation version of it. We just began reading our first class novel, *Harbor Me,* about six students of various learning and diverse backgrounds who come together in an inclusive space to talk, fostered by their teacher. The goal is to make meaningful connections with each other, inspired by the characters in the story.

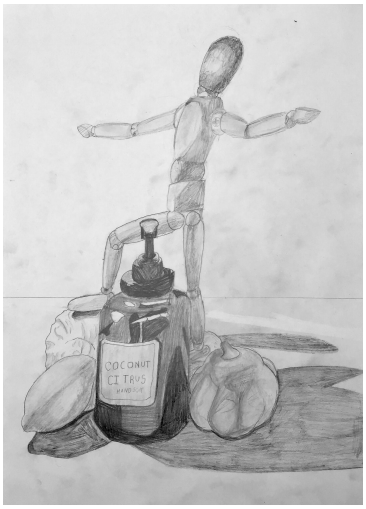
At the end of the class novel, students will write a literary analysis essay and gather evidence throughout the story. Students will analyze how story elements interact. Families, please talk to your child about the importance of...

- Using the class time given wisely
- Meeting deadlines
- Utilizing resources to help be successful and complete tasks (reviewing class slides, handouts, etc.)
- Checking PowerSchool regularly and making up missing work in a timely manner
- Attending Thursday ELA summits with me from 3-4 pm
- Attending academic lunch bunches - if students would like extra support, they may schedule a lunch bunch to do work on a day that works for both of us.

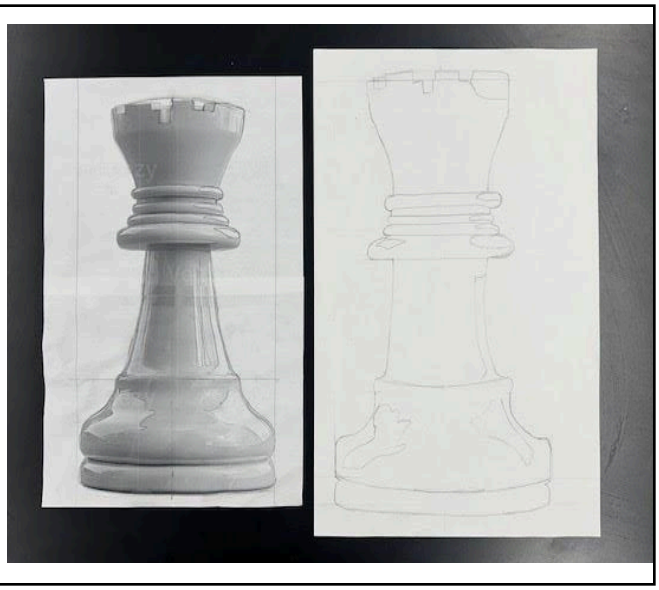
Art Department

As we settle into cooler weather, our artists are also settling into the routines of an art studio. With our foundational habits and systems in place, they are now beginning to stretch themselves and strengthen their artistic muscles. We are looking forward to seeing what they create with the foundational skills they've been learning. You can reach us at jschneider@windsorct.org and jmiettinen@windsorct.org.

Ms. Miettinen's 8th grade artists have been focusing on drawing fundamentals. They have been learning how to hold their pencils, block out drawings before working on details, and creating a full range of value. Students in Advanced Art set up and drew their own still lifes. (Drawing from life is a very tricky thing to master and they did it beautifully!) Standard Art is working on creating realistic pencil drawings of chess pieces. We are finishing up drafting and basic sketching and soon we will move to shading and value.

