

## PRE-APPLICATION NOTICE LETTER

Date: 06/22/2023

Dear Parent/Guardian:

Edina Public Schools offers healthy and nutritious meals every school day. Beginning on July 1, 2023, we are joining the Minnesota Free School Meals Program. All students are eligible to receive one free breakfast and one free lunch free each school day. Although no application is required to receive the free meal benefit, filling out the Application for Educational Benefits is still important. Your child(ren) may qualify for other benefits such as reduced fees at school or to and from school out-of-district transportation. Your application may also help the school qualify for education funds, discounts, and other meal programs. If your student wants to receive a second lunch, an individual milk without a complete meal, or any other of our a-la-carte options, students will still need to pay for these items through money in their lunch account.

1. Do I need to fill out an application for each child? No. Use one Application for Educational Benefits for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Kim Eykyn, Chartwells, 952-848-3136, 6754 Valley View Rd, Edina MN 55439
2. Who can get free meals? All students that attend EPS will receive one free breakfast and one free lunch, regardless of if they qualify for additional educational benefits through completion of the Application for Educational Benefits. This includes homeless, head start, runaway and migrant children, in addition to students that receive assistance through WIC, SNAP, TANF, and Medicaid. Please still complete the application to see if you qualify for additional benefits.
3. Will the information I give on the application be checked? Yes, we may ask you to send written proof.
4. If I don't qualify now, may I apply later? Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start receiving SNAP or getting TANF or other benefits. If you lose your job, your children may be able to receive educational benefits.
5. What if I disagree with the school's decision about my application? You should talk to school officials. You also may ask for a hearing by calling or writing to: Kim Eykyn, Chartwells, 952-848-3136, 6754 Valley View Rd, Edina MN 55439
6. May I apply if someone in my household is not a U.S. citizen? Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for educational benefits.
7. Who should I include as members of my household? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.
8. What if my income is not always the same? List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes.
9. We are in the military; do we include our housing allowance as income? If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income. If you have other questions or need help, call 952-848-3811.

Sincerely,

Mert Woodard  
Director, Business Services  
5701 Normandale Rd  
Edina MN, 55424  
952-848-4916

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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 is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child 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.

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, audiotope, 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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.