

**ANNUAL NEWS RELEASE - PUBLIC ANNOUNCEMENT**

(Send to newspaper, unemployment office, large area employer contemplating layoffs and keep documentation on file.)

\_\_\_\_\_ (Local School Food Authority) today announced a free and reduced price meal (Free Milk) policy for \_\_\_\_\_ area school children.

Local school officials have adopted the following family eligibility criteria to assist them in determining eligibility:

**2011-2012 INCOME ELIGIBILITY GUIDELINES  
FOR FREE AND REDUCED PRICE MEALS OR FREE MILK**

**Free Eligibility Scale**

Free Lunch, Breakfast, Milk

**Reduced Price Eligibility Scale**

Reduced Price Lunch, Breakfast

Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly	Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$14,157	\$ 1,180	\$ 590	\$ 545	\$ 273	1	\$ 20,147	\$1,679	\$ 840	\$ 775	\$ 388
2	\$19,123	\$ 1,594	\$ 797	\$ 736	\$ 368	2	\$ 27,214	\$2,268	\$1,134	\$ 1,047	\$ 524
3	\$24,089	\$ 2,008	\$1,004	\$ 927	\$ 464	3	\$ 34,281	\$2,857	\$1,429	\$ 1,319	\$ 660
4	\$29,055	\$ 2,422	\$1,211	\$1,118	\$ 559	4	\$ 41,348	\$3,446	\$1,723	\$ 1,591	\$ 796
5	\$34,021	\$ 2,836	\$1,418	\$1,309	\$ 655	5	\$ 48,415	\$4,035	\$2,018	\$ 1,863	\$ 932
6	\$38,987	\$ 3,249	\$1,625	\$1,500	\$ 750	6	\$ 55,482	\$4,624	\$2,312	\$ 2,134	\$ 1,067
7	\$43,953	\$ 3,663	\$1,832	\$1,691	\$ 846	7	\$ 62,549	\$5,213	\$2,607	\$ 2,406	\$ 1,203
8	\$48,919	\$ 4,077	\$2,039	\$1,882	\$ 941	8	\$ 69,616	\$5,802	\$2,901	\$ 2,678	\$ 1,339
Each Add'l person add	\$ 4,966	\$ 414	\$ 207	\$ 191	\$ 96	Each Add'l person add	\$ 7,067	\$ 589	\$ 295	\$ 272	\$ 136

BOTH of the above scales should appear in the Public Announcement/release to the media (Attachment II)

ONLY the Reduced Price Eligibility Scale can appear in the Letter to Parents (for those schools participating in the National School Lunch or Breakfast Program). (Attachment V)

**Food Stamp/TANF/FDPIR Households:** Households which currently include children who receive Food Stamps or Temporary Assistance to Needy Families (TANF), or the Food Distribution Program on Indian Reservations (FDPIR) must complete an application listing the child's name, a food stamp, TANF, or FDPIR case number and the signature of an adult household member, or provide a Direct Certification letter from the NYS Office of Temporary and Disability Assistance. Children in the household with the same case number may be included on the same application. Separate applications are required for children in the same household with different case numbers. If the family does not list a food stamp, TANF, or FDPIR case number for all children for whom they are applying, then the application must contain all the information as required for "other households" as described below.

**Other Households:** Households with incomes the same or below the amount of money listed above for their family size may be eligible for and are urged to apply for free and/or reduced price meals (or free milk). They may do so by filling in the application forms sent home with a letter to parents. Additional copies are available at the principal's office in each school. Applications may be submitted any time during the school year to \_\_\_\_\_ (Title of Reviewing Official).

The information provided on the application will be confidential and will be used for determining eligibility. The names and eligibility status of participants may also be used for the allocation of funds to federal education programs such as Title I and National Assessment of Educational Progress (NAEP), State health or State education programs, provided the State agency or local education agency administers the programs, and for federal, State or local means-tested nutrition programs with eligibility standards comparable to the NSLP. Eligibility information may also be released to programs authorized under the National School Lunch Act (NSLA) or the Child Nutrition Act (CNA). The release of information to any program or entity not specifically authorized by the NSLA will require a written consent statement from the parent or guardian.

The school district does, however, have the right to verify at any time during the school year the information on the application. If a parent does not give the school this information, the child/children will no longer be able to receive free or reduced price meals (free milk).

Foster children may also be eligible for these benefits. A separate application for a foster child is no longer necessary. Foster children may be listed on the family application which must contain the foster child's name, personal use income.

Under the provisions of the policy, the designated official will review applications and determine eligibility. If a parent is dissatisfied with the ruling of the designated official, he/she may make a request either orally or in writing for a hearing to appeal the decision. (Title), whose address is \_\_\_\_\_ has been designated as the Hearing Official. Hearing procedures are outlined in the policy. However, prior to initiating the hearing procedure, the parent or School Food Authority may request a conference to provide an opportunity for the parent and official to discuss the situation, present information, and obtain an explanation of the data submitted in the application or the decisions rendered. The request for a conference shall not in any way prejudice or diminish the right to a fair hearing.

Only complete applications can be approved. This includes complete and accurate information regarding: the Food Stamp, TANF, or FDPIR case number; the names of all household members; on an income application the social security number of the person who signs the form or an indication that the adult does not have one, and the amount and source of income received by each household member. In addition, the parent or guardian must sign the application form, certifying the information is true and correct.

**Nondiscrimination Statement:** This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write *USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410* or call (202) 720-5964. USDA is an equal opportunity provider and employer.

A complete copy of this policy is on file in the office of the School Food Authority District Administrator where it may be reviewed by any interested persons.

**PLEASE NOTE:** *This notice **must** be sent to the local media and your local unemployment office at the beginning of each school year.*

*The school or district may request the media to print the entire notice.*

*The school or district must not post this public announcement on its website or distribute it with the applications.*

*The media **are not required to print** any of the notice.*

*The school or district must maintain on file a copy of the letter to the media and the article (if printed).*

*The school or district should not pay to have this notice printed.*