

SAMPLE PUBLIC RELEASE FOR FREE AND REDUCED-PRICE MEALS
National School Lunch/Breakfast Program
School Year 2020-21

_____ Highland _____ School/District plays a vital role in children’s health by providing free and reduced price meals to students in need.

The following U.S. Department of Agriculture Programs are offered:

- National School Lunch Program
- School Breakfast Program.

Local school officials have adopted the following family size income criteria for determining eligibility for free and reduced-price meals and will offer meals to students that qualify according to the standards below:

Household Size	FREE					REDUCED-PRICE				
	Annual ¹	Monthly ²	Twice Per Month ³	Every Two Weeks ⁴	Weekly ⁵	Annual ¹	Monthly ²	Twice Per Month ³	Every Two Weeks ⁴	Weekly ⁵
1	\$16,588	\$1,383	\$692	\$638	\$319	\$23,606	\$1,968	\$984	\$908	\$454
2	\$22,412	\$1,868	\$934	\$862	\$431	\$31,894	\$2,658	\$1,329	\$1,227	\$614
3	\$28,236	\$2,353	\$1,177	\$1,086	\$543	\$30,182	\$3,349	\$1,675	\$1,546	\$773
4	\$34,060	\$2,839	\$1,420	\$1,310	\$655	\$48,470	\$4,040	\$2,020	\$1,865	\$933
5	\$39,884	\$3,324	\$1,662	\$1,534	\$767	\$56,758	\$4,730	\$2,365	\$2,183	\$1,092
6	\$45,708	\$3,809	\$1,905	\$1,758	\$879	\$65,046	\$5,421	\$2,711	\$2,502	\$1,251
7	\$51,532	\$4,295	\$2,148	\$1,982	\$991	\$73,334	\$6,112	\$3,056	\$2,821	\$1,411
8	\$57,356	\$4,780	\$2,390	\$2,206	\$1,103	\$81,662	\$6,802	\$3,401	\$3,140	\$1,570
For each add'l family member, add:	\$5,824	\$486	\$243	\$224	\$112	\$8,288	\$691	\$346	\$319	\$160

Children from families whose income is at or below the levels shown are eligible for free or reduced-price meals.

Application forms, with a letter to households, are being distributed to all homes. To apply for free or reduced-price meals, households must fill out the application and return it to the school. Only one application per household is needed. Additional copies are available at the office in each school. The information provided on the application will be used to determine eligibility and may be verified at any time during the school year by school or other program officials.

For school officials to determine eligibility, households must provide the following information listed on the application: the names of everyone in the household, the amount of income each household member currently receives, where it came from, and how often income is received; the signature of an adult household member and the last four digits of that adult’s social security number. If the adult signing the application does not have a social security number, check the "I do not have a social security number" box. For a child who is a member of a Basic Food household or Temporary Assistance for Needy Families (TANF) assistance unit, or Food Distribution Program on Indian Reservations (FDPIR), the household need provide only the child’s name, the Basic Food, TANF, or FDPIR case number, and printed name and signature of an adult member on the application. An adult in the household with a case number may also qualify students also living in the household.

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Public School Districts receive student data matched with the Department of Social and Health Services data and automatically qualify children receiving Basic Food, TANF, and certain Medicaid programs. No application is required. All children living in the household and attending the school are eligible for free or reduced-price meals. If a child was not listed on the eligibility notice, contact the school or district office.

Children certified as homeless by the school McKinney-Vento homeless liaison, designated as migrant by the school migrant coordinator as well as children in Head Start classrooms may be eligible for free meals. Contact the school or district office if more information is needed.

Households that do not want their child(ren) to participate in the free meal program should notify the child(ren)'s school.

Foster children, under the legal responsibility of a foster care agency or court are eligible for free meals. An application may be submitted. The foster child may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children in the family. If you have questions about applying for foster children, contact the school or district office.

Children residing in households participating in Women, Infants, and Children (WIC) may be eligible for free or reduced price meals and may complete a meal application.

Under the provisions of the free and reduced-price policy, the designated approving official(s) will review applications and determine eligibility. Parents or guardians dissatisfied with the ruling of the official may wish to discuss the decision with the approving official on an informal basis. Parents wishing to make a formal appeal may make a request, either orally or in writing, to the fair hearing official, Francis Badu, for a hearing on the decision.

The information provided by households is confidential.

Meal benefits from the previous school year apply for the first 30 school days of the new school year or until a new application is submitted. After this time, children must pay full price for meals.

You may apply for meal benefits if you become unemployed or your economic situation changes at any time during the school year.

Contact the school or district office if assistance is needed with application materials in different languages.

NONDISCRIMINATION

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 the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, 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: http://www.ascr.usda.gov/complaint_filing_cust.html, 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:

mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax: (202) 690-7442; or

email: program.intake@usda.gov

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