

**ATTACHMENT E**  
**PUBLIC RELEASE**

(Delete references to the School Breakfast Program and/or the After-School Snack Program if not applicable.)

Due to regulations, all school food authorities (SFAs)/institutions must annually submit a public release to the informational media, local unemployment offices, any companies contemplating layoffs in that district's area, grassroots organizations, and interested individuals upon request.

Date submitted to news media: \_\_\_\_\_

Name(s) of media outlets and companies submitted to: \_\_\_\_\_

\_\_\_\_\_ School today announced its policy for free or reduced-price meals for children served under the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and the After-School Snack Program (ASSP).

Local SFA officials have adopted the following household-size and income criteria for determining eligibility: (Insert free and reduced-price scales.)

Children from households whose income is at or below the levels shown are eligible for free or reduced-price meals. Application forms are being sent to all homes with a letter to parents or guardians. To apply for free or reduced-price meals, households should fill out the application and return it to the school. Additional copies are available at the principal's office in each school. The information provided on the application is confidential and will be used for the purpose of determining eligibility and may be verified at any time during the school year by school or other program officials. Applications may be submitted at any time during the year.

For SFA officials to determine eligibility, households receiving *Supplemental Nutrition Assistance Program (SNAP)*, *Temporary Assistance to Needy Families (TANF)*, or *Food Distribution Program on Indian Reservations (FDPIR)* benefits must list the children's names, a SNAP, TANF, or FDPIR case number; and the signature of an adult household member. All children in households with any household member receiving benefits under assistance programs are eligible for free meals. Children in Other Source Categorically Eligible (i.e., children categorized as homeless, migrant, runaway, Head Start, Even Start, and foster children, if known) are also eligible for free meals. **IF YOU DO NOT LIST A SNAP, TANF, OR FDPIR CASE NUMBER**, then the application must have the children's names, total household members, the amount of income each member received last month, the signature of an adult household member, and the last four digits of the adult's social security number or the mark the box if he or she does not have one.

Foster children also categorically qualify for free meals/milk, regardless of the child's income. If you have foster children living with you and wish to apply for such meals or milk for them, please complete the application as instructed.

Under the provisions of the policy, \_\_\_\_\_ will review applications and  
(Title of Determining Official)

determine eligibility.

Parents or guardians wishing to make a formal appeal may make a request either orally or in writing to:

\_\_\_\_\_ (Name and Title of Hearing Official) \_\_\_\_\_ (Address)

for a hearing to appeal the decision. The school's policy statement contains an outline of the hearing procedure.

**DIRECT CERTIFICATION:** Any member of a household currently certified to receive SNAP, TANF, or FDPIR benefits will be notified of the enrolled children's eligibility and that the enrolled children will be provided free benefits unless the household notifies the SFA that it chooses to decline benefits. If SNAP, TANF, and FDPIR households are not notified by \_\_\_\_\_ of their eligibility, they will need to submit an application.

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Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish).

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Each school and the office of the \_\_\_\_\_ has a copy of the policy which  
(Central Office)  
may be reviewed by any interested party.