

Public Notice

Winchester Public Schools participates in the National School Lunch Program.

Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.30 for breakfast and \$0.40 for lunch.

Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits for **MA SNAP** or **MA TANF** are eligible for free meals.
- **Foster children** that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- **Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.**
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals If your household income falls at or below the limits as stated.

If you have received a **NOTICE OF DIRECT CERTIFICATION** for Winchester Public Schools for the 2017-2018 school year, you **do not** need to complete an application. Please notify the school if any children in the household are not listed on the **NOTICE OF DIRECT CERTIFICATION** letter you received.

Applications are accepted at any time during the school year and will be effective when approved by the Food Service office. If you have any questions, please contact Trina Scotti (781) 721-7020 x 4242

INCOME ELIGIBILITY GUIDELINES (Effective July 1, 2017 – June 30, 2018)

REDUCED MEALS (185%)

| HOUSEHOLD SIZE | YEAR | MONTH | TWICE PER MONTH | EVERY TWO WEEKS | WEEK |
|---|----------|---------|-----------------|-----------------|---------|
| 1 | \$22,311 | \$1,860 | \$930 | \$859 | \$430 |
| 2 | \$30,044 | \$2,504 | \$1,252 | \$1,156 | \$578 |
| 3 | \$37,777 | \$3,149 | \$1,575 | \$1,453 | \$727 |
| 4 | \$45,510 | \$3,793 | \$1,897 | \$1,751 | \$876 |
| 5 | \$53,243 | \$4,437 | \$2,219 | \$2,048 | \$1,024 |
| 6 | \$60,976 | \$5,082 | \$2,541 | \$2,346 | \$1,173 |
| 7 | \$68,709 | \$5,726 | \$2,863 | \$2,643 | \$1,322 |
| 8 | \$76,442 | \$6,371 | \$3,186 | \$2,941 | \$1,471 |
| Each additional family member, add | +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

Public Notice

- 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 32-36 in the Eligibility Manual for School Meals (July 2015) for more information.

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 in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternate means of communications for program information (e.g. Braille, large print, audiotape, 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.

This institution is an equal opportunity provider.