

## **Instructions for Public Media Release Free and Reduced-Price Meals**

Local educational agencies (LEA) are required to send a public media release (PMR) for free and reduced-price meals (F/RP) to the local media or post in a public place each school year, unless the school is (1) a boarding school, (2) a residential child care institution without day students, or (3) a school that includes food service fees in tuition and all students are provided the same meals per Title 7, *Code of Federal Regulations*, Section 245.5(a).

Near the beginning of each school year, LEAs must notify the public that F/RP meals are available. LEAs must provide the PMR to the local news media, the local unemployment office, and any major employers who are contemplating large layoffs in the attendance area of the school.

The PMR must contain the same information supplied in the letter to households, except the PMR must contain both the free and reduced-price Income Eligibility Guidelines.

The LEA must sign, date, and send the PMR to the local media requesting that the release be published at no charge as a public service to the community. If your community does not have local media sources (i.e., newspaper, television, radio, podcast, etc.), post the PMR in several community areas (i.e., post office, community centers). You are not required to incur costs to have the PMR published and the local media is not required to publish it.

**Make sure to keep a copy of the PMR and record the date when it was submitted, who it was sent to, and where the release was published/posted.**

**School Year 2018–19**  
**Public Media Release for Free and Reduced-Price Meals**

St. Elizabeth Seton School announces its policy to serve nutritious meals every school day under the National School Lunch Program, School Breakfast Program, and/or Afterschool Snack Program. Effective July 1, 2018 through June 30, 2019, children are eligible for free or reduced-price meals if the household income is less than or equal to the federal guidelines.

**Free Eligibility Scale for Breakfast, Lunch, and Milk**

Household Size	Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$15,782	\$1,316	\$658	\$607	\$304
2	\$21,398	\$1,784	\$892	\$823	\$412
3	\$27,014	\$2,252	\$1,126	\$1,039	\$520
4	\$32,630	\$2,720	\$1,360	\$1,255	\$628
5	\$38,246	\$3,188	\$1,594	\$1,471	\$736
6	\$43,862	\$3,656	\$1,828	\$1,687	\$844
7	\$49,478	\$4,124	\$2,062	\$1,903	\$952
8	\$55,094	\$4,592	\$2,296	\$2,119	\$1,060
<b>For each additional family member add</b>	\$5,616	\$468	\$234	\$216	\$108

**Reduced-price Eligibility Scale for Breakfast and Lunch**

Household Size	Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$22,459	\$1,872	\$936	\$864	\$432
2	\$30,451	\$2,538	\$1,269	\$1,172	\$586
3	\$38,443	\$3,204	\$1,602	\$1,479	\$740
4	\$46,435	\$3,870	\$1,935	\$1,786	\$893
5	\$54,427	\$4,536	\$2,268	\$2,094	\$1,047
6	\$62,419	\$5,202	\$2,601	\$2,401	\$1,201
7	\$70,411	\$5,868	\$2,934	\$2,709	\$1,355
8	\$78,403	\$6,534	\$3,267	\$3,016	\$1,508

<b>For each additional family member add</b>	\$7,992	\$666	\$333	\$308	\$154
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Households do not need to turn in an application when the household receives a notification letter saying that all children automatically qualify for free meals when any household member receives benefits from CalFresh, CalWORKs, or FDPIR. Children who meet the definition of foster, homeless, migrant, or runaway, and children enrolled in their school's Head Start program are eligible for free meals. Contact school officials if any child in the household is not on the notification letter. The household must let school officials know if they do not want to receive free or reduced-price meals.

Applications will be sent to the household with a letter about the free and reduced-price meal program. Households that want to apply for meal benefits, must fill out one application for all children in the household and give it to the nutrition office at [St. Elizabeth Seton School](#). For a simple and secure method to apply, use our online application at <http://www.setonpalalto.org/>. Contact [Jeanette Rodriguez](#) at [650-326-9004](tel:650-326-9004) for help filling out the application. The school will let you know if your application is approved or denied for free or reduced-price meals.

Households may turn in an application at any time during the school year. If you are not eligible now, but your household income goes down, household size goes up, or a household member starts receiving CalFresh, CalWORKs, or FDPIR, you may turn in an application at that time. Information given on the application will be used to determine eligibility and may be verified at any time during the school year by school officials. The last four digits of the Social Security number from any adult household or checking that you do not have a Social Security number is required if you include income on the application.

Households that receive Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) benefits, may be eligible for free or reduced-price meals by filling out an application.

Foster children are eligible for free meals and may be included as a household member if the foster family chooses to also apply for the non-foster children on the same application. Including foster children as a household member may help the non-foster children qualify for free or reduced-price meals. If the non-foster children are not eligible, this does not keep foster children from receiving free meals.

Your child's eligibility status from last school year will continue into the new school year for up to 30 school days or until the school processes your new application, or your child is otherwise certified for free or reduced-price meals. After the 30 school days, your child will have to pay full price for meals, unless the household receives a notification letter for free or reduced-price meals. School officials do not have to send reminder or expired eligibility notices.

If you do not agree with the decision or results of verification, you may discuss it with school officials. You also have the right to a fair hearing, which may be requested by calling or writing the hearing official: [Evelyn Rosa](#), [erosa@setonpalalto.org](mailto:erosa@setonpalalto.org), [650-326-9004](tel:650-326-9004).

This institution is an equal opportunity provider.