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News Release

Free and reduced-price school meals through Henrico County Public Schools: Is your child eligible?

Henrico, Va. Aug. 23, 2019 – Henrico County Public Schools wants to ensure that all children have access to nutritious meals. The school division participates in free and reduced-price meals programs through the federal government.

Students at some schools in the school division are automatically eligible for free and reduced-price meals. At other schools, it depends on household size and income.

As part of the Healthy, Hunger-Free Kids Act of 2010, students at 20 HCPS schools are automatically eligible as part of the act's Community Eligibility Provision:

- Adams Elementary School
- Donahoe Elementary School
- Fair Oaks Elementary School
- Fairfield Middle
- Glen Lea Elementary School
- Harvie Elementary School
- Highland Springs Elementary School
- Holladay Elementary School
- Johnson Elementary School
- Laburnum Elementary School
- Longdale Elementary School
- Montrose Elementary School
- Ratcliffe Elementary School
- Ridge Elementary School
- Sandston Elementary School
- Ward Elementary School
- New Bridge Learning Center
- The Academy at Virginia Randolph
- John Rolfe Middle School
- L. Douglas Wilder Middle School

Under the provision, schools where 40 percent or more of students were eligible for free and reduced-price meals in the previous school year don't need to collect individual household applications. Families at these schools are provided with information about the program and contact information if they have questions.

At other HCPS schools, eligibility is determined by household size and income, using federal eligibility guidelines in the chart below.

Federal income eligibility guidelines

Household size	Maximum household income for free meals	Household income for reduced-price meals
1	\$16,237	\$16,237.01 - \$23,107
2	\$21,983	\$21,983.01 - \$31,284
3	\$27,729	\$27,729.01 - \$39,461
4	\$33,475	\$33,475.01 - \$47,638
5	\$39,221	\$39,221.01 - \$55,815
6	\$44,967	\$44,967.01 - \$63,992
7	\$50,713	\$50,713.01 - \$72,169
8	\$56,459	\$56,459.01 - \$80,346
For each additional family member, add:	\$5,746	\$8,177

Children in households receiving federal Supplemental Nutrition Assistance Program – or SNAP – benefits may be automatically eligible for free meals. The same holds for children who participate in the federal Temporary Assistance for Needy Families program, or who are homeless, migrant or runaways. Children in households participating in the Special Supplemental Nutrition Program for Women, Infants and Children program may also be eligible for free or reduced-price meals based on the household's income. Lastly, Foster children who are the legal responsibility of a welfare agency or court are eligible for free meals regardless of the income of the household with whom they reside.

In Henrico Schools, application forms are distributed to all households with a letter explaining the availability of free or reduced-price meals for children. Applications are also available at the principal's office in each school and at HCPS Central Office. To apply for free or reduced-price meals, families should only fill out one application per household and return it to the school division. Families may also apply online by going to henricova.schoollunchapp.com.

Applications may be submitted at any time during the school year. The information households provide on the application will be used to determine program eligibility and verify data. Applications may be verified at any time during the school year by school or other program officials. For school officials to determine eligibility for free or reduced price benefits, households receiving benefits through the federal Supplemental Nutrition Assistance Program – SNAP – or Temporary Assistance for Needy Families program only have to list their child's name and case number. An adult household member must sign the application.

Households which don't list case numbers, including those participating in the Special Supplemental Nutrition Program for Women, Infants and Children, must list the names of all household members, the amount and frequency of the income received by each household member, and the last four digits of the social security number of the adult household member who signs the application. If the household member does not have a social security number, the household member must indicate that a social security number is not available. The application must be signed by an adult household member in order to be approved.

Betty Hyatt of HCPS School Nutrition Services will review applications and determine the eligibility of applicants. Applications must be complete to be approved. Households dissatisfied with a ruling of their eligibility are welcome to discuss the decision with the official on an informal basis. Those wishing to make a formal appeal for a hearing on the decision may make a request either by calling 804-226-5544 or in writing by mailing: Dr. Amy E. Cashwell, Superintendent, 3820 Nine Mile Road, Henrico, Va. 23223.

Families may apply for free or reduced-price meals at any time during the school year. If a household is not eligible now but has a change, such as a decrease in household income, an increase in household size, unemployment or qualifies for one of the federal programs mentioned above, they may become eligible under federal income guidelines. Families should contact the school for an application.

Households that receive benefits through the Supplemental Nutrition Assistance Program or Temporary Assistance for Needy Families may not have to complete an application for free or reduced-price student

meals. Henrico Schools staff members will determine eligibility for free meals based on documentation (obtained directly from the Virginia Department of Social Services) that shows that a child is a member of a household participating in these programs. HCPS school officials will notify these households in writing of their eligibility. Households notified of their eligibility which do not want their children to receive free meals must contact the school. Households participating in the Supplemental Nutrition Assistance Program or Temporary Assistance for Needy Families program must complete an application if they are not notified in writing of their automatic eligibility within the first 10 days of the new school year.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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.

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