

## New Caney Independent School District Child Nutrition Department

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Director

1. Students that were on the program the last day of the past school year are eligible to receive free or reduced price meals the first 30 operating days of the new year. A new application is required within the first 30 days of school. Student's benefits will be terminated after 30 days.
2. Students are **not** approved or denied until Child Nutrition has reviewed and processed an application. Parent/guardian will be notified of their child's eligibility for benefits by letter within ten (10) working days of processing. Students must have meal/money until approved.
3. In completing an application parents/guardian fills out "**one**" application per household. Example: A student in elementary and a student in high school shall be on the same application. **If parents/guardian completes the application online they do not need to fill out the paper form.**
4. Members of household – Must include all individuals living in the home, related or not, including **the adult filling out and signing the application.** Only an adult member of the household can sign an application. A parent enrolling a student cannot complete an application if the student lives in another household.
5. Foster children can now be included as part of the household on applications that include their non-foster children.
6. An application must include signature; otherwise application will be returned.
7. Families receiving SNAP (formerly food stamps) or TANF must have the EDG # on the application. We must have the (8) eight or (9) nine-digit EDG number. **(Lone Star numbers and Medicaid numbers cannot be accepted.)** An application with an EDG/TANF number must be processed before students are eligible.
8. When a student transfers from one district to another they must re-apply. In-district transfers do not need to re-apply.
9. Each year the USDA selects a percentage of applications for verification. If eligibility is not confirmed or if documentation verifying household's income does not fall within guidelines, notice of termination of benefits will be sent and become effective ten (10) days from notice. This policy includes EE, PK-12<sup>th</sup> grade students.

If a parent/ guardian have any questions or need assistance in completing an application, please call the New Caney Child Nutrition Department 281-577-8690

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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/ad-3027.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; (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.