

PUBLIC RELEASE
NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS, SPECIAL MILK PROGRAM

This is the public release that we will send to: *(Names of News media, community and grassroots organizations, and major employers contemplating layoff)*

Journal Sentinel _____ sent on *(Mo./Day/Yr.)* 9/1/16 _____

RELEASE STATEMENT

The *(Name of School Food Authority)* Capitol West Academy today announced its policy to serve all students breakfast and lunch or milk for split-session students served under the Special Milk Program *free of charge* each school day. The *Name of the School Food Authority* is eligible to receive reimbursement for part of the cost of these meals through the Wisconsin Department of Public Instruction (DPI). DPI will reimburse the school at a higher rate for those students who qualify for free or reduced price meals, based on their household size and income level or due to receipt of FoodShare, FDIPIR, or W-2 cash benefits.

The following household size and income criteria will be used for determining eligibility. Children from families whose annual income is at or below the levels shown are eligible for free and reduced price meals, or free milk if a split-session student does not have access to the school lunch or breakfast service.

FAMILY SIZE INCOME SCALE
For Determining Eligibility for Free and Reduced Price Meals or Milk

Family (Household) Size	ANNUAL INCOME LEVEL		MONTHLY INCOME LEVEL	
	Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>	Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>
1	\$15,171	\$ 15,171.01 and \$21,590	\$ 1,265	\$ 1,265.01 and \$1,800
2	20,449	20,449.01 and 29,101	1,705	1,705.01 and 2,426
3	25,727	25,727.01 and 36,612	2,144	2,144.01 and 3,051
4	31,005	31,005.01 and 44,123	2,584	2,584.01 and 3,677
5	36,283	36,283.01 and 51,634	3,024	3,024.01 and 4,303
6	41,561	41,561.01 and 59,145	3,464	3,464.01 and 4,929
7	46,839	46,839.01 and 66,656	3,904	3,904.01 and 5,555
8	52,117	52,117.01 and 74,167	4,344	4,344.01 and 6,181
For each additional household member, add	+ 5,278	+ 5,278 and +7,511	+ 440	+ 440 and + 626

Application forms are being sent to all homes with a notice to parents or guardians. To apply for free or reduced price meals or free milk, households must fill out the application and return it to the school (unless notified at the start of the school year that children are eligible through direct certification). Additional copies are available at the office in each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by agency or other program officials. Applications may be submitted at any time during the year.

To obtain free or reduced price meals or free milk for children in a household where one or more household members receive FoodShare, FDIPIR, or Wisconsin Works (W-2) cash benefits, list the household member and the FoodShare, FDIPIR or W-2 case number, list the names of all school children, sign the application, and return it to the school office.

For the school officials to determine eligibility for free or reduced price meals or free milk of households not receiving FoodShare, FDIPIR or W-2 cash benefits, the household must provide the following information requested on the application: names of all household members and the adult signing the application form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. Also, the income received by each household member must be provided by amount and source (wages, welfare, child support, etc.).

Under the provisions of the free and reduced price meal and free milk policy, *Title of Determining Official* _____ will review applications and determine eligibility. If a parent or guardian is dissatisfied with the ruling of the official, he/she may wish to discuss the decision with the determining official on an informal basis. If the parent/guardian wishes to make a formal appeal, he/she may make a request either orally or in writing to: *(Name, Title, Address and Telephone of Hearing Official)* _____.

If a hearing is needed to appeal the decision, the policy contains an outline of the hearing procedure.

If a household member becomes unemployed or if the household size changes, the family should contact the school. Such changes may make the household eligible for reduced price meals or free meals if the household income falls at or below the levels shown above, and they may reapply at that time.

Children formally placed in foster care are also eligible for free meal benefits. Foster children may be certified as eligible without a household application. Households with foster children and non-foster children may choose to include the foster child as a household member, as well as any personal income available to the foster child, on the same application that includes their non-foster children.

The information provided by the household on the application is confidential. Public Law 103-448 limits the release of student free and reduced price school meal eligibility status to persons directly connected with the administration and enforcement of federal or state educational programs. Consent of the parent/guardian is need for other purposes such as waiver of text book fees.

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of

the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Any questions regarding the application should be directed to the determining official.

*Delete the references to the Breakfast Program or the Split-session Special Milk Program if you do not offer these programs.
