

**PUBLIC RELEASE
NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS, SPECIAL MILK PROGRAM
COMMUNITY ELIGIBILITY PROVISION (CEP) AND NON-CEP SITES**

RELEASE STATEMENT

Community Eligibility Provision (CEP)

The Appleton Area School District is participating in a Free Breakfast and Lunch program for the 2019-2020 school year. All students enrolled at the following school(s) may participate in the School Breakfast Program and the National School Lunch Program at no charge: Badger Elementary, Columbus Elementary, Highlands Elementary, Horizons Elementary, Jefferson Elementary, Johnston Elementary, Lincoln Elementary, McKinley Elementary, and Wilson Middle.

USDA Free and Reduced Price Meal Applications are not required to receive free meals at the CEP school(s). However, applications may be distributed by the school to collect household income data for other programs that require this information and support educational funding.

For additional information please contact: the Appleton Area School District Foodservice Department, PO Box 2019, Appleton WI 54912; foodservice@aasd.k12.wi.us 920-832-1719

Non-CEP Sites

The Appleton Area School District today announced its policy for children unable to pay the full price of meals served under the National School Lunch Program and School Breakfast Program. Household applications are required to receive free or reduced price meals at the following site(s): Appleton Bilingual Charter, Appleton Public Montessori, Berry Elementary, Classical, Edison Elementary, Ferber Elementary, Foster Charter School, Fox River Academy, Franklin Elementary, Houdini Elementary, Huntley Elementary, Richmond Elementary, Odyssey-Magellan Magnet School, Einstein Middle School, Kaleidoscope Academy, Madison Middle School, East High School, North High School, West High School, Valley New School, Wisconsin Connections Academy, Tesla Engineering, Fox Cities Leadership Academy, and Renaissance School for the Arts.

The following household size and income criteria will be used for determining eligibility. Children from families whose annual income is at or below the levels shown are eligible for free and reduced price meals. Each school office and the central office has a copy of the policy, which may be reviewed by any interested party.

**FAMILY SIZE INCOME SCALE
For Determining Eligibility for Free and Reduced Price Meals or Milk**

Family (Household) Size	ANNUAL INCOME LEVEL		MONTHLY INCOME LEVEL	
	Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>	Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>
1	\$16,237	\$ 16,237.01 and \$23,107	\$ 1,354	\$1,354.01 and \$1,926
2	21,983	21,983.01 and 31,284	1,832	1,832.01 and 2,607
3	27,729	27,729.01 and 39,461	2,311	2,311.01 and 3,289
4	33,475	33,475.01 and 47,638	2,790	2,790.01 and 3,970
5	39,221	39,221.01 and 55,815	3,269	3,269.01 and 4,652
6	44,967	44,967.01 and 63,992	3,748	3,748.01 and 5,333
7	50,713	50,713.01 and 72,169	4,227	4,227.01 and 6,015
8	56,459	56,459.01 and 80,346	4,705	4,705.01 and 6,696
For each additional household member, add	+ 5,746	+ 5,746 and +8,177	+ 479	+ 479 and +682

Application forms are being sent to all homes with a notice to parents or guardians. To apply for free or reduced price meals or free milk, households must fill out the application and return it to the school (unless notified at the start of the school year that children are eligible through direct certification). Additional copies are available at the office in each school. 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 by agency or other program officials. Applications may be submitted at any time during the year.

To obtain free or reduced price meals or free milk for children in a household where one or more household members receive FoodShare, FDPIR, or Wisconsin Works (W-2) cash benefits, list the FoodShare, FDPIR or W-2 case number, list the names of all school children, sign the application, and return it to the school office.

For the school officials to determine eligibility for free or reduced price meals or free milk of households not receiving FoodShare, FDPIR or W-2 cash benefits, the household must provide the following information requested on the application: names of all household members, total number of household members, and the adult signing the application form must also list the last four digits of his or her Social Security Number or mark the box to the right of "Check if no SSN". Also, the income received by each household member must be provided by amount and source (wages, welfare, child support, etc.).

Under the provisions of the free and reduced price meal and free milk policy the Meal Benefits Specialist will review applications and determine eligibility. If a parent or guardian is dissatisfied with the ruling of the official, he/she may wish to discuss the decision with the determining official on an informal basis. If the parent/guardian wishes to make a formal appeal, he/she may make a request either orally or in writing to: Diane Wittman, Business and Auxiliary Services Specialist, 122 E. College Ave, Suite 1A, PO Box 2019, Appleton WI 54912. If a hearing is needed to appeal the decision, the policy contains an outline of the hearing procedure.

If a household member becomes unemployed or if the household size changes, the family should contact the school. Such changes may make the household eligible for reduced price meals or free meals or free milk if the household income falls at or below the levels shown above, and they may reapply at that time.

Children formally placed in foster care are also eligible for free meal benefits. Foster children may be certified as eligible without a household application. Households with foster children and non-foster children may choose to include the foster child as a household member, as well as any personal income available to the foster child, on the same application that includes their non-foster children.

The information provided by the household on the application is confidential. Public Law 103-448 limits the release of student free and reduced price school meal eligibility status to persons directly connected with the administration and enforcement of federal or state educational programs. Consent of the parent/guardian is needed for other purposes such as waiver of text book fees.

Non-discrimination Statement:

Updated 2019

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](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: 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. 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.

This institution is an equal opportunity provider.

Any questions regarding the application should be directed to the determining official.
