**Instructions**

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

**Conditional Non-Congregate Site**

**Instructions**

These instructions are not to be distributed with this notification.

Conditional non-congregate sites participating in the Summer Food Service Program may only claim meals served to children who qualify for free or reduced-price meals; therefore, these sites must collect and maintain individual household applications.

Additionally, federal regulations require that any conditional non-congregate site must provide notification to each participant about the potential availability of free meals and that a household application is required to qualify a participant for those free meals.

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, 2024.** If enrolling children at a site on July 1 or after, the eligibility thresholds must be updated to reflect 2024-2025 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 eligible children via the Summer Food Service Program administered by the United States Department of Agriculture (USDA). To be eligible to receive free meals at [insert site name], children must meet the income standards for reduced-price meals in the National School Lunch Program (see below). Children who are part of households that receive Supplemental Nutrition Assistance Program (SNAP, formerly foods stamps) benefits or benefits under the Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance to Needy Families (TANF) are automatically eligible to receive free meals.

To verify the potential eligibility of each child, we are asking households to complete a household income application.

**[DELETE BEFORE DISTRIBUTION – The below table reflects income eligibility guidelines that expire June 30, 2024. If distributing this notification and application after June 30, update the figures below with the PY 2024-2025 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 | $26,973 | $2,248 | $1,124 | $1,038 | $519 |
| 2 | $36,482 | $3,041 | $1,521 | $1,404 | $702 |
| 3 | $45,991 | $3,833 | $1,917 | $1,769 | $885 |
| 4 | $55,500 | $4,625 | $2,313 | $2,135 | $1,068 |
| 5 | $65,009 | $5,418 | $2,709 | $2,501 | $1,251 |
| 6 | $74,518 | $6,210 | $3,105 | $2,867 | $1,434 |
| 7 | $84,027 | $7,003 | $3,502 | $3,232 | $1,616 |
| 8 | $93,536 | $7,795 | $3,898 | $3,598 | $1,799 |
| For each additional  family member add: $9,509 | | $793 | $397 | $366 | $183 |

**Income Standards for Reduced Price Meals through June 30, 2024**

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.