

LOUISIANA DEPARTMENT OF EDUCATION

DIVISION OF NUTRITION SUPPORT

SCHOOL FOOD SERVICE SECTION

This is the public release that will be sent to _____ Shreveport and Monroe Times

Diocese of Shreveport, CNP today announced its policy for free and reduced-price meals served under the National School Lunch and/or School Breakfast Program(s). All schools and the central office have a copy of the policy, which may be reviewed by any interested party.

The following family size and annual income criteria will be used for determining eligibility:

FEDERAL ELIGIBILITY INCOME CHART: School Year 2023-2024			
Household size	Yearly	Monthly	Weekly
1	26973	2248	519
2	36482	3041	702
3	45991	3833	885
4	55500	4625	1068
5	65009	5418	1251
6	74518	6210	1434
7	84027	7003	1616
8	93536	7795	1799
Each additional person:	9509	793	183

Application forms are being sent to all homes, along with a letter to households. To apply for free or reduced price meals, households should fill out one application for the household and return it to the school. Additional copies are available at each school. Applications may be submitted at any time during the year. The information provided by the household is confidential; it will be used for the purpose of determining eligibility. Information may be verified at any time during the school year by school or other program officials.

All children in households with any household member receiving benefits under Assistance Programs (Supplemental Nutrition Assistance Program (SNAP), Family Independence Temporary Assistance Program (FITAP) or Food Distribution Programs on Indian Reservations (FDPIR)) are eligible for free meals. For school officials to determine eligibility, each household that is now receiving benefits from Assistance Programs must provide the case number of a household member as well as the signature of an adult household member.

All other households must provide the following information on the application: names of all household members; the amount of income (before deductions for taxes, Social Security, etc.) each household member receives; how often the person receives the income; where it is from, such as wages, retirement, or welfare; the signature of an adult household member certifying that the information provided is correct; and the last four digits of the social security number of the adult household member who signed the application, or a statement that the household member does not possess one.

Children categorized as foster, homeless, runaway, migrant, or enrolled in state-funded Head Start or Even Start programs, if known, are automatically eligible for free meals. School officials will determine eligibility for free meals based on documentation obtained directly from the program office and notify the household of their eligibility for benefits. The household must notify the school if it chooses to decline benefits.

The household should complete an application if they are not notified of free meal eligibility by: September 26, 2022. If a household member becomes unemployed or if the household size increases, the household should contact the school. Such changes may make the children of the household eligible for meal benefits.

Under the provisions of the free and reduced price policy, Sr Ann Middlebrooks, SEC will review applications and determine eligibility. If a parent or guardian is dissatisfied with the ruling of the official, he may wish to discuss the decision with the determining official on an informal basis. If the parent wishes to make a formal appeal, he may make either an oral or written response to the following:

Name: Sr Carol Shively, OSU

Address: 3500 Fairfield Ave, Shreveport, LA 71104

Phone Number: 800-256-1542

Non Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
program.intake@usda.gov

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