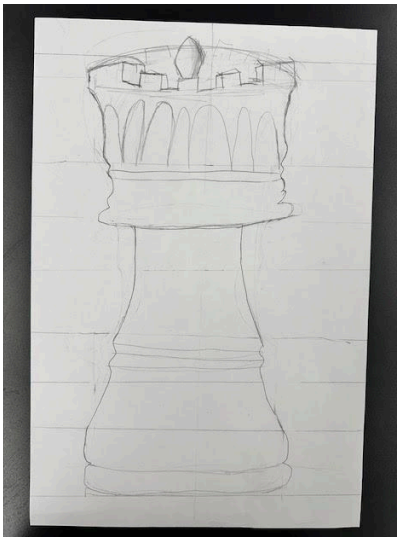


Nate Hawver

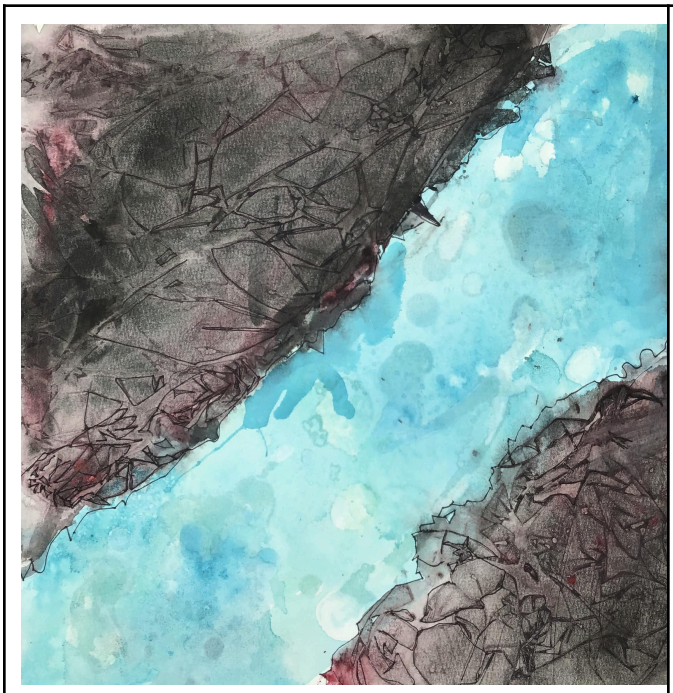




Angelisse Pivin



Ms. Miettinen's 7th grade artists have been working on exploring watercolor techniques and using the Principles of Design to create abstract art. Advanced students chose two opposing concepts and depicted them contrasting in one painting. Standard students are beginning to explore watercolor techniques and how they can be used to create emotion.



Nature vs. Pollution, Armando Bernadino



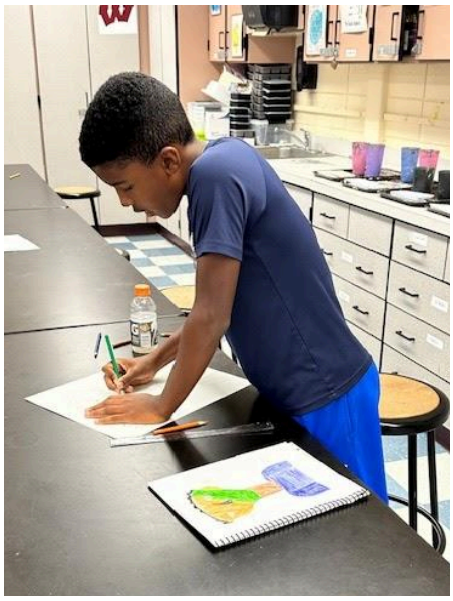


Calm vs. Anxiety, Logan Thibeault



Ms. Miettinen's 6th grade artists have been learning about The Elements of Art and how they can be used to create successful art. They learned about artist Sandra Silberzweig who paints unique, symbolic abstract portraits and they are using her as inspiration as we begin to create our own abstract self portraits.





Dr. Schneider's students have been steadily completing a variety of artworks. Grade 8 students have been completing mixed media artworks that show multiple layering can build interest.

