**Instructions**

**SFSP Participant Notification of the Availability of Free Meals**

**CLOSED ENROLLED SITE – NON-AREA ELIGIBLE**

**Instructions**

These instructions are not to be distributed with this notification.

Federal regulations require that any closed enrolled SFSP site operating in an area in which 50% of the children in the area do not qualify for free or reduced-price meals (based on school or census data) must adhere to the following:

* 50% of the children enrolled at the site must qualify for free or reduced-price meals.
* The site must provide notification to each participant about the availability of free meals and that a household application is expected to be submitted at the time of enrollment.

**NOTE:** An application that does not meet the free or reduced-price threshold must not prohibit a child from receiving a free meal. The application process for enrollees is required to establish a site’s eligibility to participate as a closed enrolled site in a non-eligible area.

The notification template below includes information about the availability of free meals, the request to complete a household application, income eligibility thresholds for reduced-price meals,\* and a civil rights statement. Contracting Entities/sites may develop their own notification templates, but all of the information in this prototype is required.

**\*NOTE:** The Income Eligibility guidelines included below expire **June 30, 2023.** If enrolling children at a site on July 1 or after, the eligibility thresholds must be updated to reflect 2023-2024 guidelines. Those guidelines are located on SquareMeals.org here: <https://squaremeals.org/FandN-Resources/Income-Eligibility-Guidelines>

**Form Retention**

This form is updated annually by TDA. Keep each year’s edition of this template for three years from the end of the program year. **Exception:** If audit findings, claims, or litigation have not been resolved by the end of the retention period, all forms and records must be retained until all issues are resolved.

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**Notification of Summer Meals and Request to Complete Household Application**

This summer, [insert site name] plans to distribute free meals to all enrolled participants via the Summer Food Service Program administered by the United States Department of Agriculture (USDA). To provide these meals, half of the children enrolled at [insert site name] must either meet the income standards for reduced-price meals in the National School Lunch Program (see below) or qualify for free meals based on household participation in the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance to Needy Families (TANF).

For this reason, we are asking all households to complete a household income application.

[DELETE BEFORE DISTRIBUTION – The below table reflects income eligibility guidelines that expire June 30, 2023. If distributing this notification and application after June 30, update the figures below with the PY 2023-2024 Income Eligibility Guidelines, located on SquareMeals here: https://squaremeals.org/FandN-Resources/Income-Eligibility-Guidelines]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FAMILY**  **SIZE** | **ANNUAL** | **MONTHLY** | **TWICE MONTHLY** | **BI-WEEKLY** | **WEEKLY** |
| 1 | $25,142 | $2,096 | $1,048 | $967 | $484 |
| 2 | $33,874 | $2,823 | $1,412 | $1,303 | $652 |
| 3 | $42,606 | $3,551 | $1,776 | $1,639 | $820 |
| 4 | $51,338 | $4,279 | $2,140 | $1,975 | $988 |
| 5 | $60,070 | $5,006 | $2,503 | $2,311 | $1,156 |
| 6 | $68,802 | $5,734 | $2,867 | $2,647 | $1,324 |
| 7 | $77,534 | $6,462 | $3,231 | $2,983 | $1,492 |
| 8 | $86,266 | $7,189 | $3,595 | $3,318 | $1,659 |
| For each additional  family member add: $8,732 | | $728 | $364 | $336 | $168 |

**Income Standards for Reduced Price Meals through June 30, 2023**

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/ad-3027.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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.