

**2021-2022 PUBLIC RELEASE FOR SEAMLESS SUMMER OPTION (SSO)  
NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS, SPECIAL MILK PROGRAM**

**RELEASE STATEMENT**

The School District of Manawa is participating in the Seamless Summer Option (SSO) during COVID-19, a free breakfast and lunch program for the 2021-22 school year. All students enrolled at the following school(s) are eligible to **receive school meals at no charge**:

Manawa Elementary School, Manawa Middle School, Little Wolf High School

USDA Free and Reduced Price Meal Applications are not required to receive free meals under SSO. However, applications may be distributed by the school to collect household income data for other programs that require this information, such as the Special Milk Program, Pandemic FoodShare Benefits (P-EBT), educational funding and additional benefits.

For additional information please contact: Brenda Suehs, Attention: Brenda Suehs, Food Service Manager, 515 E Fourth St, Manawa, WI 54949

The following household size and income criteria will be used for determining eligibility. Children from families whose annual income is at or below the levels shown are eligible for free and reduced price benefits. A student still needs to be eligible to receive free milk if a split session student does not have access to the school lunch or breakfast service.

**FAMILY SIZE INCOME SCALE  
For Determining Eligibility for Free and Reduced Price Meals or Milk**

Family (Household) Size	ANNUAL INCOME LEVEL		MONTHLY INCOME LEVEL	
	Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>	Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>
1	\$16,744	\$ 16,744.01 and \$23,828	\$ 1,396	\$1,396.01 and \$1,986
2	22,646	22,646.01 and 32,227	1,888	1,888.01 and 2,686
3	28,548	28,548.01 and 40,626	2,379	2,379.01 and 3,386
4	34,450	34,450.01 and 49,025	2,871	2,871.01 and 4,086
5	40,352	40,352.01 and 57,424	3,363	3,363.01 and 4,786
6	46,254	46,254.01 and 65,823	3,855	3,855.01 and 5,486
7	52,156	52,156.01 and 74,222	4,347	4,347.01 and 6,186
8	58,058	58,058.01 and 82,621	4,839	4,839.01 and 6,886
For each additional household member, add	+ 5,902	+ 5,902 and +8,399	+ 492	+ 492 and + 700

Application forms are being sent to all homes with a notice to parents or guardians. To apply for free or reduced price benefits or free milk, households must fill out the application and return it to the school (unless notified at the start of the school year that children are eligible through direct certification). Additional copies are available at the office in each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by agency or other program officials. Applications may be submitted at any time during the year.

To obtain free or reduced price benefits or free milk for children in a household where one or more household members receive FoodShare, FDPIR, or Wisconsin Works (W-2) cash benefits, list the FoodShare, FDPIR or W-2 case number, program name, list the names of all school children, sign the application, and return it to the school office.

For the school officials to determine eligibility for free or reduced price benefits or free milk of households not receiving FoodShare, FDPIR or W-2 cash benefits, the household must provide the following information requested on the application: names of all household members, total number of household members, and the adult signing the application form must also list the last four digits of his or her Social Security Number or mark the box to the right of "Check if no SSN". Also, the income received by each household member must be provided by amount and source (wages, welfare, child support, etc.).

Under the provisions of the free and reduced price benefit/meal and free milk policy Brenda Suehs will review applications and determine eligibility. If a parent or guardian is dissatisfied with the ruling of the official, he/she may wish to discuss the decision with the determining official on an informal basis. If the parent/guardian wishes to make a formal appeal, he/she may make a request either orally or in writing to: Dr Melanie Oppor, 800 Beech Street, Manawa, WI 54949, (920) 596-2525.

If a hearing is needed to appeal the decision, the policy contains an outline of the hearing procedure.

If a household member becomes unemployed or if the household size changes, the family should contact the school. Such changes may make the household eligible for free or reduced price benefits or free milk if the household income falls at or below the levels shown above, and they may reapply at that time.

Children formally placed in foster care are also eligible for free meal benefits. Foster children may be certified as eligible without a household application. Households with foster children and non-foster children may choose to include the foster child as a household member, as well as any personal income available to the foster child, on the same application that includes their non-foster children.

The information provided by the household on the application is confidential. Public Law 103-448 limits the release of student free and reduced price eligibility status to persons directly connected with the administration and enforcement of federal or state educational programs. Consent of the parent/guardian is needed for other purposes such as waiver of textbook fees.

**Non-discrimination Statement:**

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](#), (AD-3027) found online at: [How to File a Complaint](#), 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.

Any questions regarding the application should be directed to the determining official.

\*Delete the references to the Breakfast Program or the Split-session Special Milk Program if you do not offer these programs.

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