**Sample Public Release for Private and Charging Schools**

School Year [ENTER YEAR] Free and reduced-price meal benefit applications are available for families with students enrolled in [insert SFA name] which is participating in the National School Lunch Program (NSLP). The following household income guidelines for School Year [ENTER YEAR] have been provided by the United States Department of Agriculture: [Insert current year income guidelines in the chart below found online: https://www.maine.gov/doe/schools/nutrition/financial]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Household | Maximum Household Income | | | Maximum Household Income | | |
| Size | Eligible forFree Meals | | | Eligible for Reduced Price Meals | | |
|  | Annually | Monthly | Weekly | Annually | Monthly | Weekly |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| Each add’l |  |  |  |  |  |  |
| member |  |  |  |  |  |  |

Children from families whose current income is at or below those shown are eligible for free or reduced price meals. To apply, fill out a Free and Reduced Price Meal Benefit Application and return it your local school district. The information provided on the application is confidential. Applications may be submitted any time during the school year. A complete application is required as a condition of eligibility. A complete application includes: (1) household income from all sources or Food Stamp/TANF case number, (2) names of all household members, and (3) the signature and last four digits of social security number or indication of no social security number of adult household member signing the application. School officials may verify current income at any time during the school year.

Foster children may be eligible regardless of the income of the household with whom they reside.

If a family member becomes unemployed or if family size changes, the family should contact the school to file a new application. Such changes may make the children of the family eligible for these benefits.

Households will be notified of their children’s eligibility status for free or reduced price meals.  If any children were not listed on the eligibility notice for families receiving SNAP, TANF or FDPIR, the household should contact the school to have free meal benefits extended to those children.

If any child(ren) was not listed on the eligibility notice, the household should contact their local school district to have free meal benefits extended to that child(ren).

[Insert SFA name] determining official will review the application and determine eligibility. If a parent/guardian is dissatisfied with the ruling of the determining official, they may wish to discuss the decision with the hearing official on an informal basis or he/she may make a request either orally or in writing to the school district’s hearing official.

**For more information, contact:**

[Insert District Contact Information for Free/Reduced Price Application Approvals]

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***(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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