**Attachment B**

**Letter to Parents**

**Special Milk Program**

|  |  |  |  |
| --- | --- | --- | --- |
| Household | Maximum Household Income | | |
| Size | Eligible for Free Meals | | |
|  | Annually | Monthly | Weekly |
| 1 | $18,954 | $1,580 | $365 |
| 2 | 25,636 | 2,137 | 493 |
| 3 | 32,318 | 2,694 | 622 |
| 4 | 39,000 | 3,250 | 750 |
| 5 | 45,682 | 3,807 | 879 |
| 6 | 52,364 | 4,364 | 1,007 |
| 7 | 59,046 | 4,921 | 1,136 |
| 8 | 65,728 | 5,478 | 1,264 |
| Each add’l |  |  |  |
| member | +6,682 | + 557 | + 129 |

Dear Parent/Guardian:

The **[Name of School]** offers milk every school day. Children may buy milk for $**[student charge per ½ pint]**. Your child may qualify for free milk.

1.Do I need to fill out an application for each child? No. Complete the application to apply for free milk. *Use one Free Milk Application for all students in your household*. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **[name, address, phone number]**.

2. Who can get free milk? All children in households getting Food Stamps, Temporary Assistance, or the Food Distribution Program on Indian Reservations can get free milk regardless of income. Also, your children can get free milk if your household income is within the free limits on the Federal Income Eligibility Guidelines.

3. Can Foster Children Get Free Milk? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free milk. Any foster child in the household is eligible for free milk regardless of income.

4. Can homeless, runaway and migrant children get free milk? Please call **[school, homeless liaison or migrant coordinator]** to see if your child(ren) qualify, if you have not been informed that they will get free milk.

5. My Child’s application was approved last year. Do I need to fill out another one? Yes. Your child’s application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

6. I get WIC. Can my child(ren) get free milk? Children in households participating in WIC may be eligible for free milk. Please fill out an application.

7. Will the information I give be checked? Yes, we may ask you to send written proof.

8. If I don’t qualify now, may I apply later? Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start receiving Food Stamps, Temporary Assistance or other benefits. If you lose your job, your child(ren) may be able to get free milk.

**Attachment B (Continued)**

9. What if I disagree with the school’s decision about my application? You should talk to school officials. You also may ask for a hearing by calling or writing to: **[name, address, phone number]**.

10. May I apply if someone in my household is not a U.S. citizen? Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free milk.

11. Who should I include as members of my household? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.

12. What if my income is not always the same? List the amount that you normally get. For example, if you normally get $1,000 each month, but you missed some work last month and only got $900, put down that you get $1,000 per month. If you normally get overtime, include it, but not if you get it only sometimes.

13. We are in the Military; do we include our housing allowance as income? If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Exclude military combat pay received by service members during a deployment. All other allowances must be included in your gross income.

If you have other questions or need help, call **[phone number]**.

Sincerely,

**[signature]**

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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)

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