Dear Parent/Guardian:

Queen Anne's County Public Schools offers healthy meals every school day. Children may buy lunch for $2.60 (Elementary) / $2.85 (Middle & High) and breakfast for $1.60. Children may qualify for free or reduced-price meals. The U.S. Department of Agriculture (USDA) provides funds that support the nutrition program based on your child's eligibility. All meals served meet nutrition standards established by the U.S. Department of Agriculture. If a child has been determined by a doctor to have a disability that would prevent the child from eating the regular school meal, the school will make substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. If you believe your child needs substitutions because of a disability, please contact your school for further information.

If you have received a NOTICE OF ELIGIBILITY FOR FREE MEALS, DO NOT COMPLETE the application, but let the Board of Education know if any children in your household are NOT listed on the NOTICE OF ELIGIBILITY FOR FREE MEALS letter you received or if you have questions, call 410-758-2403 ex. 145 or send an email to food@qacps.org.

- Children in households participating in the Supplemental Nutrition Assistance Program (SNAP) or receiving Temporary Cash Assistance (TCA) and most foster children can get free meals regardless of your income.
- Children certified as homeless, runaway or migrant qualify for free meals. Please contact Student Support Services 410-758-2403 x 154.
- If your total household income is the same or less than the amounts on the Income Chart below, your child(ren) qualifies for free or reduced-price meals.

To apply for free or reduced-price meals for your child(ren), you must complete a meal benefit application ON LINE at MY SCHOOL APPS.COM OR return the attached PAPER COPY to the school. Use one method to complete a meal application for all children in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. You and the children in your household DO NOT have to be U.S. citizens to qualify for free or reduced-price meals.

HOW TO APPLY:
- If your household receives SNAP or TCA, the application must have the names of all children you are applying for and the SNAP or TCA case number. The adult household member completing the application must sign the application.
- If you do not list a SNAP or TCA number for children in the household, the application must include all the names of children you are applying for, the names of all household members, the amount of income each person got last month and where it came from, the signature of an adult household member and the last four digits of that adult's Social Security Number or the word "none" if the adult does not have a Social Security Number.

INCOME CHART Effective July 1, 2023 – June 30, 2024

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Year</th>
<th>Month</th>
<th>Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$26,973</td>
<td>$2,248</td>
<td>$519</td>
</tr>
<tr>
<td>2</td>
<td>36,482</td>
<td>3,041</td>
<td>702</td>
</tr>
<tr>
<td>3</td>
<td>43,951</td>
<td>3,833</td>
<td>885</td>
</tr>
<tr>
<td>4</td>
<td>55,500</td>
<td>4,625</td>
<td>1,068</td>
</tr>
<tr>
<td>5</td>
<td>65,009</td>
<td>5,418</td>
<td>1,251</td>
</tr>
<tr>
<td>6</td>
<td>74,518</td>
<td>6,210</td>
<td>1,434</td>
</tr>
<tr>
<td>7</td>
<td>84,027</td>
<td>7,003</td>
<td>1,616</td>
</tr>
<tr>
<td>8</td>
<td>93,536</td>
<td>7,795</td>
<td>1,799</td>
</tr>
</tbody>
</table>

For each additional member add: $9,509 $793 $183

VERIFICATION: Your eligibility may be checked at any time during the school year. School officials may ask you to send papers showing proof of the income provided on the application.

FAIR HEARING: You may talk to school officials if you do not agree with the school's decision about your child(ren)'s meal benefit eligibility or the results of verification. You also may ask for a fair hearing by calling or writing:

Name of Hearing Official: Chief Operating Officer
Address: 202 Chesterfield Avenue, Centreville, MD 21617
Phone: 410-758-2403 x 141

CONFIDENTIALITY: School officials will use the information on the form to determine if your child(ren) qualifies for free or reduced-price meals. Also, the name and eligibility status of your child(ren) may be:
- Given to local Title I officials for allocation and evaluation purposes.
- Used for National Assessment of Educational Progress analyses and other authorized purposes.
- Given to other federal and state education or state health programs or any other entities allowed by law.
- No other use of this information is permitted.

REAPPLICATION: If the child you are applying for does not qualify now, you may reapply at any time during the school year. If your household size increases, you lose your job, your income decreases, or your household qualifies for the SNAP or TCA Programs, the child(ren) in your household may qualify for free or reduced-price meals.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASC%20P%20Complaint-Form-0508-0202-0308-11-28-17Fax2Mail.pdf; from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or 2) fax: (833) 255-1665 or (202) 690-7442; or 3) email: program_intake@usa.gov. This institution is an equal opportunity provider.

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact: Agency Equity Officer, Equity Assurance and Compliance Office, Office of the Deputy State Superintendent for Finance and Administration, Maryland State Department of Education, 200 W. Baltimore Street - 6th Floor, Baltimore, Maryland 21201-1995, 410-767-0426 - voice, 410-767-0431 – fax, 410-333-6442 - TTYYTD.

Sincerely,

Food Service Department
<table>
<thead>
<tr>
<th>Source of Income (All)</th>
<th>Notes on Source of Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Assistance / Aid, Foster Care, Adoption / Guardianship</td>
<td></td>
</tr>
<tr>
<td>Child Support / Alimony / Divorce Settlement</td>
<td></td>
</tr>
<tr>
<td>Earnings from Work</td>
<td></td>
</tr>
<tr>
<td>Earnings from Other</td>
<td></td>
</tr>
<tr>
<td>Other (Presence / Ongoing)</td>
<td></td>
</tr>
</tbody>
</table>

**Institutional Information:**

You may be contacted by a school (1) at anytime for more information about your account or (2) to request additional information. Please provide your account number and social security number as requested. To request additional information, please contact the appropriate school. You may also contact us directly through our website at www.yourschool.org or by calling our customer service line at 1-800-123-4567.

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If you are in the US Military:  
- You qualify for GI Bill benefits.  
- You may be eligible for other educational benefits.  
- You may be eligible for state and local educational benefits.  

**Eligibility Requirements:**

- You must be a US citizen or permanent resident.  
- You must have a valid high school diploma or GED.  
- You must have a minimum GPA of 2.5.  

**Application Process:**

1. Submit your application online.  
2. Provide all required documentation.  
3. Wait for confirmation email.  
4. If approved, you will receive your letter of acceptance.

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**Important Dates:**

- Application Deadline: November 15th
- Notification of Acceptance: January 15th
- Start Date: March 1st

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**Financial Aid Information:**

- You may be eligible for Pell Grants, Federal Work-Study, and other forms of financial assistance.
- You may be eligible for loans through the Federal Student Loan Program.
- You may be eligible for state and local scholarships.

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**Contact Information:**

- School: 123 Main St., Anytown, USA 12345  
- Phone: 555-123-4567  
- Email: info@yourschool.org