

## PUBLIC RELEASE

This is the public release which will be sent to the agencies listed below:

SENT TO:            News Media: \_\_\_\_\_ Date: \_\_\_\_\_  
                          Unemployment Office: \_\_\_\_\_ Date: \_\_\_\_\_  
                          Major Employers: \_\_\_\_\_ Date: \_\_\_\_\_

### Public Release

**[Name of School/School District]** today announced its policy for free and reduced-price meals for children served in schools under the National School Lunch Program and/or School Breakfast Program. For School Year [xxxx-xxxx] **[school district]** [will **continue participation OR will participate**] in the Community Eligibility Provision (CEP). All children at the following schools will receive breakfast, lunch [and snack, if available] at no charge under this provision:

### **[LIST SCHOOLS]**

CEP is a key provision of the Healthy, Hunger Free Kids Act of 2010, which allows schools in low-income areas to eliminate school meal applications and serve breakfast and lunch at no charge to all enrolled students. Breakfast and lunch meals will follow the United States Department of Agriculture (USDA) guidelines for healthy school meals, so please encourage students to participate.

Families at the following schools are encouraged to submit a free and reduced-price meal application to determine their eligibility for free and reduced-price meals.

### **[LIST SCHOOLS]**

Children need healthy meals to learn. **[Name of School/School District]** offers healthy meals every school day. Breakfast and lunch meals will follow the United States Department of Agriculture (USDA) guidelines for healthy school meals, so please encourage students to participate. "In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability."

Parents or guardians who need further information may contact **[insert name here]**, Child Nutrition Program Director **[insert contact info]**.

**INCOME ELIGIBILITY GUIDELINES**  
 [Effective from July 1, 2025 to June 30, 2026]

Household size	Federal poverty guidelines	Reduced Price Meals—185%					Free meals—130%				
		Annual	Monthly	Twice per month	Every two weeks	Weekly	Annual	Monthly	Twice per month	Every two weeks	Weekly
	Annual	48 Contiguous States, District of Columbia, Guam, and Territories									
1 .....	15,650	28,953	2,413	1,207	1,114	557	20,345	1,696	848	783	392
2 .....	21,150	39,128	3,261	1,631	1,505	753	27,495	2,292	1,146	1,058	529
3 .....	26,650	49,303	4,109	2,055	1,897	949	34,645	2,888	1,444	1,333	667
4 .....	32,150	59,478	4,957	2,479	2,288	1,144	41,795	3,483	1,742	1,608	804
5 .....	37,650	69,653	5,805	2,903	2,679	1,340	48,945	4,079	2,040	1,883	942
6 .....	43,150	79,828	6,653	3,327	3,071	1,536	56,095	4,675	2,338	2,158	1,079
7 .....	48,650	90,003	7,501	3,751	3,462	1,731	63,245	5,271	2,636	2,433	1,217
8 .....	54,150	100,178	8,349	4,175	3,853	1,927	70,395	5,867	2,934	2,708	1,354
For each add'l family member, add .....	5,500	10,175	848	424	392	196	7,150	596	298	275	138

1. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, 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? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **[school, homeless liaison or migrant coordinator]**.
2. 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: **[name, address, phone number]**.
3. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **[name, address, phone number, e-mail]** immediately.
4. CAN I APPLY ONLINE?  
 \_\_\_\_\_ Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit **[website link to application]** to begin or to learn more about the online application process. If a paper application is needed, you may request one. Contact **[name, address, phone number, e-mail]** if you have any questions about the online application or to request a paper application.  
 \_\_\_\_\_ No, an online application is not available at this time.
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 the first few days of this school year, through **[date]**. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
6. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children 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. In accordance with program regulations school officials will be verifying the income of some households at some time during the school year. Selected households will be requested to provide income documentation in order to continue receiving free and reduced-price meals.
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 to: **[Contact name, address, phone number, e-mail]**.
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 meals.
11. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 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. Whenever this happens, please write a 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. DO I HAVE TO PROVIDE MY SOCIAL SECURITY NUMBER? Only the last 4 digits of the social security number of the household's primary wage earner or another adult household member (or an indication of "none") is required.
14. MAY I DECLINE BENEFITS? Yes. Households notified of their children's eligibility must contact **[Name of School/School District]** or school if they choose to decline the free meal benefits.
15. WHAT IF ALL CHILDREN ELIGIBLE FOR BENEFITS ARE NOT ON THE NOTICE OF ELIGIBILITY LETTER? If children or households receive benefits under Assistance Programs or Other Source Categorically Eligible Programs and are not listed on the notice of eligibility and are not notified by the school of their free meal benefits, the parent or guardian should contact the school or should submit an income application.
16. 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, it 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.
17. 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 it to your application. Contact **[name, address, phone number, e-mail]** to receive a second application.
18. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **[State SNAP]** or other assistance benefits, contact your local assistance office or call **[State hotline number]**.
19. If you have other questions or need help, call **[District Representative Signature] [phone number]**.

**Nondiscrimination Statement**

Revised May 2025

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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/ad-3027.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](mailto:Program.Intake@usda.gov)

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