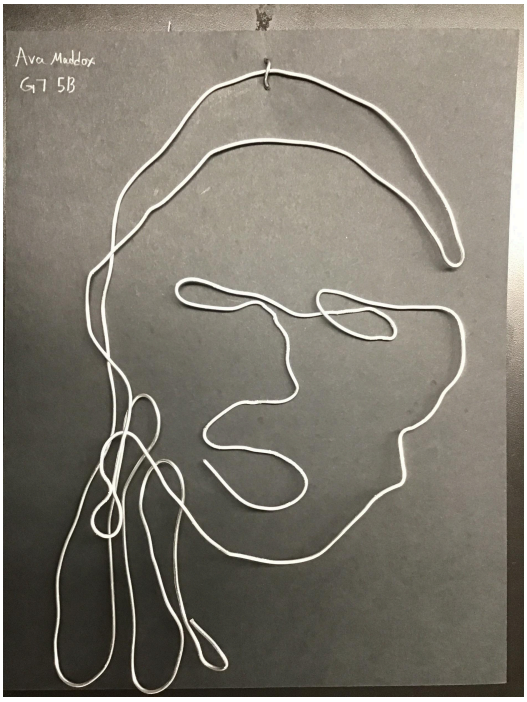


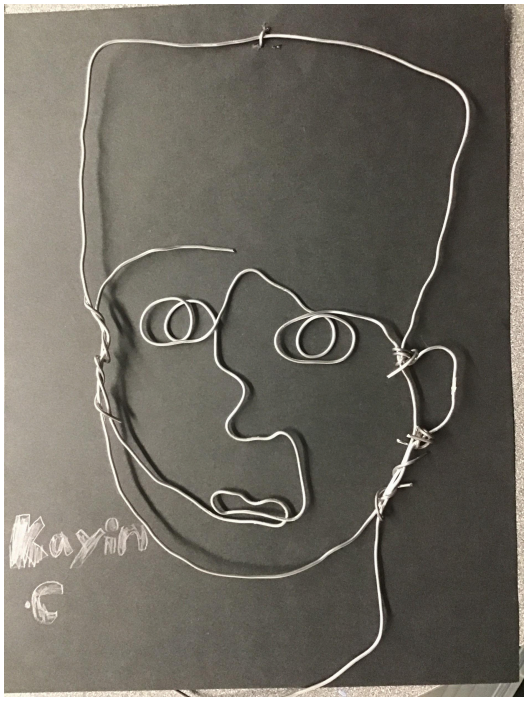




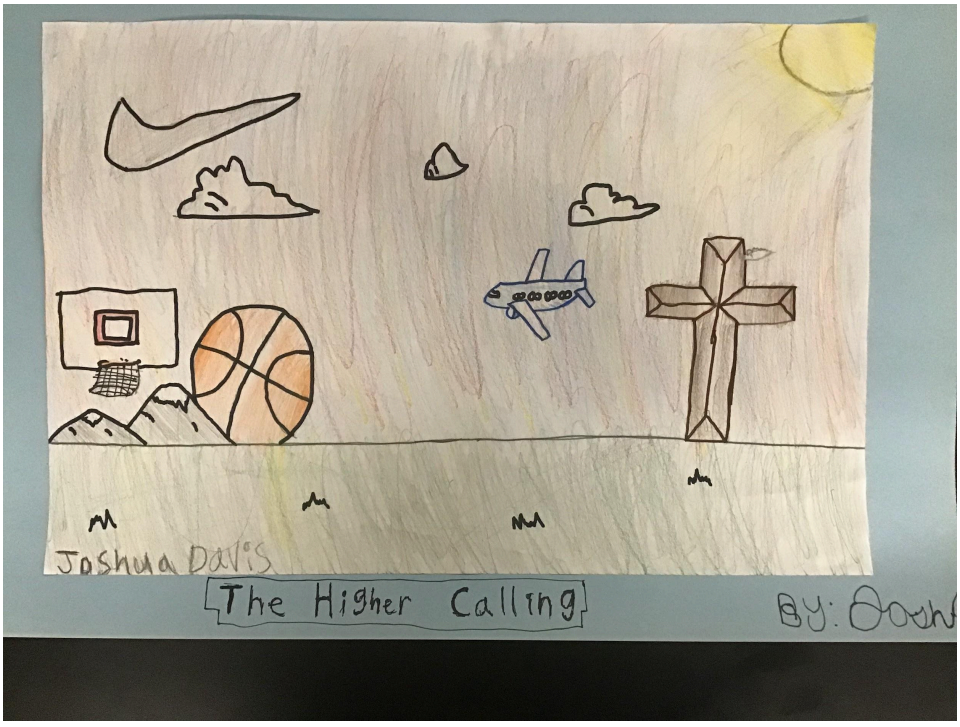


Dr. Schneider's 7th grade students have completed their self portraits along with a single line representation of that self portrait using aluminum wire.





Dr. Schneider's grade 6 students are working on the completion of their surrealistic and romantic landscapes. The students have been pouring a bit of themselves into each landscape to make it dreamlike.

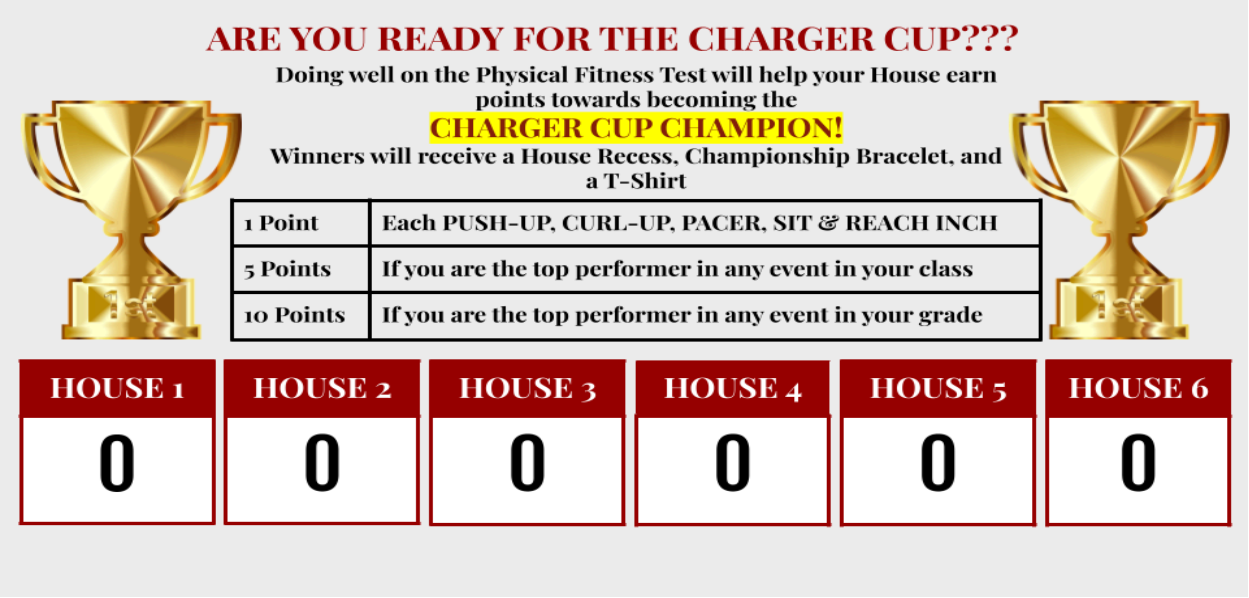




Physical Education

Hello Parents/Guardians,

We have had a positive start to the school year. Students are involved in fitness training, kicking, throwing, and underhand rolling skills at this time. Some students are also engaging in weight training in the weight room. Please remember to dress for the weather as we continue through the fall season. Starting in October, students will be taking the Connecticut Physical Fitness Assessment during class. The assessment consists of push-ups, curl-ups, sit and reach, and the PACER run. We have attached a link that will help you prepare for the test: CPFA link. This page will give you standards along with videos on how to perform each test and the cadence that goes along with those tests.



