INSERT SCHOOL DISTRICT LETTERHEAD

Dear Parent/Guardian:

**[Name of Site]** takes part in the **Special Milk Program** every school day. Your children may qualify for free milk. To apply for free milk, complete the enclosed application. Return the completed application to: **[name, address, phone number]**. This packet includes an application, as well as a set of detailed instructions. Applications also are avail­able **[insert locations where the applications are available, e.g., at the principal's office at each school, on the school’s website, etc.]**. Below are some common questions and answers to help you with the application process.

1. Who can get free MILK?
	1. All children in households receiving benefits from **SNAP, FDPIR (Food Distribution Program on Indian Reservations)** or **TANF,** can get free milk regardless of your income.
	2. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free milk.
	3. Children participating in their school’s Head Start Program are eligible for free milk.
	4. Children who meet the definition of homeless, runaway, or migrant are eligible for free milk.
	5. Children can get free milk if your household’s gross income is the same or less than the limits on the Federal Income Eligibility Guidelines.

**[LEAs should complete the chart below or attach the Income Eligibility Guidelines for the upcoming school year, which are available online:** [**https://www.azed.gov/hns/nslp/forms**](https://www.azed.gov/hns/nslp/forms)**]**

|  |
| --- |
| Federal Eligibility Income Chart for **[Input School Year]** |
| Household Size | Yearly Income | Monthly Income | Weekly Income |
| 1 | **$ -** | **$ -** | **$ -** |
| 2 | **$ -** | **$ -** | **$ -** |
| 3 | **$ -** | **$ -** | **$ -** |
| 4 | **$ -** | **$ -** | **$ -** |
| 5 | **$ -** | **$ -** | **$ -** |
| 6 | **$ -** | **$ -** | **$ -** |
| 7 | **$ -** | **$ -** | **$ -** |
| 8 | **$ -** | **$ -** | **$ -** |
| Each additional person: | **$ -** | **$ -** | **$ -** |

1. 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 milk, please call or e-mail **[school, homeless liaison, or migrant coordinator].**
2. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MILK? No, but please read the letter you got carefully and follow the instructions. Call the school at **[phone number]** if you have questions.
3. Do I need to fill out an application for each child? No. Complete the application to apply for free milk. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **[name, address, phone number]**.
4. CAN I APPLY ONLINE? **[LEAs should choose the most appropriate answer below]**

Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit **[website]** to begin. OR **[To learn more about the online application process, contact [name, address, phone number, e-mail] if you have any questions about the online application.]**.

No. Our district does not have the option to apply for free milk online at this time. Please contact **[name, address, phone number, e-mail]** and refer to the information above to complete a paper application.

1. MY CHILD’S APPLICATION WAS APPROVED LAST 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 **[date]**. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free milk, your child will be charged the full price for milk.
2. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC may be eligible for free milk. Please fill out an application.
3. Will the information I give be checked? Yes. We may also ask you to send written proof of the household income you report.
4. 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 and reduced-price meals if the household income drops below the income limit.
5. What if I disagree with the school’s decision about my application?You should talk to school officials. You also may ask for a hearing by calling or writing to: **[name, address, phone number, e-mail]***.*
6. 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 U.S. citizens to apply for free or reduced-price meals.
7. What if my income is not always the same?List the amount that you normally receive. For example, if you normally make $1000 each month, but you missed some work last month and only made $900, put down that you made $1000 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.
8. 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. 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.
9. 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, 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.
10. WHAT IF THERE ISN’T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact **[name, address, phone number, e-mail]** to receive a second application.
11. My family needs more help. Are there other programs we might apply for? To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call 1-800-352-8401.

If you have other questions or need help, call **[phone number]***.*

Sincerely,

**[signature]**

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*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;*
2. *fax: (202) 690-7442; or*
3. *email:*program.intake@usda.gov*.*

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