

PUBLIC ANNOUNCEMENT
National School Lunch and School Breakfast and Special Milk Programs

_____ today announced its policy for free and reduced-price lunch, breakfast, milk after-school snacks for those students unable to pay the full price for meals and snacks under the National School Lunch Program, School Breakfast Program, and the Special Milk Program. The following household size and income criteria will be used for determining eligibility.

Income Eligibility Guidelines
Effective from July 1, 2023 to June 30, 2024

Household Size	Free Meals 130% Federal Poverty Guideline					Household Size	Reduced-Price Meals 185% Federal Poverty Guideline				
	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly		Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	18,954	1,580	790	729	365	1	26,973	2,248	1,124	1,038	519
2	25,636	2,137	1,069	986	493	2	36,482	3,041	1,521	1,404	702
3	32,318	2,694	1,347	1,243	622	3	45,991	3,833	1,917	1,769	885
4	39,000	3,250	1,625	1,500	750	4	55,500	4,625	2,313	2,135	1,068
5	45,682	3,807	1,904	1,757	879	5	65,009	5,418	2,709	2,501	1,251
6	52,364	4,364	2,182	2,014	1,007	6	74,518	6,210	3,105	2,867	1,434
7	59,046	4,921	2,461	2,271	1,136	7	84,027	7,003	3,502	3,232	1,616
8	65,728	5,478	2,739	2,528	1,264	8	93,536	7,795	3,898	3,598	1,799
For each additional family member, add	6,682	557	279	257	129	For each additional family member, add	9,509	793	397	366	183

Children from households that meet Federal guidelines are eligible for free or reduced-price meal services. Complete one application per household for all children that attend the same school district.

All meals served must meet the U. S. Department of Agriculture meal requirements. However, if a child has been determined by a doctor to have a disability and the disability would prevent the child from eating the regular school meal, this school will make substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. If you believe your child needs substitutions because of a disability, please contact the school for further information.

Application forms are being sent to all homes with a letter to parents or guardians. To apply for free or reduced-price meal services, households must complete the application as soon as possible, sign it, and return it to the school. Additional copies of the application form are available in the principal's office in each school. Households should answer all applicable questions on the form. An application which does not contain all the required information cannot be processed and approved by the school. Women, Infants, and Children (WIC) participants may be eligible for free/reduced-price meals and are encouraged to complete an application for meal benefits.

The required information is as follows:

SNAP/TANF HOUSEHOLDS: If the school provided you a letter that stated your child(ren) is eligible for free meals via the direct certification process, you do not have to complete this application to receive free meal benefits. Households that currently receive Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) for their child(ren), only have to list the child(ren)'s name and at least one SNAP or TANF case number and sign the application. If at least one SNAP/TANF case number is provided for **any** household member, then all children listed on the application are categorically eligible for free meals. Applications listing LINK card numbers cannot be used for free or reduced-price meals.

ALL OTHER HOUSEHOLDS: If a household's income is at or below the level shown on the income scale, children are eligible for either free or reduced-price meal services. Households must provide the following information: (1) the names of all household members; (2) the last four digits of the social security number of the adult household member signing the application, or indicate if the adult does not have a social security number; (3) the amount of income each household member received last month, how frequently it is paid, and where it came from (wages, child support, etc.); and (4) the signature of an adult household member.

The information on the application may be checked by school or other officials at any time during the school year.

Households may apply for benefits at any time during the school year. Households that are not eligible now but have a decrease in household income, an increase in household size, or a household member becomes unemployed, should fill out an application at that time.

Homeless, migrant, runaway youth, Head Start and foster care children, are categorically eligible for free meals. Please follow instructions and return form to school.

Households that do not agree with the ruling of the official may wish to discuss it with the school. Households also have the right to a fair hearing. This can be done by calling or writing the following official:

Name/Title *Address*

Telephone Number

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
- 2. **fax:** (833) 256-1665 or (202) 690-7442; or
- 3. **email:** program.intake@usda.gov

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