Things to remember when coming to P.E.:

1. Be prepared with sneakers.
2. Wear comfortable athletic clothing.
3. Do your best with a positive attitude.
4. Please provide a written note if your child needs to be excused from class for the day. Also, please provide a doctor's note if your child has an injury and will be excused from class for an extended period of time.

If you need to contact Ms. Anderson: please email randerson@windsorct.org
If you need to contact Mr. Dunn: please email midunn@windsorct.org
If you need to contact Mr. Michalak: please email rmichalak@windsorct.org
If you need to contact Mr. Oster: please email boster@windsorct.org

More News You Can Use!

Youth Field Hockey Clinics (Grades K–8)

We're bringing field hockey to Windsor! We've partnered with HTC Field Hockey to offer four youth clinics this October.
Beginners and experienced players alike are encouraged to join.

Who: Students K-8 (all skill levels)
When: October
Link to Sign Up: CLICK HERE



FALL YOUTH SKILLS CLINICS

WINDSOR

Date: Tuesdays
Time: 5:15-6:30pm
Location: Loomis Chaffee School
*Starting October 6th

JAMBOREE!

Cheshire Jamboree - October 24
Friendly games against other towns in a fun, encouraging environment!

HTC FIELD HOCKEY

Open to boys and girls in grades K-8th!
Join us this fall to learn, compete and have fun!
Fill out the Google Form for prelimiary registration.

Sage Park MATHCOUNTS®



What is MathCountsProgram?
MathCounts, The National Math Club is a program promoting middle school mathematics achievement with games, exploration, and monthly challenges.

Who Can Participate?
Any Sage Park student in 6th, 7th or 8th grade

When do we meet?
Wednesdays 3:05-4:00 starting October 7, 2026

Who to contact?
Anyone who wants to sign up please stop by Room 220 or email Mrs. Schwartz at wschwartz@windsorct.org

Eighth Grade Washington, DC Trip

Dear Eighth Grade Families,

We are thrilled by the overwhelming enthusiasm for this year's Washington, DC trip! Our first two buses were filled to capacity by 10:00am Monday, October 5.

Because we want to give as many students as possible the opportunity to join us on this incredible experience, we have started a waitlist and are actively exploring options to add a third bus.

How You Can Help Us Plan

If your child is interested in attending but you have not yet submitted their paperwork, **please submit all completed forms to the main office by Friday, October 16**. Waitlist spots and bus placements are granted on a **first-come, first-served basis** upon receipt of completed paperwork. Forms can be found in the main lobby of the school or online on the Washington DC Trip Website. Having an accurate headcount by this deadline is critical for us to secure additional transportation.

Please note: We will not collect any money for waitlisted students until we have officially confirmed a third bus.

Moving Forward: Our 3 Potential Scenarios

To ensure total transparency, we want to share how adding a third bus works. A full bus accommodates 44 students. Currently, we need **34 additional students** to fill a third bus at the original price. Depending on interest received by October 16, we are looking at three potential outcomes:

1. **Standard Waitlist:** If we do not reach the required number of students to secure a third bus, students on the waitlist will be added to the trip on a **first-come, first-served basis** (in order of paperwork submission) if a spot opens up on the first two buses.
2. **Full Third Bus (Original Price):** If we receive paperwork for 44 additional students (we currently need 30 more), we can secure a third bus at the standard trip cost of **$928.00** per student.
3. **Partial Third Bus (Adjusted Price):** If we do not reach 44 students but have enough interest to justify a third bus with a smaller group, we may still be able to book it. However, because the fixed cost of the bus would be shared among fewer passengers, **there would be a cost increase for students joining from the waitlist**. We would communicate this updated price directly to waitlisted families before collecting any payments.

Travel Insurance

Travel insurance is not included in the trip cost. We strongly recommend that everyone purchase trip cancellation insurance, specifically an option that includes "Cancel for Any Reason" coverage to help recover funds if your student needs to cancel. While we do not endorse any specific agency, here are potential options to explore:

Travel Insured International
Travel Guard
Allianz Travel Insurance

Next Steps

If you intend for your student to join the waitlist, please obtain the forms from the main lobby or on the Washington DC Trip website and return them to the main office by **Friday, October 16**.

