



**DEPARTMENT OF THE AIR FORCE  
31ST FIGHTER WING (USAFE)**

MEMORANDUM FOR SPONSORS OF DoDDS' STUDENTS

FROM: 31 MSG/SLO

SUBJECT: DoD Student Meal Program **2011-2012** School Year

1. Applications for the Free and Reduced lunch program for SY 11-12 are now being accepted. (*Sponsors will receive approval notification beginning July 2011*).
2. Please complete the attached application per the instructions, **provide a copy of your most recent LES and any supporting documents showing additional household income.** **Please sign and initial each section in Section III in accordance with the instructions.**

*Incomplete applications will not be processed and will delay the approval process.*

- Only **ONE** application is required per household, all dependents in Sure Start – 12<sup>th</sup> grades should be listed on a single application.
  - *Please include a current phone number, primary e-mail address, and alternate e-mail address to expedite the notification process.*
  - For students with special dietary needs, a waiver of basic meal requirements shall be supported by a statement from a medical authority. Please contact the AAFES Cafeteria Manager for more information.
3. After completing the application, please **PRINT** the document and drop off the application in the blue box at the school(s) office(s). **Please do not e-mail applications.** **School Summer Office Hours are from 0800-1200 M-F.**
  4. Once your application has been approved, a qualifying letter will be sent to the BX cashier's cage and **the sponsor will be notified of their status via e-mail beginning July 2011.**
  5. If you have any questions about the lunch application process or program, please do not hesitate to contact me at [Ann.Maglio@aviano.af.mil](mailto:Ann.Maglio@aviano.af.mil) or 632-5261. If you have questions about lunch prices, nutrition/dietary information, or your lunch account please contact Mr. Gabe Curtis, Cafeteria Manager, at [CurtisG@aafes.com](mailto:CurtisG@aafes.com).

**Please note: Regardless of your status in the Free and Reduced Lunch Program from SY 2010-2011, each sponsor is required to complete a new application for SY 2011-2012.**

Respectfully,  
//Ann Maglio //  
School Liaison Officer  
31 MSG/DPS

**Helpful Hints:**

**Failure to do the following may delay the application process**

1. Please Print or Type the required information on the application
2. Please ensure you have initialed each statement in Section III (#16-20) and provide your signature as requested in #21
3. Please specify your child’s Name, Age, Grade, School on the application
4. Please include an alternate e-mail address or phone number
5. Please PRINT the application and drop it off at any of the schools offices to ensure your application is received. (On occasion network or computer issues prevent electronic receipt of scanned documents)

**The new USDA guidelines are listed below. Once you have determined your monthly income use the information below to determine if your dependents qualify for the Free and Reduced Lunch Program.**

**Please note: other income to include in your monthly income calculation includes but is not limited to, special duty pay, support/alimony, retirement/pension, spouse income, etc.**

Compare your monthly income and household size to the table to the right. For example, If your household size is three, (Single parent two children or Sponsor and spouse with one child) and your monthly income is below \$2,008, you qualify for free lunch. If your monthly income is above \$2,008 but below \$2,857 then you qualify for reduced lunch. If your monthly income is above \$2,857 then you do not qualify.	Household Size	Red/Month	Free/Month
	2	\$2,268	\$1,594
	3	\$2,857	\$2,008
	4	\$3,446	\$2,422
	5	\$4,035	\$2,836
	6	\$4,624	\$3,249
	7	\$5,213	\$3,663
	8	\$5,802	\$4,077
	Add'l family member	\$589	\$414

**Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.** In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

**FAQs**

1. **Do I need to fill out an application for each child?** No. Complete the application to apply for free or reduced price meals. Use one Free and Reduced Price School Meals 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. Foster children may qualify for the program regardless of the household's income. Please contact this office for more information.
2. **Who can get reduced price meals?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Chart, shown on this application.
3. **Will the information I give be checked?** Yes, we may ask you to send written proof.
4. **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 getting Food Stamps, TANF or other benefits. If you lose your job, your children may be able to get free or reduced price meals.
5. **What if I disagree with the school's decision about my application?** Please contact the School Liaison Office for more information.
6. **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 or reduced price meals.
7. **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.
8. **What if my income is not always the same?** List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes.
9. **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. All other allowances must be included in your gross income.
10. **How will I know what is covered under the Free/Reduced lunch program?** A copy of the approval letter explaining what is covered under the free/reduced program will be sent to you via e-mail or standard mail.