



## **Abby Kelley Foster Charter Public School Public Media Release for Free & Reduced School Meals**

Abby Kelley Foster Charter School offers nutritious breakfast and lunch to children each school day, often at a free or reduced rate for those in need. Abby Kelley Foster Charter School participates in the National School Lunch and Breakfast Program (NSLBP), a federally funded program that helps students receive free or reduced meals.

### **How do I know if my family qualifies?**

Many families are eligible but are not aware. To find out if your family qualifies for free or reduced priced meals, reference the following information. Applications can be found on our school website, <https://www.akfcs.org>. Under Quick Links click on Meal Programs > Free And Reduced Meals Application. Simply print, fill out all required information (*instructions provided*) and return to Nutrition Services. Your child may qualify for free or reduced meals if your household income falls within the Income Eligibility Guidelines limit (*guideline attached*). Free or reduced meal applications require only the last four digits of the social security number of the adult household member signing the application. Family application forms are available the first day of the school year and should be sent home with your child. Paper copies are also located at the main offices in all three of our buildings. Only one application is required per family household, including family children attending other school districts. Incomplete applications will be denied and a letter will be sent to the mailing address provided on the application.

Parent/guardian is responsible for all charges made on the account until the application is approved, regardless of a new status. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any point during the school year by school officials. Once application is approved, meal benefits are good for the entire school year and up to 30 operating days into the new school year as eligibility from the previous year will continue with the program. When the carry-over period ends, unless the household is notified that their child/children are directly certified or the household submits an approved application, the child(ren) must pay full price for school meals.

Households that receive SNAP (Supplemental Nutrition Assistance Program) or TANF (Temporary Assistance to Needy Families) will receive a letter automatically approving individual children for free breakfast and lunch through the Direct Certification Program. If a household that receives the above benefits does not receive an automatic notification, the household should reach out to the Nutrition Services Director, Stephanie Ryder. For any child not listed on the eligibility notice, the household should also contact the Nutrition Services Director to have free meal benefits extended to that child(ren) or should submit a Free And Reduced application, providing income information, and return to the school. If you do not want your child(ren) to receive meals please notify your child(ren) teacher and the Nutrition Services Director in writing of your request.

Student meal accounts are private and confidential. Our POS system allows all students to use the same charging method. Our POS system and terminal is a mechanism to divert overt identification of student's status.

Meal payments can be made multiple ways. The most encouraged method is online payments via <https://payschoolscentral.com/#/user/login>. You can send in a check payment with your child(ren) to be given to their teacher, which in turn would be sent to the Nutrition Services Department in each building. We highly discourage sending in any cash payment. Please list all student's names and amounts desired to be added to their lunch account.

- When known to the school district, households will be notified of any child's eligibility for free meals if the individual child is Other Source Categorically Eligible because the child is categorized as Homeless, migrant, or runaway as defined by law.
- A foster child is categorically eligible for free meals and may be included as a member of the foster family if the foster family chooses to apply for benefits for other children. By including in foster care as household members, it may help other children in the household qualify for meal benefits.
- Categorical eligibility for free meals is extended to all children in a household when the application lists an Assistance Program's case number for any household member
- Households with any member who is currently certified to receive Assistance Program benefits may submit an application for these children with the abbreviated information as indicated on the application instructions. Households with children who are categorically eligible under Other Source Categorically Eligible Programs should contact the school for assistance in receiving benefits and must mark the relevant box on the application.
- Children of parents or guardians who become unemployed any time during the school year may be eligible for free or reduced price meals. Families can apply for benefits any time during the school year.
- Special Supplemental Nutrition Program for Women, Infants and Children (WIC) participants may be eligible for free or reduced price meals.

A household may appeal a decision of the School District with respect to the application by contacting Executive Director, Brian Hass at [bhass@akfcs.org](mailto:bhass@akfcs.org) or 508-854-8400 x3656.

If you are having any trouble completing your school meal application or have additional questions, please feel free to contact Stephanie Ryder, Director of Nutrition Services, at 508-854-8400 x2635 or [sryder@akfcs.org](mailto:sryder@akfcs.org) for guidance.

#### **USDA Nondiscrimination Statement**

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), 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](mailto:program.intake@usda.gov).  
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**2018-2019 INCOME ELIGIBILITY GUIDELINES  
 FOR FREE AND REDUCED PRICE MEALS OR FREE MILK**

Free Eligibility Scale						Reduced Price Eligibility Scale					
Free Lunch, Breakfast						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	\$ 15,782	\$ 1,316	\$ 658	\$ 607	\$ 304	1	\$ 22,459	\$ 1,872	\$ 936	\$ 864	\$ 432
2	\$ 21,398	\$ 1,784	\$ 892	\$ 823	\$ 412	2	\$ 30,451	\$ 2,538	\$ 1,269	\$ 1,172	\$ 586
3	\$ 27,014	\$ 2,252	\$ 1,126	\$ 1,039	\$ 520	3	\$ 38,443	\$ 3,204	\$ 1,602	\$ 1,479	\$ 740
4	\$ 32,630	\$ 2,720	\$ 1,360	\$ 1,255	\$ 628	4	\$ 46,435	\$ 3,870	\$ 1,935	\$ 1,786	\$ 893
5	\$ 38,246	\$ 3,188	\$ 1,594	\$ 1,471	\$ 736	5	\$ 54,427	\$ 4,536	\$ 2,268	\$ 2,094	\$ 1,047
6	\$ 43,862	\$ 3,656	\$ 1,828	\$ 1,687	\$ 844	6	\$ 62,419	\$ 5,202	\$ 2,601	\$ 2,401	\$ 1,201
7	\$ 49,478	\$ 4,124	\$ 2,062	\$ 1,903	\$ 952	7	\$ 70,411	\$ 5,868	\$ 2,934	\$ 2,709	\$ 1,355
8	\$ 55,094	\$ 4,592	\$ 2,296	\$ 2,119	\$ 1,060	8	\$ 78,403	\$ 6,534	\$ 3,267	\$ 3,016	\$ 1,508
Each Add'l person add	\$ 5,616	\$ 468	\$ 234	\$ 216	\$ 108	Each Add'l person add	\$ 7,992	\$ 666	\$ 333	\$ 308	\$ 154

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

ONLY the reduced price income eligibility scale can appear in the Letter to Parents (for those schools participating in the National School Lunch or Breakfast Program). (Attachment VII)

ONLY those schools that participate in the Special Milk Program and offer Free Milk can publish the Free Eligibility Scale in both the Public Announcement and the Letter to the Parent.

**Please note: *Incomes indicated on the free and reduced price eligibility scales are maximum amounts.***