

**PUBLIC RELEASE**  
**NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS, SPECIAL MILK PROGRAM**

This is the public release that we will send to: **Community Bulletin Boards, Parent Letter and Birchwood News** sent on **July 29, 2011 and August 26, 2011**.

**RELEASE STATEMENT**

The **Birchwood Public School** 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 or milk for split-session students served under the Special Milk Program. Each school office and the central office has a copy of the policy, which may be reviewed by any interested party.

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, or free milk if a split-session student does not have access to the school lunch or breakfast service.

**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	\$14,079	\$ 14,079.01	and \$20,036	\$ 1,174	\$ 1,174.01	and \$1,670
2	18,941	18,941.01	and 26,955	1,579	1,579.01	and 2,247
3	23,803	23,803.01	and 33,874	1,984	1,984.01	and 2,823
4	28,665	28,665.01	and 40,793	2,389	2,389.01	and 3,400
5	33,527	33,527.01	and 47,712	2,794	2,794.01	and 3,976
6	38,389	38,389.01	and 54,631	3,200	3,200.01	and 4,553
7	43,251	43,251.01	and 61,550	3,605	3,605.01	and 5,130
8	48,113	48,113.01	and 68,469	4,010	4,010.01	and 5,706
For each additional household member, add	+ 4,862	+ 4,862	and 6,919	+ 406	+ 406	and + 577

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 principal's 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 school 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 household member and 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, and the social security number of the adult household member who signs the application. In lieu of a social security number, the household may indicate that the signer does not possess a social security number. 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, **Lois Gabriel, 715-354-3471, ext. 314.**

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: **Supt. Frank Helquist, 300 s. Wilson St., Birchwood, WI 54817.**

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.

In certain cases foster children are also eligible for these benefits. If a household has foster children living with them and wishes to apply for free or reduced price meals, the household should complete an application for each foster child as a family of one or contact the school for more information.

The information provided by the household on the application is confidential. Public Law 103-448 does authorize 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.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

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

\*Delete the references to the Breakfast Program or the Split-session Special Milk Program if you do not offer these programs.