

# Diocese of Owensboro

## ANNOUNCES ITS POLICY FOR FREE AND REDUCED PRICE MEALS FOR STUDENTS

The Diocese of Owensboro Division of School & Community Nutrition will be participating in the **National School Lunch Program and the School Breakfast Program**. As part of this program, **Owensboro Catholic Schools, Mary Carrico Memorial School, St. Mary of the Woods/Trinity High School, St. Joseph School, John Paul II Catholic School, St. Romuald School, Sts. Peter & Paul, St. Mary School System, and Holy Name School** will offer healthy meals every school day. Breakfast will cost **\$2.25**; lunch will cost **\$3.25**. Your children may qualify for free or reduced-price meals. Reduced-price meals cost **\$.30** for breakfast and **\$.40** for lunch.

Students attending Christ the King School in Madisonville, KY will receive meals at no cost due to the implementation of the Community Eligibility Provision for school year **2024-2025**. Students can participate in these meal programs without paying a fee or submitting a household application.

Qualifications for children to receive free or reduced-price meals include belonging to a household whose income is at or below the Federal Income Eligibility Guidelines, belonging to a household that receives public assistance, or if the child is homeless, migrant, runaway, foster, or participates in a federal Head Start or Even Start Pre-Kindergarten program.

Household size and income criteria are used to determine eligibility for free and reduced-price benefits if the household does not receive assistance or the children are not in the other categories mentioned above. Children can get free or reduced-price meals if the household's gross income falls at or below the limits on the Federal Income Eligibility Guideline chart. Citizenship is not required to apply for free and reduced meals.

<b>FAMILY INCOME SIZE SCALE</b>						
<b>For Determining Eligibility for Free and Reduced Price Meals or Milk</b>						
	<b>ANNUAL INCOME LEVEL</b>			<b>MONTHLY INCOME LEVEL</b>		
Family (Household) Size	Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>		Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>	
1	\$19,578	\$19,579	\$27,861	\$1,632	\$1,633	\$2,322
2	\$26,572	\$26,573	\$37,814	\$2,215	\$2,216	\$3,152
3	\$33,566	\$33,567	\$47,767	\$2,798	\$2,799	\$3,981
4	\$40,560	\$40,561	\$57,720	\$3,380	\$3,381	\$4,810
5	\$47,554	\$47,555	\$67,673	\$3,963	\$3,964	\$5,640
6	\$54,548	\$54,549	\$77,626	\$4,546	\$4,547	\$6,469
7	\$61,542	\$61,543	\$87,579	\$5,129	\$5,130	\$7,299
8	\$68,536	\$68,537	\$97,532	\$5,712	\$5,713	\$8,128
For each additional household member, add	\$6,994	\$9,953		\$583	\$830	

To apply for free or reduced-price meals, households can fill out the application and return it to the school unless the household has already received notification that their children are approved for free meals this year. Application forms are being distributed to all households with a letter informing households of the availability of free and reduced-price meals for their children and what is required to complete on the application. Applications also are available **at the Diocese of Owensboro website: [www.owensborodiocese.org](http://www.owensborodiocese.org) or at the designated school cafeteria.**

Only one application is required for all children in the household, including any foster children, and the information provided on the application will be used to determine eligibility and verification of data. Applications may be verified at any time during the school year by the school or other program officials. An application for free or reduced-price benefits cannot be approved unless it contains complete eligibility information as indicated on the application and instructions. In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. Household applications require a statement of total household income, household size and names of all household members. If a steady income is not received, the amount normally received should be listed. If a household member receives no income, a zero should be indicated on the application. Only the last 4 digits of a Social Security Number (or an indication of "none") must be provided on the application. The adult household member must also sign the application certifying that the information is correct. Military personnel should report all income, cash bonuses, and cash allowances for off-base housing, food, or clothing as income.

Families can apply for benefits at any time. 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 Federal Guidelines. Contact **Sonya Evans (270) 852-8337** at any time to request an application.

Under the provisions of the free and reduced-price policy, **Sonya Evans, Food Service Director or Hannah White, Administrative Assistant** will review applications and determine eligibility. Parents or guardians dissatisfied with the official's ruling may wish to discuss the decision with the determining official informally. Parents wishing to make a formal appeal for a hearing on the decision may make a request either orally or in writing to **David Kessler, Superintendent 600 Locust Street Owensboro, KY 42301 (270) 683-1545.**

If benefits were approved for children in the previous school year, that eligibility status is good for the first 30 operating days of the new school year. After that time, you must provide a new application unless the school has informed 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 meals, your child will be charged the full price for meals after the 30<sup>th</sup> operating day of the new school year.

When known to **Diocese of Owensboro Division of School & Community Nutrition** households will be notified of their children's eligibility for free meals if they are members of households receiving assistance from the:

- Supplemental Nutrition Assistance Program (SNAP);
- Kentucky Transitional Assistance Program (KTAP);
- Medicaid\* (Household composition and income criteria must be met for free meal eligibility)

An application is not required for free meal benefits for Assistance Program participants when the household is notified by the school that household children have been directly certified for free meals. All children in the household are eligible for free meal benefits upon this notification. If any children residing in the household were not listed on the notice of eligibility, or if a household does not receive a notice of eligibility, the household should contact the school to have free meal benefits extended to them.

All children in households receiving benefits from **SNAP** or **KTAP** can get free meals regardless of your income. Households with any member who is receiving **SNAP** or **KTAP** benefits may submit an application with abbreviated information as indicated on the application and instructions if they do not receive a notice from the school directly certifying children for free meals. Categorical eligibility for free meal benefits is extended to all children in a

household when the application lists a case number for **SNAP** or **KTAP** for any household member. To find out how to apply for **SNAP** or other assistance benefits, call 1-855-306-8959 or visit <https://kynect.ky.gov>.

Participants in the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) may be eligible for free or reduced-price meals, but they will need to turn in an application including household size and total income.

When known to **Diocese of Owensboro Division of School & Community Nutrition** households will also be notified of any child's eligibility for free meals if the individual child is considered "Other Source Categorically Eligible", because the child is categorized, as defined by law as:

- Foster
- Homeless,
- Migrant,
- Runaway,
- Enrolled in a federal Head Start, or Early Start class

If you believe children in your household should be considered "Other Source Categorically Eligible" and haven't been notified of free meals, please contact **Diocese of Owensboro School Food Services Office**.

The household should contact the school about questions concerning possible eligibility due to identification with one of the "Other Source Categorically Eligible" descriptions listed above. A foster child is categorically eligible for free meals and may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members may help other children in the household qualify for benefits. If non-foster children in a foster family are not eligible for free or reduced-price meal benefits, an eligible foster child will still receive free benefits.

Households notified of their children's eligibility must contact the school if the household chooses to decline the free meal benefits. If more space is needed, a separate piece of paper may be attached to the application.

For more information, you may call **Sonya Evans** at **(270) 852-8337** or e-mail at [sonya.evans@pastoral.org](mailto:sonya.evans@pastoral.org). For language assistance please contact the Diocese of Owensboro, Sonya Evans.

### **USDA Nondiscrimination Statement**

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, audiotope, 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 the USDA Program Discrimination Complaint Online Form (AD-3027) found online at How to file a Complaint, 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:  
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: (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.