



WESTPORT COMMUNITY SCHOOLS

Public Release Statement 2017-2018

At the beginning of each school year, the Districts Local Educational Agency (LEA) mails out to every enrolled student the current National School Lunch Application. The application is posted on the District's website and available at each school. The families are notified that the National School Lunch Program (NSLP), School Breakfast Program (SBP) and/or School Milk Program (SMP) are available in the school District. The notice includes the eligibility criteria for free and reduced price meals and/or free milk.

When known to the LEA, households will be notified of their children's eligibility for free meals if they are members of households receiving assistance from:

- The Supplemental Nutrition Assistance Program (SNAP) or, as applicable, the Food Distribution Program on Indian Reservations (FDPIR); or
- The Temporary Assistance for Needy Families (TANF) if the State program meets the statutory requirements. No application is required for free meal benefits for these households. **All** children in these households are eligible for free meal benefits. The District must inform the household to contact the school or LEA if any student was not listed on the application. If any child (ren) was not listed on the eligibility notice, the household should contact the LEA or school to have free meal benefits extended to that child (ren).

When known to the LEA, 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; or
- Enrolled in an eligible Head Start, Even Start or pre-kindergarten class as defined in by law.

For any child not listed on the eligibility notice, the households should contact the LEA or school about any child also eligible under one of these programs or should submit an income application for other children. If households/children receive benefits under Assistance Programs or other source programs are not notified by the school of their free meal benefits, the parent/guardian should contact their school. Any student that may be considered Homeless, Migrant or a Runaway should contact Elaine Santos, Homeless Liaison & Director of Special education 774-309-3364. If any member of your household receives MA SNAP or MA TAFDC benefits, provide the agency identification number (not EBT card number) located on the Department of Transitional Assistance (DTA) benefit letter.

Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

For School Use Only – Do Not Send to Households!

INCOME ELIGIBILITY GUIDELINES

(Effective July 1, 2017 – June 30, 2018)

HOUSEHOLD SIZE	Free Meals (130%)					Reduced Meals (185%)				
	YEAR	MONTH	Twice per Month	Every Two Weeks	WEEK	YEAR	MONTH	Twice per Month	Every Two Weeks	WEEK
1	\$15,678	\$1,307	\$654	\$603	\$302	\$22,311	\$1,860	\$930	\$859	\$430
2	21,112	1,760	880	812	406	30,044	2,504	1,252	1,156	578
3	26,546	2,213	1,107	1,021	511	37,777	3,149	1,575	1,453	727
4	31,980	2,665	1,333	1,230	615	45,510	3,793	1,897	1,751	876
5	37,414	3,118	1,559	1,439	720	53,243	4,437	2,219	2,048	1,024
6	42,848	3,571	1,786	1,648	824	60,976	5,082	2,541	2,346	1,173
7	48,282	4,024	2,012	1,857	929	68,709	5,726	2,863	2,643	1,322
8	53,716	4,477	2,239	2,066	1,033	76,442	6,371	3,186	2,941	1,471
Each additional family member, add	+5,434	+453	+227	+209	+105	+7,733	+645	+323	+298	+149

Calculating Household Income

- If there is **only one source of income** or if all sources are received in the same frequency, **no conversion is required.**
- If there are multiple income sources with more than one frequency, the LEA must annualize all income by multiplying:
 - Weekly income by 52;
 - Bi-weekly income (received every two weeks) by 26;
 - Semi-monthly income (received twice a month) by 24;
 - Monthly income by 12.
- Do not round the values resulting from each conversion.
- Add all of the un-rounded converted values and compare the un-rounded converted total to the appropriate IEG for annual income for the household size.
- Refer to pages 50-52 in the Eligibility Manual for School Meals (July 2016) for more information.

The Richard B. Russell National School Lunch Act requires this information on school lunch applications. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at http://www.ascr.usda.gov/complaint_filing_cust.html , or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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