

PUBLIC RELEASE SPECIAL MILK PROGRAM

This is the public release that we will send to: *(Names of news media and grassroots organizations, and/or major employers contemplating layoff)*

_____ sent on *(Mo./Day/Yr.)* _____

RELEASE STATEMENT

The *(Name of School Food Authority)* _____ today announced its policy for children unable to pay the full price of milk served under the Special Milk Program. Each school office and the central office has a copy of the policy, which may be reviewed by any interested party.

The following household size and income criteria will be used for determining eligibility. Children from families whose annual income is at or below the Federal Guidelines are eligible for free milk.

FAMILY SIZE INCOME SCALE To Determine Eligibility for Free Milk

Family (Household) Size	ANNUAL INCOME LEVEL Free <i>Must be at or below figure listed</i>	MONTHLY INCOME LEVEL Free <i>Must be at or below figure listed</i>
1	\$15,171	\$ 1,265
2	20,449	1,705
3	25,727	2,144
4	31,005	2,584
5	36,283	3,024
6	41,561	3,464
7	46,839	3,904
8	52,117	4,344
For each additional household member, add	+ 5,278	+ 440

Application forms are being sent to all homes with a notice to parents or guardians. To apply for free milk, households must fill out the application and return it to the school. Additional copies are available at the principal's office in each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by school or other program officials. Applications may be submitted at any time during the year.

To obtain free milk for children in a household where one or more household members receive FoodShare, FDPIR, or Wisconsin Works (W-2) cash benefits, list the household member and the FoodShare, FDPIR or W-2 case number, list the names of all school children, sign the application, and return it to the school office.

For the school officials to determine eligibility for free milk of households not receiving FoodShare, FDPIR or W-2, the household must provide the following information requested on the application: names of all household members and the adult signing the application form must also list the last four digits of his or her Social Security Number or write "none" if they do not have a Social Security Number. Also, the income received by each household member must be provided by amount and source (wages, welfare, child support, etc.).

Under the provisions of the free milk policy, *(Title of Determining Official)* _____ will review applications and determine eligibility. If a parent or guardian is dissatisfied with the ruling of the official, he/she may wish to discuss the decision with the determining official on an informal basis. If the parent/guardian wishes to make a formal appeal, he/she may make a request either orally or in writing to: *(Name, Title, Address and Telephone of Hearing Official)* _____.

If a hearing is needed to appeal the decision, the policy contains an outline of the hearing procedure.

If a household member becomes unemployed or if the household size changes, the family should contact the school. Such changes may make the household eligible for free milk if the household income falls at or below the levels shown above, and they may reapply at that time.

Children formally placed in foster care are also eligible for free milk benefits. Foster children may be certified as eligible without a household application. Households with foster children and non-foster children may choose to include the foster child as a household member, as well as any personal income available to the foster child, on the same application that includes their non-foster children.

The information provided by the household on the application is confidential. Public Law 103-448 does authorize the release of student free milk eligibility status to persons directly connected with the administration and enforcement of federal or state educational programs.

Any questions regarding the application should be directed to the determining official.

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