

Parent or Guardian
Address

DEAR PARENT OR GUARDIAN,

Duval County Public Schools serves nutritious meals every school day. Students may buy lunch for \$1.50 in Elementary Schools and \$2.00 in Middle/High Schools. Students may buy breakfast for \$1.00 in Elementary Schools and \$1.25 in Middle/High Schools. Qualified students may also receive meals for free, or at a reduced price of \$0.30 for breakfast and \$0.40 for lunch.

To apply for free or reduced price meals, please read the instructions for completing the application on the reverse side of this letter. **We cannot approve an application that is not complete**, so please be sure to fill out all of the required information and return it to the cafeteria manager of your student's school or fax the application directly to the Free and Reduced Department at 732-5157.

Please submit only ONE APPLICATION PER HOUSEHOLD!

Once you have been approved for benefits, they are good for the entire school year. However, the information on the application may be verified at any time during the year. If a household's circumstances change, the household may apply for benefits at any time during the year. Children of parents or guardians who become unemployed may be eligible for free or reduced price meals during the period of unemployment. WIC participants may also be eligible for free or reduced price meals. Foster children may be eligible for free or reduced price meals regardless of the household income where they reside.

The Free and Reduced Department's main number is 732-5145. Please call this number if you have questions regarding free or reduced price meals.

Households may request a hearing to appeal the application decision. Please call 732-5145 if you wish to appeal the decision.

Si surge la necesidad por una aplicacion en Espanol, el telefono de contacto es - **904-390-2202**.

Privacy Act Statement: This explains how we will use the information you give us.

The National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your children for free or reduced price meals. The Social Security Number of the adult household member who signs the application is required unless you list Food Stamp or TANF case numbers for all children you are applying for, OR if you are applying for a foster child. You must check the "I do not have a Social Security Number" box if the adult household member signing the application does not have a Social Security Number. We WILL use your information to see if your children are eligible for free or reduced price meals, to run the program, and to enforce the rules of the program. We MAY share your eligibility information with education, health, and nutrition programs, to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials, to help them look into misuse of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (Voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

*All meals served meet nutritional standards as set by the U.S. Department of Agriculture. If your child has a disability as defined by the **Americans With Disability Act**, and that disability prevents your child from eating the regular school meals, the school will make any substitutions prescribed by a medical professional at no extra charge. The school is not required to make a substitution for a food allergy unless the allergy meets the definition of disability. If you believe your child needs substitutions because of a disability, please contact the cafeteria manager at your child's school for further information.*