



NUTRITION SERVICES

Douglas County School District
Learn Today, Lead Tomorrow

FREE AND REDUCED-PRICE SCHOOL MEALS POLICY 2019-2020 SCHOOL YEAR

Douglas County School District RE-1 announced its policy for determining eligibility of children who may receive free and reduced price meals [or free milk] served under the National School Lunch (NSLP) and School Breakfast Programs (SBP) **Special Milk Program (SMP)**. Local school officials will use the following household size and income criteria for determining eligibility.

Household Size	Free Guidelines – Annual Income	Reduced Guidelines – Annual Income
1	\$16,237	\$23,107
2	\$21,983	\$31,284
3	\$27,729	\$39,461
4	\$33,475	\$47,638
5	\$39,221	\$55,815
6	\$44,967	\$63,992
7	\$50,713	\$72,169
8	\$56,459	\$80,346
For each additional person:	\$5,746	\$8,177

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

Applications for free and reduced price school meals, instructions and an informational letter to households are available <http://www.myschoolapps.com> or <https://www.dcsdnutritionservices.org/letter-to-householdinfo-release>. Only one application is required for all children in the household. The information provided on the application is confidential and will be used only for the purpose of determining eligibility and verifying data.

Applications from households receiving Supplemental Nutrition Assistance Program (SNAP) benefits, Food Distribution Program on Indian Reservations (FDPIR) benefits or Temporary Assistance for Needy Family (TANF/Colorado Works, Basic Cash Assistance or State Diversion) benefits need to provide the respective case number and the signature of an adult household member. Eligibility for free school meals is extended to all children in the household when the application provides a case number for any household member.

Households that qualify based upon income must provide the names of all household members related or not (such as grandparents, other relatives or friends), the amount of gross income each household member receives, the frequency and source of pay, the signature of an adult household member and the last four digits of that adult household member's Social Security number—or check the box if the adult household member does not have a social security number. **Douglas County School District RE-1** or program officials may verify the information on the application at any time during the school year.

Households with children who are eligible under the Head Start, homeless, migrant, or runaway programs should contact Jill Savage at Jill.Savage@dcsdk12.org or 303-387-0412 for assistance in receiving meal benefits. To complete an application, the household must mark the relevant box to indicate their appropriate eligibility and the signature of an adult household member is required.

Foster children who are under the legal responsibility of a foster care agency or court are eligible for free school meals. Any foster child in the household is eligible for free school meals regardless of income. If a household has only foster children in the home and wishes to apply for free school meals, the application should be completed using the instructions for *households with foster children only*. If a household has foster and non-foster children living with them and wishes to apply for free school meals, the application should be completed using the instructions for *households with foster and non-foster children residing in the home*. Including foster children as household members may help other children in the household qualify for meal benefits. If the foster family is not eligible to receive meal benefits, it does not prevent a foster child from receiving free school meals.

An application cannot be approved unless it contains complete eligibility information as indicated on the application and instructions.

When determined by **Douglas County School District RE-1**, that members of a household are receiving assistance from SNAP, TANF or FDIPIR, households will be notified of their children's eligibility for free school meals. If the household receives such notice, no application is required for free or reduced price school meal benefits. If any children in the household were not listed on the eligibility notice or not listed on the application, the household should contact **Douglas County School District RE-1** to have benefits extended to all children in the household.

When determined by **Douglas County School District RE-1**, that an individual child is categorized as homeless, migrant, or runaway or is enrolled in an eligible Head Start program, households will be notified of the child's eligibility for free school meals. For any children not listed on the eligibility notice, the household should contact Susan Babineau, Susan.Babineau@dcsdk12.org or 303-387-0368, about eligibility under one of these programs or should submit an application for other children.

Douglas County School District RE-1 will notify households of their children's eligibility for free or reduced price school meals. The eligibility is valid for the current school year and a carryover period of up to 30 operating days into the next school year. When the carryover period ends, unless the household is notified that their children are directly certified or the household submits an application that is approved, **Douglas County School District RE-1** will not send a reminder or a notice of expired eligibility and the children must pay full price for school meals. Households notified of their children's eligibility for free or reduced price school meals must contact Susan Babineau at Susan.Babineau@dcsdk12.org or 303-387-0368 if they choose to decline meal benefits.

Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) participants may be eligible for free or reduced price meals. Please contact your school district.

Under the provision of the free and reduced price school meal policy, Susan Babineau will review applications and determine eligibility. If a parent is dissatisfied with the decision, a request may be made to discuss it with the determining official. A formal appeal may be made either orally or in writing to Brent Craig at Brent.Craig@dcsdk12.org or 303-387-0306 for a hearing to appeal the decision. **Douglas County School District RE-1** has a copy of the complete free and reduced price school meal policy, which may be reviewed by any interested party. The policy contains an outline of the hearing procedure.

Applications may be submitted at any time during the school year. The household may complete an application if any household member(s) have a decrease in income, become unemployed, have an increase in family size, become eligible for SNAP, TANF or FDIPIR benefits or become categorically eligible.

Non-discrimination statement

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, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by 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:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C.
20250-9410;
- (2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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