Press Release

**For Immediate Release:** [date]

**Contact:** [name of Food Service Director or Principal]

**Telephone:** [phone number]

**Subject:** Announcing Participation in the School Meals Programs

[name of school] located in [name of town/city] announces its participation in the National School Lunch and Breakfast Programs. The goal of the program is to meet the nutrition standards established by the U.S. Department of Agriculture. Children from households whose income is at or below the levels shown are eligible for free or reduced-price meals. Children who are eligible for reduced price meals will receive breakfast and lunch at no additional charge through State support of School Nutrition Programs. Starting on [date] [name of school] will begin distributing letters and meal applications to the households of the children in the school about eligibility benefits and any actions households need to take to apply for these benefits.

The current Income Eligibility Guidelines established by the U.S. Department of Agriculture are:

## Income Eligibility Guidelines: School Year 2021-2022

|  |  |  |
| --- | --- | --- |
| **Household Size** | **Free** | **Reduced Price** |
| **Yearly** | **Monthly** | **Twice Per Month** | **Every Two Weeks** | **Weekly** | **Yearly** | **Monthly** | **Twice Per Month** | **Every Two Weeks** | **Weekly** |
| 1 | 16,744 | 1,396 | 698 | 644 | 322 | 23,828 | 1,986 | 993 | 917 | 459 |
| 2 | 22,646 | 1,888 | 944 | 871 | 436 | 32,227 | 2,686 | 1,343 | 1,240 | 620 |
| 3 | 28,548 | 2,379 | 1,190 | 1,098 | 549 | 40,626 | 3,386 | 1,693 | 1,563 | 782 |
| 4 | 34,450 | 2,871 | 1,436 | 1,325 | 663 | 49,025 | 4,086 | 2,043 | 1,886 | 943 |
| 5 | 40,352 | 3,363 | 1,682 | 1,552 | 776 | 57,424 | 4,786 | 2,393 | 2,209 | 1,105 |
| 6 | 46,254 | 3,855 | 1,928 | 1,779 | 890 | 65,823 | 5,486 | 2,743 | 2,532 | 1,266 |
| 7 | 52,156 | 4,347 | 2,174 | 2,006 | 1,003 | 74,222 | 6,186 | 3,093 | 2,855 | 1,428 |
| 8 | 58,058 | 4,839 | 2,420 | 2,233 | 1,117 | 82,621 | 6,886 | 3,443 | 3,178 | 1,589 |
| For each additional household member, add | 5,902 | 492 | 246 | 227 | 114 | 8,399 | 700 | 350 | 324 | 162 |

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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](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf), (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.

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