      School/District today announced its policy for free milk for children who qualify according to the eligibility standards below, for milk served under the Special Milk Program. Each school and the district’s central office have a copy of the policy, which may be reviewed by any interested party.

Local school officials have adopted the following family size income criteria for determining eligibility:

| **FREE**  July 1, 2023 – June 30, 2024 | | | | | |
| --- | --- | --- | --- | --- | --- |
| HouseholdSize | **Annual1** | **Monthly2** | **Twice Per Month3** | **Every Two Weeks4** | **Weekly5** |
| 1 | $18,954 | $1,580 | $790 | $729 | $365 |
| 2 | $25,636 | $2,137 | $1,069 | $986 | $493 |
| 3 | $32,318 | $2,694 | $1,347 | $1,243 | $622 |
| 4 | $39,000 | $3,250 | $1,625 | $1,500 | $750 |
| 5 | $45,682 | $3,807 | $1,904 | $1,757 | $879 |
| 6 | $52,364 | $4,364 | $2,182 | $2,014 | $1,007 |
| 7 | $59,046 | $4,921 | $2,461 | $2,271 | $1,136 |
| 8 | $65,728 | $5,478 | $2,739 | $2,528 | $1,264 |
| For each additional family member, add: | $6,682 | $557 | $279 | $257 | $129 |

Children from families whose income is at or below the levels shown are eligible for free milk.

Application forms, with a letter to households, are being distributed to all homes. To apply for free milk, households must fill out the application and return it to the school. Only one application per household is needed. Additional copies are available at the office in each school. The information provided on the application will be used to determine eligibility and may be verified at any time during the school year by school or other program officials.

For school officials to determine eligibility, households must provide the following information listed on the application: the names of everyone in the household, the amount of income each household member currently receives, where it came from, and how often income is received; the signature of an adult household member and the last four digits of that adult’s social security number. If the adult signing the application does not have a social security number, check the "I do not have a social security number" box. For a child who is a member of a Basic Food household or Temporary Assistance for Needy Families (TANF) assistance unit, or Food Distribution Program on Indian Reservations (FDPIR), the household need provide only the child’s name, the Basic Food, TANF, or FDPIR case number, and printed name and signature of an adult member on the application. An adult in the household with a case number may also qualify students also living in the household.

Public School Districts receive student data matched with the Department of Social and Health Services data and to qualify children receiving Basic Food, TANF assistance, or certain Medicaid programs. No application is required. All children living in the household and attending the school are eligible for free meals. If a child was not listed on the eligibility notice, contact the school or district office.

Under the provisions of the free policy, the designated approving official(s) will review applications and determine eligibility. Parents or guardians dissatisfied with the ruling of the official may wish to discuss the decision with the approving official on an informal basis. Parents wishing to make a formal appeal may make a request either orally or in writing to the fair hearing official       for a hearing on the decision.

If a household member becomes unemployed or if the household size increases, the household may become eligible for free milk benefits.

Applications may be submitted at any time during the school year.

Foster children that are under the legal responsibility of a foster care agency or court are also eligible for free milk. An application may be submitted. The foster child may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children in the family. If you have questions about applying for foster children, contact the school or district office.

The information provided by the household is confidential and will be used only for the purposes of determining eligibility and verifying data.

Please contact the school if assistance is needed with application materials in different languages.

**NONDISCRIMINATION STATEMENT**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](http://mailto:program.intake@usda.gov/)

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