



## Media Release: Application Free and Reduced-Price School Meal

Henry Ford Academy: ASAD announced its policy today for providing free and reduced-price meals for children served under the attached current income eligibility guidelines. Each school/site or the central office has a copy of the policy, which may be reviewed by anyone on request.

Starting on July 31, 2023, Henry Ford Academy will begin distributing letters to the households of the children in the Henry Ford Academy Charter School about eligibility benefits and any actions households need to take to apply for these benefits. Applications also are available at the Henry Ford Academy front office at 501 W Cesar E Chavez Blvd., San Antonio TX 78207 and online at <https://mealapp.lunchtimesoftware.net>.

### Criteria for Free and Reduced-Price Meal Benefits

The following criteria will be used to determine a child's eligibility for free or reduced-price meal benefits:

#### Income

1. Household income that is at or below the income eligibility levels  
Categorical (Automatic) Eligibility
2. Household receiving Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF); or Food Distribution Program on Indian Reservations (FDPIR)  
Program Participant
3. Child's status as a foster child, homeless, runaway, migrant, or displaced by a declared disaster
4. Child's enrollment in Head Start or Even Start

#### Income Eligibility

For those households that qualify for free or reduced-price meals based on income, an adult in the household must complete an application for free and reduced-price meals and return it to Mimi Rodriguez, Business Office Manager at 510 W Cesar E Chavez Blvd., San Antonio TX 78207 or by email at [mrodriguez@thealamedaschool.org](mailto:mrodriguez@thealamedaschool.org). Those individuals filling out the application will need to provide the following information:

1. Names of all household members
2. Amount, frequency, and source of current income for each household member
3. Last 4 digits of the Social Security number of the adult household member who signs the application or, if the adult does not have a social security number, check the box for "No Social Security number"
4. Signature of an adult household member attesting that the information provided is correct

#### Categorical or Program Eligibility

Henry Ford Academy is working with local agencies to identify all children who are categorically and program eligible. Henry Ford Academy will notify the households of these children that they do not need to complete an application. Any household that does not receive a letter and feels it should have should contact Mimi Rodriguez, Business Office Manager at 210-396-2498.

Any household that wishes to decline benefits should contact Mimi Rodriguez, Business Office Manager at 210-396-2498.

Applications may be submitted anytime during the school year. The information provided by households on the application will be used for the purpose of determining eligibility. Applications may also be verified by the school officials at any time during the school year.





### **Determining Eligibility**

Under the provisions of the free and reduced-price meal policy, {insert title and name of reviewing official} will review applications and determine eligibility. Households or guardians dissatisfied with the Reviewing Official's eligibility determination may wish to discuss the decision with the Reviewing Official on an informal basis. Households wishing to make a formal appeal for a hearing on the decision may make a request either orally or in writing to Jessica R. Sanchez, Superintendent at 501 W Cesar E Chavez Blvd., San Antonio TX 78207, 210-226-4031.

### **Unexpected Circumstances**

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 attached current income eligibility guidelines.

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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> 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](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.