

## Memorandum

**Date:** June 1, 2018  
**To:** All School Food Authorities  
**From:** Mary Burks, Director of School Support  
**Subject:** 2018-2019 Free/Reduced Price Meal Application

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Enclosed is a copy of the 2018-2019 Prototype Application for Free and Reduced Price Meals to be printed front and back on letter size paper. Also included are letters/forms entitled:

- Sharing Information with Medicaid/CHIP
- Income Eligibility Guidelines
- How to Apply for Free and Reduced Price School Meals
- Community Eligibility Provision Sample Letter to Households

These items can also be found on the Child Nutrition (CN) web site at <https://mdek12.org/OCN/SS>.

As a reminder, the income reported on the 2018-2019 Free/Reduced Price Meal Application should reflect the most current income per household. USDA defines “**Current income**” on page 24 of the Eligibility Manual as the gross income received by a household, before deductions, for the current month, or the amount projected for the first month for which the application is filled out, or for the month prior to application. The Local Education Agency cannot accept and process applications before the beginning of the Federally defined School Year. The Federally defined School Year is July 1 through June 30.

If you have additional questions, please contact your program specialist or the Help Desk at (601) 576-4955.

18-49-CN

Attachments

*This institution is an equal opportunity provider.*