

SAMPLE PUBLIC RELEASE
SCHOOL NUTRITION PROGRAMS
School Year 2015-2016

INSTRUCTIONS: School food authorities participating in the National School Lunch Program for the first time are required to send a release to local media announcing the school's participation in the program, unless the school is (1) a boarding school; (2) a residential child care institution; or, (3) a school that includes food service fees in tuition and all students are provided meals without separate charges.

- Enter your district or school name, site information and contact information on the attached public release. Do not delete any text. Print out the public release with the information you have inserted. Send the public release to your local media under your letterhead, requesting that the release be published at no charge as a public service to the community. A school food authority is not required to incur costs to get the release published; the local media is not required to publish it.

Retain a copy of the release for your files and send a copy with your School Nutrition Programs application to Food and Nutrition Service, 1500 Highway 36 West, Roseville, MN 55113-4266. Be sure the public release is dated and states the name of the local media outlet to which it was sent.

- After their first year of participation in the National School Lunch Program, all school food authorities are covered by the statewide public release that the Minnesota Department of Education sends annually to media across the state.
- Your school food authority is required to send a public notice to local media at any time that there are significant changes to your school food program.

FOR IMMEDIATE RELEASE:

_____ today announced its participation in the National School Lunch Program. Meals will be available to enrolled participants without regard to race, age, color, sex, disability or national origin at the following sites:

Meals meet nutritional standards established by the U.S. Department of Agriculture.

Households with incomes less than or equal to the following guidelines are eligible for free or reduced-price meals. These guidelines are effective July 1, 2015, through June 30, 2016. Households with children who participate in the Minnesota Family Investment Program (MFIP), Supplemental Nutrition Assistance Program (SNAP) or Food Distribution Program on Indian Reservations are automatically eligible for free school meals by completing an application that includes their assistance number from one of those programs. Foster children are automatically eligible for free school meals based on the household completing an application that indicates foster care status.

Family Size	Free Meals – Maximum Yearly Income	Reduced-Price Meals – Maximum Yearly Income
1	15,301	21,775
2	20,709	29,471
3	26,117	37,167
4	31,525	44,863
5	36,933	52,559
6	42,341	60,255
7	47,749	67,951
8	53,157	75,647
Add for each additional person	5,408	7,696

For information or to get an application form for free or reduced-price school meals, contact:

(Name of district / school, address, phone number)

Applications cannot be approved unless they contain complete information. Information provided on an application may be verified at any time. Households may apply for school meal benefits at any time during the school year if circumstances change. Children whose parents or guardians become unemployed may be eligible for school meal benefits based on their household income during the

period of unemployment. Foster children are eligible for school meal benefits regardless of the income of the household with which they reside. A household whose application for school meal benefits is denied will be provided an opportunity to appeal the decision.

In the operation of this program, no participant will be discriminated against because of race, color, national origin, sex, age or disability.