

<p><b>PORTALES MUNICIPAL SCHOOLS                  MEDIA RELEASE                  FOR FREE AND REDUCED-PRICE MEALS IN                  THE NATIONAL SCHOOL LUNCH AND                  SCHOOL BREAKFAST PROGRAMS</b></p>	<p>On August 16, 2020 _____ ,                  this public release was/will be sent to                  The Eastern New Mexico News and Portales                  Schools website</p>

Portales Municipal Schools today announced its policy for providing free and reduced-price meals for children served under the *National School Lunch Program and/or School Breakfast Program*. Each school and/or the central office have a copy of the policy, which may be reviewed by any interested party.

The household size and income criteria identified below will be used to determine eligibility for free, reduced-price, or full-price meal benefits. Children from households whose income is at or below the levels shown here are eligible for free or reduced-price meals. Children who receive **Supplemental Nutrition Assistance Program (SNAP), or Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance for Needy Families (TANF) Assistance**, benefits are automatically eligible for free meals regardless of the income of the household in which they reside. Eligibility for a foster child is based on a separate application and solely on the amount of the child's "personal use" income.

Income Eligibility Reduced-Price Guidelines—July 1, 2020—June 30, 2021					
Family Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$23,606	1,968	984	908	454
2	31,894	2,658	1,329	1,227	614
3	40,182	3,349	1,675	1,546	773
4	48,470	4,040	2,020	1,865	933
5	56,758	4,730	2,365	2,183	1,092
6	65,046	5,421	2,711	2,502	1,251
7	73,334	6,112	3,056	2,821	1,411
8	81,622	6,802	3,401	3,140	1,570
For each additional family member add:					
	8,288	691	346	319	160

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](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](mailto:program.intake@usda.gov)

\*\*\*This institution is an equal opportunity provider.

**PORTALES MUNICIPAL SCHOOLS  
MEDIA RELEASE  
FOR FREE AND REDUCED-PRICE MEALS**  
(Continued)

Applications may be submitted online at SchoolCafe.com. Instructions for online applications as well as paper applications are available at the principal's office in each school. To apply for free or reduced-price meal benefits, households must complete an application and return it to the school for processing. Applications may be submitted at any time during the school year. The information households provide on the application will be used to determine meal eligibility and may be verified at any time during the school year by school or program officials.

Requirements for school officials to determine eligibility for free and reduced-price benefits are as follows: For households receiving SNAP, or FDPIR or TANF benefits – applications need only include the enrolled child(ren)'s name, SNAP, or FDPIR case number, and the signature of an adult household member. For households who do not list a SNAP, or FDPIR or TANF case number, the application must include the names of all household members, the amount and source of the income received by each household member, and the signature and corresponding Social Security number of an adult household member. If the household member who signs the application does not have a Social Security number, the household member must indicate on the application that a Social Security number is not available.

Under the provisions of the free and reduced-price meal policy, the determining official(s), as designated by the sponsor/agency, shall review applications and determine eligibility. Parents or guardians dissatisfied with the eligibility ruling may discuss the decision with the determining official on an informal basis. Parents may also make a formal request for an appeal hearing of the decision and may do so orally or in writing with the sponsor/agency's hearing official. Parents or guardians should contact their child(ren)'s school(s) for specific information regarding the name of the determining official and/or hearing official for a specific school, agency, or district.

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 benefits if the household's income falls at or below the levels shown above.

**Sponsors/agencies that use direct certification should add the following paragraph to their public release:**

Households that receive SNAP, or FDPIR or TANF benefits may not have to complete an *Application for Free or Reduced-Price Meals or Free Milk*. School officials will determine eligibility for free meals based on documentation obtained directly from Human Services Department HSD or FDPIR office that a child is a member of a household currently receiving benefits. *School officials will notify households of their eligibility, but those who do not want their child(ren) to receive free meals must contact the school.* SNAP, FDPIR and TANF households should complete an application if they are not notified of their eligibility

by September 25, 2020.