8TH & HIGH SCHOOL STUDENTS:
DISCOVER YOUR FUTURE IN LAW & SOCIAL JUSTICE!

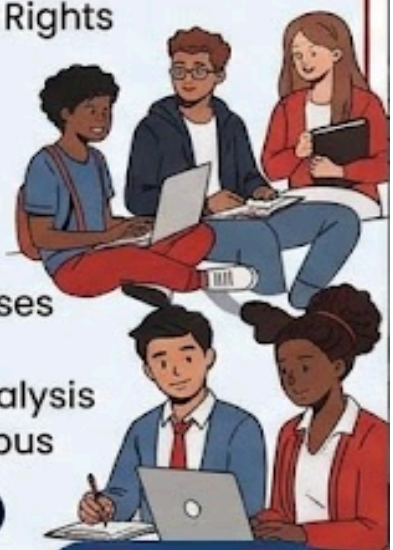
OPPORTUNITY:
CIVIL RIGHTS YOUTH SUMMIT

HOSTED BY: Commission on Human Rights and Opportunities (CHRO)

WHEN: Saturday, October 24, 2026

TIME: 9:00 AM – 4:00 PM

WHERE: UCONN Low Compus



WHAT TO EXPECT:

- Take Interactive Low School Classes
- Hands-on Case Briefings
- Learn about Judiciary & Case Analysis
- Guided Tour of UCONN Law Campus

TRANSPORTATION NOT PROVIDED

REGISTER AS SOON AS POSSIBLE!
SPACES ARE LIMITED.

SCAN OR VISIT:
bit.ly/CHROYouthSummit

CHRO

UCONN LAW

At Sage Park, We Believe in Excellence – Every Day for Every Child

Ongoing Groups and Meetings

Sage Park PTO Meetings

2026-2027 Sage Park Middle School PTO Meetings

September 23rd	7:15pm*	February 24th	6-7pm
October 28th	6-7pm	March 24th	6-7pm
November 18th	6-7pm	April 28th	6-7pm
December *No general meeting*		May 26th	6-6:45pm
January 27th	6-7pm		

*Conveniently scheduled after the 7th/8th Grade Open House!

Email us - sageparkmiddleschoolpto@gmail.com

~Higher Ground~

Strengthen your Faith and Fellowship with your Peers

Mondays 3:00pm - 3:50pm

Sage Park Family Resource Center - Room 3176

***Bible Study**

***Fellowship**

***Snacks**

***Faith Based Activities**

Facilitated by our Community Faith Based Partner

~ Trinity Church ~ Pastor Chris

SPMS Resources & Policies

WEEKEND WHEELS STUDENT FOOD PROGRAM

This program provides qualifying Windsor children in grades **pre-k thru 12th grade** with a bag filled with food for the weekend. **Distributions are made from Sept. thru June in a weekly home delivery format.**

Eligibility for the program is based on household income. The table below shows a yearly gross income for each family size. If your household income is at or below the income listed for the number of people in your household, you are eligible to receive TEFAP commodities. (300% of poverty).

TEFAP PARTICIPATION INCOME GUIDELINES

BASED ON HOUSEHOLD SIZE FAMILY INCOME FALLS BELOW:

Household Size:	1	2	3	4	5	6	7	8*
Annual Income:	$47,880	$64,920	$81,960	$99,000	$116,040	$133,080	$150,120	$167,160

For each additional person add $17,040.

Income guidelines reflects 300% of the federal poverty limit, last updated March 1, 2026

TWO WAYS TO REGISTER:

- Call or visit **Windsor Social Services** at 860-285-1839, LP Wilson Community Center to register.
- Contact the **Family Resource Coordinator at your child's school** for sign up.

2026/2027 School year distributions will begin on Thursday, Sept. 10th.

DON'T WAIT! REGISTER TODAY!

