

Media Release for Seamless Summer Option Free Meals in School Year 2021-2022 Sample

New Braunfels, ISD announced its policy today that this school year, healthy meals will be offered every school day to all students at no cost. Typically, a student's household must meet income eligibility requirements to qualify for free or reduced-price meals. However, the United States Department of Agriculture (USDA) issued guidance that allows schools to offer meals to all students at no cost for the 2021-2022 school year.

While no application or eligibility determination is required for your student to receive free meals this school year, income eligibility requirements will likely resume in the 2022-2023 school year. As such, New Braunfels ISD will process household applications during School Year 2021-2022 to ensure student eligibility for free or reduced-price meals during the first 30 days of the 2022-2023 school year while 2022-2023 applications are being processed. Each school/site or central office has a copy of the policy, which may be reviewed upon request.

Starting on *July 26, 2021*, *NBISD* will begin distributing letters to the households of the children in the district about these 2022-2023 eligibility benefits and actions households need to take to apply. Applications also are available at *566 Butcher St., New Braunfels, TX 78130* or you may apply online at: <http://nbisd.schoollunchapp.com>

Criteria for Free and Reduced-Price Meal Benefits to Start School Year 2022-2023

The following criteria will be used to determine a child's eligibility for free or reduced-price meal benefits at the beginning of School Year 2022-2023:

Income

1. Household income that is at or below the income eligibility levels

Categorical or Automatic Eligibility

2. Household receiving Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF); or Food Distribution Program on Indian Reservations (FDPIR)

Program Participant

3. Child's status as a foster child, homeless, runaway, migrant, or displaced by a declared disaster
4. Child's enrollment in Head Start or Even Start

Income Eligibility

For those households that qualify for free or reduced-price meals based on income, an adult in the household must complete the free and reduced-price meal application and return it to *Melissa Thomas, Admin. Assistant to Food Service Director, 830-627-6743*. Those individuals filling out the application will need to provide the following information:

1. Names of all household members
2. Amount, frequency, and source of current income for each household member
3. Last 4 digits of the Social Security number of the adult household member who signs the application or, if the adult does not have a social security number, check the box for "No Social Security number"
4. Signature of an adult household member attesting that the information provided is correct

Categorical or Program Eligibility

New Braunfels ISD is working with local agencies to identify all children who are categorically and program eligible. *New Braunfels ISD* will notify the households of these children that they do not need to complete an application. Any household that does not receive a letter and feels it should have should contact *Melissa Thomas*,

Admin. Assistant to Food Service Director 830-627-6743.

Any household that wishes to decline benefits should contact *Melissa Thomas by email at, melissathomas@nbisd.org*

Applications may be submitted anytime during the school year. The information households provide on the application will be used to determine eligibility. Applications may also be verified by the school officials at any time during the school year.

Determining Eligibility

Under the provisions of the free and reduced-price meal policy, *Melissa Thomas, Admin. Assistant to Director of Food Service 830-627-6743* will review applications and determine eligibility. Households or guardians dissatisfied with the Reviewing Official's eligibility determination may wish to discuss the decision with the Reviewing Official on an informal basis. Households wishing to make a formal appeal for a hearing on the decision may make a request either orally or in writing to *Dr. Clint Mclain, 1000 N. Walnut St., New Braunfels, TX 78130, cmclain@nbisd.org*

Unexpected Circumstances

If a household member becomes unemployed or if the household size increases, the household should contact the school. Such changes may make the children of the household eligible for benefits if the household's income falls at or below the attached current income eligibility guidelines.

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, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. 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 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: <https://www.usda.gov/oascr/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, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Directions: Media Release for Seamless Summer Option Free Meals in School Year 2021-2022 Sample Form

Purpose

This sample form provides a model for the media release the Contracting Entity (CE) must issue prior to or during the first week of school.

Directions for Using Sample Form

- Provide the appropriate information for each description in brackets.
- Add CE or site-specific information as needed.
- Attach a copy of the current income eligibility guidelines.
- Distribute widely through available media outlets.
- Retain a copy of the release onsite.

Use This Form	
Frequency	Yearly, prior to or during the first week of school
Required Form Format	Use this sample or a similar document. Attach the current income eligibility guidelines, application form, or sample letters as appropriate.
Record Retention	Releases kept on site and made available on request. Public and charter schools are required to keep documentation related to school nutrition programs for 5 years. Private schools, other nonprofit organizations, and residential child care institutions (RCCIs) are required to keep documentation for 3 years.