

Dear Parent/Guardian:

Chesterfield County Public Schools offer nutritious breakfast and lunch meals daily. Studies show balanced meals support good nutrition through healthy choices while also improving academic achievement. Student meals prices are: Breakfast - \$2.50 at all school levels and Lunch - \$3.50 at elementary schools and \$3.75 at middle and high schools. Your child(ren) may qualify for free or reduced priced meals. **Students who qualify for meals at the reduce-price level according to the income guidelines will not pay the reduce-price; their meals will be free.**

All meals served must meet nutrition standards established by the U.S. Department of Agriculture. If a student has been determined by a doctor to be disabled and the disability prevents the student from eating the regular school meal, the school will make substitutions prescribed by the doctor. If a substitution is prescribed, there will be no extra charge for the meal. If your student needs substitutions because of a disability, please contact the dietitian at (804) 743-3728 for further information.

All children in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits or Temporary Assistance for Needy Families (TANF) are eligible for free meals. Foster children who are the legal responsibility of a foster care agency or court are eligible for free meals. Students eligible for Medicaid, or are members of households participating in WIC, MAY also be eligible for free or reduce-price meals based on the household's income. If your total household income is at or below the Federal Income Eligibility Guidelines shown in the chart below, your child(ren) may receive free or reduce-price meals. **YOU MUST SUBMIT A NEW HOUSEHOLD APPLICATION FOR EACH SCHOOL YEAR.**

INCOME CHART For Free or Reduced Price Meals			
Effective July 1, 2025 to June 30, 2026			
Household Size	Yearly	Monthly	Weekly
1	28,953	2,413	557
2	39,128	3,261	753
3	49,303	4,109	949
4	59,478	4,957	1,114
5	69,653	5,805	1,340
6	79,828	6,653	1,536
7	90,003	7,501	1,731
8	100,178	8,349	1,927
Each Additional Family Member Add:	\$10,175	\$848	\$196

FEDERAL INCOME GUIDELINES: Your child(ren) may be eligible for free or reduce-price meals if your household income is within the limits on the Federal Income Guidelines Chart show.

HOUSEHOLDS THAT ARE RECEIVING SNAP or TANF for their children as of July 1 MAY not have to submit an application. School officials will notify you by email or in writing of your child(ren)'s eligibility for free meal benefits. **If you were not notified by August 15, 2025, you must submit an application.** The application must contain the names of all students in the household, the SNAP or TANF case number, and the signature of an adult household member.

IF YOU DO NOT RECEIVE SNAP or TANF BENEFITS for your child, submit an application online at the website below. The application must have the names of all students and ALL other persons living in the household, the amount of income each person received last month, and how often the income was received. An adult household member must electronically sign the application and include the last four digits of their social security number. If the person does not have a social security number, check the box indicating none. You or your child(ren) do not have to be U.S.

citizens to qualify for free or reduce-price meals. If you are unable to apply online, please contact your child(ren)'s school or the food and nutrition service office to request a paper application.

Apply Online at: WWW.SCHOOLCAFE.COM

If you are applying for a foster child, who is the legal responsibility/in custody of a welfare agency or court, an application may not be required. Contact Sandy Stokes at (804) 743-3722 for more information. If you are applying for a homeless, migrant, or runaway child, an application may not be necessary. Contact the homeless liaison at your child's school for more information.

OTHER BENEFITS: Your child(ren) may be eligible for other benefits such as the Virginia children's health insurance program called Family Access to Medical Insurance Security (FAMIS) and/or Medicaid. The law allows the school division to share your free or reduce-price meal eligibility information with Medicaid and FAMIS. These programs can only use the information to identify children who may be eligible for free or low-cost health insurance, and to enroll them in either Medicaid or FAMIS. These agencies are not allowed to use the information from your free or reduce-price meal application for any other purpose. Medicaid officials or officials with FAMIS may contact you to get more information. You are not required to allow us to share this information with Medicaid or the FAMIS program. Your decision will not affect your children's eligibility for free and reduce-price meals. If you do not want your information shared, please check the appropriate box in Section 6 of the application. You may qualify for other assistance programs. **To find out how to apply for SNAP or other assistance programs, contact the Department of Social Services at (804) 748-1100.**

CONFIDENTIALITY AND NOTICE OF DISCLOSURE: School officials use the information on the application to determine if your child is eligible to receive free or reduce-price meals and to verify eligibility. As authorized by the National School Lunch Act, the school division may inform officials connected with other child nutrition, health, and education programs of the information on your application to determine benefits for those programs or for funding and/or evaluation purposes.

VERIFICATION: School officials may check your eligibility at any time during the school year. School officials may ask you to send information to prove that your child(ren) are eligible to receive free or reduce-price meals.

FAIR HEARING: If you do not agree with the decision on your application or the results of verification, you may wish to discuss it with officials in the school nutrition office at the telephone number below. If you wish to review the final decision on your application you also have the right to a fair hearing. You can request a hearing by calling or writing to the following official: Robert Meister, Chief Finance Officer, 7610 Whitepine Road, North Chesterfield, VA 23237, (804) 743-3717.

REAPPLICATION: You may reapply for free and reduce-price meals any time during the school year. If you are not eligible now but have a change, such as a decrease in household income, an increase in household size, become unemployed or receive SNAP or TANF for your child(ren), fill out an application at that time.

IF YOU NEED HELP FILLING OUT THE APPLICATION FORM, PLEASE CONTACT THE SCHOOL NUTRITION OFFICE. Return the completed, signed application to: Food and Nutrition Services, 7610 Whitepine Road, North Chesterfield, VA 23237, ATTN: F/R. You will be notified when your child(ren)'s application is approved or denied. If you have questions or need help, call Sandy Stokes at (804) 743-3722.

Sincerely,

Dr. John Murray,
Superintendent

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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

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