



Frequently Asked Questions About Free And Reduced Price School Meals School Year 2018-2019

Dear Parent/Guardian:

Children need healthy meals to learn. The Diocese of Baton Rouge Child Nutrition Program offers healthy meals every school day. Children may buy breakfast for \$1.85 and lunch for \$3.00 (Elementary/Middle), and \$3.15 (High & Satellite). After school snacks and supper meals are free in participating schools. Your child(ren) may qualify for free or reduced price meals: Reduced prices .30¢ for breakfast and .40¢ for lunch. To apply for free or reduced price meals, please apply online: www.cnpbr.org under 'Meal Information'.

Below are some common questions and answers to help you with the application process:

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from LA SNAP, the Food Distribution Program on Indian Reservations (FDPIR) or LA TANF, are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL ELIGIBILITY INCOME CHART FOR SCHOOL YEAR 2018-19					
Household Size	Annual	Monthly	Twice / Month	Every Two Weeks	Weekly
1	\$15,782	\$1,316	\$658	\$607	\$304
2	\$21,398	\$1,784	\$892	\$823	\$412
3	\$27,014	\$2,252	\$1,126	\$1,039	\$520
4	\$32,630	\$2,720	\$1,360	\$1,255	\$628
5	\$38,246	\$3,188	\$1,594	\$1,471	\$736
6	\$43,862	\$3,656	\$1,828	\$1,687	\$844
7	\$49,478	\$4,124	\$2,062	\$1,903	\$952
8	\$55,094	\$4,592	\$2,296	\$2,119	\$1,060
For each additional Family Member add	+\$5,616	+\$468	+\$234	+\$216	+\$108

2. **HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals. Please call or email your school's homeless liaison or migrant coordinator to see if they qualify.
3. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Submit one online Free and Reduced Price School Meals Application for all students in your household attending a Diocese of Baton Rouge School. We cannot approve an application that is not complete, so be sure to fill out all required information.

4. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR MEALS?** No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact the CNP office at 225-387-6421 immediately.
5. **CAN I APPLY ONLINE?** Yes! You are encouraged to complete an online application. Visit www.cnpbr.org (Meal Info Page) to begin or to learn more about the online application process. Contact the CNP office at 225-387-6421 if you have any questions about the online application.
6. **MY CHILD'S APPLICATION WAS APPROVED LAST SCHOOL YEAR; DO I NEED TO FILL OUT ANOTHER ONE?** Yes. Your child's application is only good for that school year and for the first few days of this school year, ***through September 17, 2018***. You must submit a new application unless the Child Nutrition Program office notified you that your child is eligible for the new school year. ***If you do not submit a new application that is approved by the Child Nutrition Program or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.***
7. **I GET WIC. CAN MY CHILD(REN) GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
8. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof of the household income you report.
9. **IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced price meals if the household's income drops below the income limit.
10. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to Child Nutrition Program officials at 225-387-6421 or cnp@diobr.org. You also may ask for a hearing by writing to: **DIOBR Child Nutrition Program, 3300 Hundred Oaks Avenue, Baton Rouge, LA 70808.**
11. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You, your children, or other household members do not have to be a U.S. citizen to qualify for free or reduced price meals.
12. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, put down that you made \$1,000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. **WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field or checking the 'No Income' box where appropriate. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. **WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?** Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. **MY FAMILY NEEDS MORE HELP, ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for LA SNAP or other assistance benefits, contact your local assistance office or call the LA hotline at **1-888-LAHELP-U (888-524-3578)**.

If you have any other questions or need help, call 225-387-6421.

Sincerely,



Ms. Lynda Carville
CNP Director

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. 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, 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.

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