

## Scott County Schools

Announces its policy for Free and Reduced Price Meals for students under the

### **NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS.**

Any interested person may review a copy of the policy by contacting Mitzi Marshall, Director, Scott County School Nutrition.

Household size and income criteria will be used to determine eligibility. Children from families whose income is at or below the levels shown may be eligible for Free or Reduced Price Meals. To apply for Free or Reduced Price Meals, households must complete the application. Applications can be found at [www.myschoolapps.com](http://www.myschoolapps.com) or families may pick up a paper form from their school or at the SCS Nutrition office located at 168 Betsy Way. Only one application is required for all children in the household.

An application cannot be approved unless it contains complete eligibility information:

- Total household income listed by gross amount received, type of income (e.g., wages, child support, etc.) and how often the income is received by each household member;
- Names of all household members;
- Signature of an adult household member certifying the information provided is correct; and
- The last four digits of the social security number of the adult signing the application or the word "NONE" for this household member if he or she does not have a social security number.

The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year. Applications may be submitted at any time during the year.

For the purpose of determining household size, deployed military members are considered a part of the household. Families should include the names of the deployed service members on their application. Report only that portion of the deployed service member's income made available to them or on their behalf to the family. Additionally, a housing allowance that is part of the Military Housing Privatization Initiative is not to be included as income.

Once approved, meal benefits are good for the current school year and up to 30 operating days into the next school year. When the carry-over period ends, unless the household is notified that their children are directly certified or the household submits an application that is approved, the children must pay full price for school meals. Households will not be sent a reminder or notice of expired eligibility. If a household member becomes unemployed or if the household size changes, the school should be contacted. Such changes may make the student eligible for reduced price or free meals.

All children in households that receive SNAP or KTAP are eligible for free meals. When known, to school Nutrition, households will be notified of their children's eligibility for free meals if they are members of a household that receives SNAP or KTAP benefits. No application is necessary for these households. All children in these households are eligible for free meal benefits. If any child(ren) was not listed on the eligibility notice, the household should contact the office of Scott County School Nutrition to have free meal benefits extended to that child(ren). If the household is not sure if their children have been directly certified, they should contact the Nutrition office.

For households not notified of children's eligibility for free meals in which any household member receives SNAP or KTAP benefits, an application may be completed to receive free meals. Households are required to list on the application only the child's name, SNAP / KTAP case number, and signature of adult household member. Categorical eligibility for free meals is extended to all children in a household when the application lists one of the Assistance Program's case number for any household member.

Foster children are categorically eligible for free meals and will receive benefits based on information submitted on the household application or information received from an appropriate agency. Foster children may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members may help other children in the household qualify for meal benefits. If the foster family is not eligible for free or reduced price meal benefits, it does not prevent a foster child from receiving free meal benefits.

Children in households participating in WIC or who reside in households where parents or guardians become unemployed may be eligible for free or reduced price meals. Please fill out an application.

When known, Scott County School Nutrition will notify households of any child’s eligibility for free meals if the individual child is Other Source Categorically Eligible because the child is categorized as homeless, migrant or runaway as defined by law or enrolled in an eligible Head Start, Even Start or pre-kindergarten class as defined in by law.

Household with children who are considered migrants, homeless, or runaway should contact the district liaison, for assistance in receiving benefits. A household application may also be submitted with an indication of their Other Source Categorically Eligibility marked in the relevant box on the application.

Under the provisions of the Free and Reduced Price meal policy, **Rachel Reid** at **502-570-3069** will review applications and determine eligibility. If a parent or guardian is dissatisfied with the ruling of the official, he or she may wish to discuss the decision with the determining official on an informal basis. If the parent wishes to make a formal appeal, he or she may make a request either orally or in writing to **Mitzi Marshall** at **502-570-3035**. Any questions about the application process may be directed to **Rachel Reid** at **502-570-3069**.

In accordance with the Sponsor’s disclosure agreement, the information on the Free and Reduced Price Meal application may be used by the school system in determining eligibility for other educational programs. Households notified of their children’s eligibility must contact Scott County School Nutrition if it chooses to decline the free meal benefits.

**Schools that are participating in the Community Eligibility Provision (CEP) are Anne Mason Elementary, Creekside Elementary, Garth Elementary, Georgetown Middle School, Great Crossing High School, Lemons Mill Elementary, Pheonix Horizon Community, Royal Spring Middle School, Southern Elementary and Scott County Preschool. The students attending these schools receive Free Breakfast and Lunch Meals.**

**INCOME ELIGIBILITY GUIDELINES FOR FREE AND REDUCED PRICE MEALS  
Effective from July 1, 2024 to June 30, 2025**

Income Eligibility Guidelines [Effective from July 1, 2024 to June 30, 2025]							
Household size	Federal poverty guidelines	Reduced price meals—185%					
	Annual	Annual	Monthly	Twice per month	Every two weeks	Weekly	
48 Contiguous States, District of Columbia, Guam, and Territories							
1	15,060	27,861	2,322	1,161	1,072	536	
2	20,440	37,814	3,152	1,576	1,455	728	
3	25,820	47,767	3,981	1,991	1,838	919	
4	31,200	57,720	4,810	2,405	2,220	1,110	
5	36,580	67,673	5,640	2,820	2,603	1,302	
6	41,960	77,626	6,469	3,235	2,986	1,493	
7	47,340	87,579	7,299	3,650	3,369	1,685	
8	52,720	97,532	8,128	4,064	3,752	1,876	
For each add'l family member, add	5,380	9,953	830	415	383	192	

**To determine annual income:**

- If you receive the income every week, multiply the total gross income by 52.
- If you receive the income every two weeks, multiply the total gross income by 26.
- If you receive the income twice a month, multiply the total gross income by 24.
- If you receive the income monthly, multiply the total gross income by 12.

**Remember:** The total income before taxes, social security, health benefits, union dues, or other deductions must be reported.

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: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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.