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 $3.00(Elementary)/ $3.25(Middle & High) and breakfast for $2.00. 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. 221 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 189.
- 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, 2026 – June 30, 2027

Household Size	Year	Month	Week
1	$20,748	$1729	$399
2	28,132	2,345	541
3	35,516	2,960	683
4	42,900	3,575	825
5	50,284	4,191	967
6	57668	4,806	1,109
7	65,052	5,421	1,251
8	72,436	6,037	1,393
For each add'l member add:	$7,384	$616	$142

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
Address: 115 Vincit Street, 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, 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, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint 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, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

The Maryland State Department of Education(MSDE) does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex , or sexual orientation in matters affecting employment or in providing access to its programs and activities; MSDE also provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to MSDE's Non-Discrimination policy, please contact: Agency Equity Officer, Office of Equity Assurance and Compliance, Office of the Deputy State Superintendent of Operations, Maryland State Department of Education, 200 W. Baltimore Street, Baltimore, Maryland 21201-2595, oeac.msde@maryland.gov, Deaf and Hard of Hearing use Relay

Sincerely,
Food & Service Department

Use form for the Current School Year, old forms will not be processed. This form is for School Year 2026-2027.

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 mail/bring to the Board of Education Queen Anne's County, Food Service Department, 115 Vincit Street., Centreville, MD 21617. If you need help, call at 410-758-2403 ext. 221.

Esta es una aplicación para pedir comidas en las escuelas para sus niños a un precio rebajdo o gratis. Si usted tiene interés en este programa y quiere una aplicación en español, por favor, llame usted por teléfono al departamento de ESOL a (410) 758-2403 x 127 para ayuda.

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.

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. 189 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.,115 Vincit Street., 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	Example(s)	Sources of Income for Adults		
		Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages	- Salary, wages, cash bonuses - Net income from self- employment (farm or business) **If you are in the U.S. Military:** - Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing	- Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government - Alimony payments - 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
- Social Security - Disability Payments - Survivor's Benefits	- A child is blind or disabled and receives Social Security benefits - A Parent is disabled, retired, or deceased, and their child receives Social Security benefits			
-Income from person outside the household	- A friend or extended family member regularly gives a child spending money			
-Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust			