



The Diocese of Covington Schools will be participating in the National School Lunch Program and/or the School Breakfast Program. As part of this program, Bishop Brossart High School, Blessed Sacrament School, Covington Catholic High School, Covington Latin School, Holy Cross High School and Elementary, Immaculate heart of Mary, Mary Queen of Heaven, Newport Central Catholic High School, Prince of Peace, St. Agnes, St. Augustine – Augusta, St. Catherine, St. Cecilia, St. Edward, St. Henry Elementary, St. Henry District High School, St. Joseph Crescent Spring, St. Joseph Cold Spring, St. Mary, St. Patrick, St. Paul, St. Philip, St. Pius X, Sts. Peter and Paul, St. Timothy, St. Therese, and St. Thomas will offer healthy meals every school day. Breakfast will cost \$1.75; lunch will cost \$2.90 for elementary and \$3.15 for high school. Your children may qualify for free or reduced-price meals. Reduced-price meals cost \$.30 for breakfast and \$.40 for lunch.

Students attending **Holy Family, Holy Trinity, and St. Augustine – Covington** will receive meals at no cost due to the implementation of the Community Eligibility Provision for school year **2019-2020**. Students will be able to participate in these meal programs without having to pay a fee or submit 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. Only the last 4 digits of a Social Security Number (or an indication of "none") must be provided on the application.

Federal Eligibility Income Chart for School Year 2019-2020						
	FREE			REDUCED-PRICE		
Household Size	Yearly Income	Monthly Income	Weekly Income	Yearly Income	Monthly Income	Weekly Income
1	\$16,237	\$1,354	\$313	\$ 23,107	\$1,926	\$445
2	\$21,983	\$1,832	\$423	\$31,284	\$2,607	\$602
3	\$27,729	\$2,311	\$534	\$39,461	\$3,289	\$759
4	\$33,475	\$2,790	\$644	\$47,638	\$3,970	\$917
5	\$39,221	\$3,269	\$755	\$55,815	\$4,652	\$1,074
6	\$44,967	\$3,748	\$865	\$63,992	\$5,333	\$1,231
7	\$50,713	\$4,227	\$976	\$72,169	\$6,015	\$1,388
8	\$55,459	\$4,705	\$1,086	\$80,346	\$6,696	\$1,546
Each additional person:	+\$5,746	+\$479	+\$111	+\$8,177	+\$682	+\$158

To apply for free or reduced-price meals, households can fill out the application online at lunchapplication.com. The paper application forms and directions to apply are available on the Schools page of the Diocese of Covington website (covdio.org).

Only one application is required for all children in the household and the information provided on the application will be used for the purpose of determining 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.

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 **Ms. Jackie Kaiser** at jkaiser@covdio.org at any time to request an application.

Under the provisions of the free and reduced-price policy **Mrs. Jackie Kaiser** will review applications and determine eligibility. Parents or guardians dissatisfied with the ruling of the official may wish to discuss the decision with the determining official on an informal basis. Parents wishing to make a formal appeal for a hearing on the decision may make a request either orally or in writing to **Mr. Dale Henson, 1125 Madison Avenue, Covington, KY 41011, dhenson@covdio.org, and 859-392-1500 (at no charge)**.

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 30th operating day of the new school year.

When known to the **Diocese of Covington School Lunch Program** 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.

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 the **Diocese of Covington School Lunch Program** 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

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 **Mrs. Jackie Kaiser** at jkaiser@covdio.org or 859-392-1500 (at no charge) if the household chooses to decline the free meal benefits.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. 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: (202) 690-7442; or (3) email: program.intake@usda.gov.

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