Weekend Wheels is a program of the Windsor Food and Fuel Bank

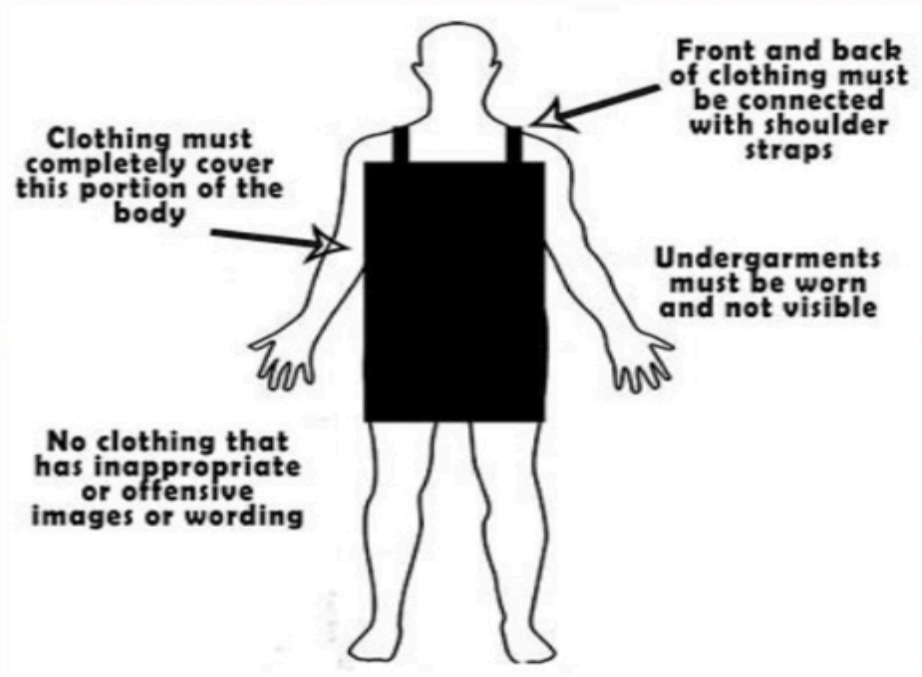
Dress Code Guidelines

See full **WPS Board** Policy for Details - **Policy 5132**

WINDSOR PUBLIC SCHOOLS

Dr. Noha Abdel-Hady
Superintendent of Schools
601 Matianuck Avenue • Windsor, CT 06095

EMAIL | nhady@windsorct.org TEL | 860-687-2000 EXT 1236 FAX | 860-687-2009 WWW.WINDSORCT.ORG



Cell Phone Policy



POWERSCHOOL EMERGENCY CONTACTS

Annual Information Update -School Year 2026-2027

THIS IS A REQUIRED UPDATE

PLEASE SUBMIT AS SOON AS POSSIBLE -



Dear Sage Park Parents:

In order to receive **any** communications from the school district in the 2026-2027 school year, parents/guardians must complete the Returning Student Enrollment process by following the directions below. Each parent/guardian with students in the district must update the contacts for their child(ren). Parent/Guardians, you must list yourselves under Contact 1 and Contact 2 when completing the update. Many parents/guardians are forgetting to list themselves as contacts. You will also have the opportunity to add additional emergency contacts. Finally, when you are finished, be sure to click the green SUBMIT button at the bottom of the last page.

If your child is NOT going to be attending Windsor Public Schools on August 24, 2026, please come in to the Sage Park Main Office to sign a release of your child's records to the school they will be attending next year (2026-2027 school year).

How do I get started?

Visit https://windsor.powerschool.com/public to enter the PowerSchool Parent Portal. From the Parent Portal (Please use a web browser Ie. Chrome, Safari, Firefox..etc and **NOT the parent portal app**).

> Please click here for detailed instructions on how to update your Powerschool Parent Portal.

I can't remember my login for the PowerSchool Parent Portal.

