



## CLARENDON CISD

416 S. Allen  
Clarendon, TX 79226

Jarod Bellar, Superintendent  
806-310-7220

### Application Free and Reduced-Price School Meals

Clarendon CISD announced its policy today for providing free and reduced-price meals for children served under the attached current income eligibility guidelines. Each school/site or the central office has a copy of the policy, which may be reviewed by anyone on request.

Starting on *July 20, 2023* Clarendon CISD will begin distributing letters to the households of the children in the district about eligibility benefits and any actions households need to take to apply for these benefits. Paper applications also are available at *Clarendon CISD Administration Office 416 S. Allen, Clarendon, TX 79226* or [www.clarendoncisd.net](http://www.clarendoncisd.net). Online application is located at [www.myschoolapps.com](http://www.myschoolapps.com).

#### **Criteria for Free and Reduced-Price Meal Benefits**

The following criteria will be used to determine a child's eligibility for free or reduced-price meal benefits:

##### Income

1. Household income that is at or below the income eligibility levels

##### Categorical (Automatic) Eligibility

2. Household receiving Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF); or Food Distribution Program on Indian Reservations (FDPIR)

##### Program Participant

3. Child's status as a foster child, homeless, runaway, migrant, or displaced by a declared disaster
4. Child's enrollment in Head Start or Even Start

#### **Income Eligibility**

For those households that qualify for free or reduced-price meals based on income, an adult in the household must complete an application for free and reduced-price meals and return it to Sarah Emerson, Assistant Business Manager, 416 S. Allen, Clarendon, TX 79226 or [emerson.sarah@clarendonisd.net](mailto:emerson.sarah@clarendonisd.net) Those individuals filling out the application will need to provide the following information:

1. Names of all household members
2. Amount, frequency, and source of current income for each household member
3. Last 4 digits of the Social Security number of the adult household member who signs the application or, if the adult does not have a social security number, check the box for "No Social Security number"
4. Signature of an adult household member attesting that the information provided is correct

#### Categorical or Program Eligibility

Clarendon CISD is working with local agencies to identify all children who are categorically and program eligible. Clarendon CISD will notify the households of these children that they do not need to complete an application. Any household that does not receive a letter and feels it should have should contact Sarah Emerson, Assistant Business Manager, (806) 310-7220 or [emerson.sarah@clarendonisd.net](mailto:emerson.sarah@clarendonisd.net).

Any household that wishes to decline benefits should contact Sarah Emerson, Assistant Business Manager, (806) 310-7220 or [emerson.sarah@clarendonisd.net](mailto:emerson.sarah@clarendonisd.net).

Applications may be submitted anytime during the school year. The information provided by households on the application will be used for the purpose of determining eligibility. Applications may also be verified by the school officials at any time during the school year.

### **Determining Eligibility**

Under the provisions of the free and reduced-price meal policy, *Sarah Emerson, Assistant Business Manager* will review applications and determine eligibility. Households or guardians dissatisfied with the Reviewing Official's eligibility determination may wish to discuss the decision with the Reviewing Official on an informal basis. Households wishing to make a formal appeal for a hearing on the decision may make a request either orally or in writing to *Jarod Bellar, Superintendent (806) 310-7220, 416 S. Allen, Clarendon, TX 79226*.

### **Unexpected Circumstances**

If a household member becomes unemployed or if the household size increases, the household should contact the school. Such changes may make the children of the household eligible for benefits if the household's income falls at or below the attached current income eligibility guidelines.

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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/ad-3027.pdf> 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](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.