

**PUBLIC RELEASE OF COUNTY OR NONPUBLIC SCHOOL NATIONAL SCHOOL LUNCH, SCHOOL BREAKFAST, SNACK PROGRAM UNDER NSLP, CHILD AND ADULT CARE OR SUMMER FOOD SERVICE PROGRAM SPONSORS ON FREE AND REDUCED PRICE MEALS AND FREE MILK**

The Kanawha County Board of Education today announced its policy for free and reduced price meals for participants who are unable to pay the full price meals or milk served in schools, centers, institutions or homes that participate in the National School Lunch, Breakfast Programs, the Snack Program under NSLP, the Child and Adult Care Food Program, the Summer Food Service Program, Fresh Fruit and Vegetable Program or in the Special Milk Program.

The Kanawha County Board of Education has adopted the following family size income criteria for use in determining the eligibility of participants for free and reduced price meals and free milk:

**GUIDELINES TO DETERMINE PARTICIPANT ELIGIBILITY  
FOR FREE AND REDUCED PRICE MEALS  
School Year 2015-2016  
ANNUAL FAMILY INCOME BEFORE DEDUCTIONS**

FAMILY SIZE	ELIGIBLE FOR FREE MEALS OR FREE MILK	ELIGIBLE FOR REDUCED PRICE MEALS
ONE	----- \$15,301	----- \$21,775
TWO	----- 20,709	----- 29,471
THREE	----- 26,117	----- 37,167
FOUR	----- 31,525	----- 44,863
FIVE	----- 36,933	----- 52,559
SIX	----- 42,341	----- 60,255
SEVEN	----- 47,749	----- 67,951
EIGHT	----- 53,157	----- 75,647
FOR EACH ADDITIONAL FAMILY MEMBER, ADD	5,408	7,696

Participants from households whose income is at or below the levels shown are eligible for free and reduced price meals.

Application forms are being sent to some homes with a letter to parents, guardians or adult household members. All parents, guardians or adult household members wishing to apply for free or reduced price meals or free milk may fill out the application form sent home by the school, center, institution or home. Additional copies of the application are available at all sites and county offices. The information provided on the application is confidential information to be used only for the purposes of determining eligibility of the participant or sharing this information with other agencies sponsoring USDA Child Nutrition Programs. An application may be submitted at any time during the school year, but must be submitted annually for continued eligibility. Information given on the application may be verified at any time during the school year by school or program officials.

So that the school or program officials can determine eligibility for free or reduced price benefits, the household applying for a child must provide all of the following information listed on the application: Names of all household members; the last four-digits of the Social Security number of the household member who signs the application or a statement that the household member does not possess one; amount and source of income received by each household member; and the signature of an adult household member certifying that the information provided is correct. Households currently receiving Food Stamps or TANF benefits for children must indicate a Food Stamp/TANF Program Case Number for the household. The signature of an adult household member is required to certify the information provided on the application is correct. Households with foster and non-foster children may choose to include the foster child as a household member, as well as any personal income earned by the foster child, on the same household application that includes their non-foster children. Foster payments received by the family from the placing agency are not considered income

and do not need to be reported. The signature of an adult household member is required to certify the information provided on the application is correct.

To determine eligibility for free or reduced price benefits for adult participants, the household or adult participant must provide the following information on the application: name of adult participant and adult participant's dependent(s) and spouse residing with the participant; the last four-digits of the Social Security number of the adult household member who signs the application, or a statement that person does not possess one; participant's income and dependent(s) and spouse's income, if residing with the participant; and the signature of participant or adult household member. Food Stamp, TANF, (or in the case of Adult Day Care SSI and Medicaid), households only have to provide the participant's name and current Food Stamp, TANF case number, SSI and Medicaid number and an adult household member's signature.

Eligibility status remains in effect for one program year. If there is a change in household size or income that would reflect an increase in benefits for the program participant, reapplication is encouraged.

Under the provision of the free and reduced price meal and free milk policy the school principal or program director will review applications and determine eligibility. If a parent, guardian, or adult household member is dissatisfied with the decision, he/she may wish to discuss the decision with the principal or director on an informal basis. If the parent, guardian or adult household member wishes to make a formal complaint or request a hearing to appeal the decision, he/she should contact either orally or in writing:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

The Sponsor policy contains an outline of the hearing procedures.

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases 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](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](mailto: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).

USDA is an equal opportunity provider and employer.

Each school, child and adult care center, institution or site, home and the office of the Sponsor has a copy of the complete policy which may be reviewed by any interested party.

---

This is the public release we will send to:  
Charleston Daily Mail; Charleston Gazette; Kanawha County Website

---

on July 1, 2015.

These groups must be advised of program availability, new programs or changes in existing programs.