Please fill out the linked form to request your parent portal password reset request below: Parent Portal Password Reset

For technical support, visit our PowerSchool Community help center.

Food Services for the 2026 - 2027 School Year

**** Free and Reduced-price Application Form 26-27 available through****

Windsor Food Services Webpage

Si el inglés no es su primer idioma, comuníquese con la escuela y le ayudaremos a completar el formulario de almuerzo gratuito o reducido.

1. **Who can get free or reduced-price meals?**

- All students residing in households where any member of the household receives SNAP or TFA benefits are eligible for free school meals. Note: *Some* students receiving Medicaid (HUSKY A) benefits are eligible for free or reduced-price school meals.

- Foster children that are under the **legal** responsibility of a foster care agency or court are eligible for free meals. (Note: A foster child is categorically eligible for free meals and may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as members of the household may help other children in the household qualify for benefits. If non-foster children in a foster family are not eligible for free or reduced-price meal benefits, an eligible foster child will still receive free benefits.)

- Students participating in their school's Head Start program are eligible for free meals.

- Students who are designated as homeless or runaway are eligible for free meals.

- Students may receive free or reduced-price meals if your household's income is at or below the limits of the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart:

2. **How do I know if my children qualify as homeless or runaway?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household?

3. **Do I need to fill out an application for each child?** No. Use **one** *Free and Reduced-price School Meals Application* for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to Windsor Public School, Food Service, 601 Matianuck Ave, Windsor, CT 06095

4. **Should I fill out an application if I received a letter this school year saying my children are already approved for free or reduced-price meals?** No, but please read the letter carefully and follow the instructions. If any students in your household were missing from your eligibility notification, contact **Patricia Patton @ppattonwindsorct.org or 860-687-2000 ext 1222** immediately.

5. **My child's application was approved last year. Do I need to fill out a new one?** Yes. Your child's application is only good for that school year and for up to 30 operating days into the new school year (or until a new eligibility determination is made, whichever comes first). When the carryover period ends, unless you are notified that your children are directly certified or you submit an application that is approved, your children's meals must be claimed at the paid rate. Though encouraged to do so, the LEA is not required to send a reminder or a notice of expired eligibility. Even if your school is offering meals at no cost, it is important that you submit an application to ensure that in the subsequent school year, your child will remain eligible for free or reduced-price meals for up to 30 operating days.

6. **If I get Special Supplemental Program for Women Infants and Children (WIC) benefits, can my children get free meals?** Students in households participating in WIC **may** be eligible for free or reduced-price meals. Please send in an application.

7. **Will the information I give be checked?** Yes. We may also ask you to send written proof of the household income you report.

8. **If I don't qualify now, may I apply later?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced-price meals if the household income drops below the income limit.

9. **What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing **Danielle Batchelder @ dbatchelder@windsorct.org or 860-687-2000**

10. **May I apply if someone in my household is not a U.S. citizen?** Yes. You, your children or other household members do not have to be U.S. citizens to apply for free or reduced-price school meals.

11. **What if my income is not always the same?** List the amount that you **normally** receive. For example, if you normally make $1,000 each month, but you missed some work last month and only made $900, put down that you made $1,000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

12. **What if some household members have no income to report?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. When this happens, please write "0" in the field. However, if any income fields are left empty or blank, those will **also** be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you **meant** to do so.

13. **We are in the military. Do we report our income differently**? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food or clothing, or receive Family Subsistence Supplemental Allowance payments, these must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

14. **What if there isn't enough space on the application for my family?** List any additional household members on a separate piece of paper and attach to your application. Contact **Patricia Patton, 601 Matianuck Ave, Windsor, CT 06095 or 860-687-2000 ext 1222** to receive a second application.

15. **My family needs more help. Are there other programs we might apply for?** To find out how to apply for SNAP benefits and to contact the Department of Social Services office in your town, contact United Way's free referral number **2-1-1** (free call, statewide).

If you have other questions or need help, call **860-687-2000 ext 1222**

Sincerely,

Food Service Director

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

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