

**BOARD OF EDUCATION OF QUEEN ANNE'S COUNTY
NATIONAL SCHOOL LUNCH PROGRAM/SCHOOL BREAKFAST PROGRAM**

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 ext. 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; ONLINE at MYSCHOOLAPPS.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

Household Size	Year	Month	Week
1	\$26,973	\$2,248	\$519
2	36,482	3,041	702
3	45,991	3,833	885
4	55,500	4,625	1,068
5	65,009	5,418	1,251
6	74,518	6,210	1,434
7	84,027	7,003	1,616
8	93,536	7,795	1,799
For each add'l 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's(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 Phone: 410-758-2403 x 141
Address: 202 Chesterfield Avenue, Centreville, MD 21617

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 or 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-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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) 256-1665 or (202) 690-7442; or 3) email: program.intake@usda.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 21201-2595, 410-767-0426 – voice, 410-767-0431 – fax, 410-333-6442 - TTY/TDD.

Sincerely,
Food Service Department

Use form for the Current School Year, old forms will not be processed. This form is for School Year 2023-2024.

INSTRUCTIONS FOR COMPLETING HOUSEHOLD APPLICATION FOR FREE OR REDUCED PRICE MEALS - To apply for free or reduced-price meals, you can go online to MySchoolApps.com or complete one paper application for the household using the instructions below. Sign the form and return to school or mailing to the Board of Education Queen Anne's County, Food Service Department, 202 Chesterfield Ave., Centreville, MD 21617. If you need help, call at 410-758-2403 ext. 145.

All applications must include a signature.
PART 1: List each QACPS student(s)' name, birth date, grade and school. If you did not list a SNAP/TCA case number in Part 2, please complete Section 3.
If anyone in your household has a SNAP or TCA case number, you do not need to print your social security number or provide household income information.

Esta es una aplicación para pedir comidas en las escuelas para sus niños a un precio rebajado o gratis. Si usted tiene interés en este programa y quiere una aplicación en español, por favor, llame usted por teléfono al departamento de BSOL a (410) 758-2403 x 248 para ayuda.

ALL OTHER HOUSEHOLDS follow these instructions: If any member of your household is participating in the **SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AND/OR TEMPORARY CASH ASSISTANCE (TCA)** write SNAP/TCA case number in the blocks in Part 2. This number is on all correspondence you receive from Social Services and contains nine digits.
PART 1: STUDENT INFORMATION - ALL HOUSEHOLDS COMPLETE -List the enrolled child(ren)'s first and last name, birthdate and school. Indicate if a foster child, homeless, migrant, or runaway by checking the box. If ALL students listed are foster, homeless, migrant, runaway, skip to Step 4. If you check one of these options call Student Support Services at 410-758-2403 ext. 154 for verification.
PART 2: CASE NUMBER - If any member of your household receives benefits from the Supplemental Nutrition Assistance Program (SNAP) or Temporary Cash Assistance (TCA), write the case number in the space provided and skip to Part 4. (This is the nine (9) digit number that is on all correspondence received from Social Services) in the blocks provided on the application.
PART 3: Follow these instructions to report household gross income (income before deductions) from last month if you did not provide a SNAP/TCA case number in Part 2: Name: List the first and last name of all adults & children not listed in Part 1. List the names of everyone in your household whether they receive income or not. Your household includes all those living as one economic unit. Include yourself, all children living with you not attending Queen Anne's County Public Schools, your spouse, and any other person living in your household related or not (such as grandparents, other relatives, or friends). Attach another sheet of paper if needed. Write in the total number of household members from Sections 1 and 3.
Print the last four digits of your Social Security Number in the boxes.
PART 4: SIGNATURE – ALL HOUSEHOLDS COMPLETE - Include your address, phone number and e-mail address, **PRINT YOUR NAME, SIGN the application** and date.

Foster children are to be included with all other students on the application – mark the box to the right to indicate that they are a foster child.
Check Box If No Income: If the person does not have any income, check the box.
Earnings from Work: Income/earnings are to be reported as gross income. Gross income is the amount earned before taxes and other deductions. This is not the same as take-home pay. You must indicate how often (weekly, every other week, twice a month, or monthly) you received the earnings. If you are in the Military Housing Privatization Initiative, do not include your housing allowance as income.
TCA Payment, Child Support/Alimony: List the total TCA payments or child support and alimony received and mark how often it is received. You must indicate how often (weekly, every other week, twice a month, or monthly) you received the earnings. Pay from Pensions/Retirement/Social Security/Other Income: List the total each person received from pensions, retirement, and/or Social Security payments or other income and mark how often it is received. You must indicate how often (weekly, every other week, twice a month, or monthly) you received the earnings. Any Other Income: List income from a second job and/or list disability benefits, cash withdrawn from savings, interest/dividends, income from Estates/Trusts/Investments, regular contributions from people who do not live in your household, Workers Compensation, Supplemental Security Income (SSI), Veterans benefits (VA), strike benefits, and unemployment compensation. In the same column, list income from a self-owned business, farm, or net royalties/annuities/net rental income as net income.

MAILING INSTRUCTIONS: You may send the completed form to school or mail to: Board of Education Queen Anne's County, Food Service Dept, 202 Chesterfield Ave., Centreville, Maryland 21617.

Privacy Act Statement: This explains how we will use the information you give us. The Richard B. Russell National School Lunch Act requires the information on this application. 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 are not required when you are only applying for foster children, or you list a Food Supplement Program or Temporary Cash Assistance case number, 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.

Sources of Child Income		Sources of Income for Adults	
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages	Earnings from Work	Public Assistance / Alimony / Child Support
- Social Security	- A child is blind or disabled and receives Social Security benefits	- Salary, wages, cash bonuses	- Unemployment benefits
- Disability Payments	- A Parent is disabled, retired, or deceased, and their child receives Social Security benefits	- Net income from self-employment (farm or business)	- Worker's compensation
- Survivor's Benefits			- Supplemental Security Income (SSI)
- Income from person outside the household	- A friend or extended family member regularly gives a child spending money	If you are in the U.S. Military:	- Cash assistance from State or local government
		- Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)	- Alimony payments
		- Allowances for off-base housing, food and clothing	- Child support payments
			- Veteran's benefits
			- Strike benefits
			- Social Security (including railroad retirement and black lung benefits)
			- Private pensions or disability benefits
			- Regular income from trusts or estates
			- Annuities
			- Investment income
			- Earned interest
			- Rental income
			- Regular cash payments from outside household