# Instructions

Do not include these instructions with the press release. The sample press release begins on page 2.

* + - 1. All sponsors of the Special Milk Program (SMP) are required to send out a public release at the beginning of the school year.
			2. Use the sample press release as a guide. Complete your own version with specific information where needed.
			3. Retain one copy of your version for audit purposes.

On [insert date], the [insert name of sponsoring organization] issued the SMP press release to the following news media outlets and other relevant entities (e.g., the local unemployment office and major employers contemplating layoffs):

1. [insert name of new media outlet/relevant entity]
2. [insert name of new media outlet/relevant entity]
3. [insert name of new media outlet/relevant entity]
4. [insert name of new media outlet/relevant entity]

For information on the SMP, visit the Connecticut State Department of Education’s [Special Milk Program (SMP)](https://portal.ct.gov/sde/nutrition/special-milk-program) website.

The [insert local educational agency] announced today its policy for determining eligibility of students who may receive free milk served under the Special Milk Program (SMP).

Local school officials have adopted the United States Department of Agriculture’s (USDA) Income Eligibility Guidelines (IEGs) for household size and income criteria for determining eligibility for free milk benefits. The following income guidelines will be used in Connecticut from **July 1, 2024, to June 30, 2025,** for determining eligibility of participants for free milk benefits in the SMP.

**Income Guidelines for Child Nutrition Programs: July 1, 2024, to** **June 30, 2025**

**Free Milk Benefits**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Household Size** | **Annual gross income** | **Monthly gross income** | **Twice per month** | **Every two weeks gross income** | **Weekly gross income** |
| **1** | 19,578 | 1,632 | 816 | 753 | 377 |
| **2** | 26,572 | 2,215 | 1,108 | 1,022 | 511 |
| **3** | 33,566 | 2,798 | 1,399 | 1,291 | 646 |
| **4** | 40,560 | 3,380 | 1,690 | 1,560 | 780 |
| **5** | 47,554 | 3,963 | 1,982 | 1,829 | 915 |
| **6** | 54,548 | 4,546 | 2,273 | 2,098 | 1,049 |
| **7** | 61,542 | 5,129 | 2,565 | 2,367 | 1,184 |
| **8** | 68,536 | 5,712 | 2,856 | 2,636 | 1,318 |
| **Each additional family member** | 6,994 | 583 | 292 | 269 | 135 |

The income calculations above are based on the following formulas:

* monthly income is calculated by dividing the annual income by 12;
* twice monthly income is computed by dividing annual income by 24;
* income received every two weeks is calculated by dividing annual income by 26; and
* weekly income is computed by dividing annual income by 52.

All numbers are rounded upward to the next whole dollar.

Students residing in households with income at or below the levels shown in the chart above are eligible for free milk benefits. [Insert specific information on how application is distributed, e.g., application forms are being sent to all homes with a letter to parents.] To apply for free milk benefits, households should fill out the application and return it to the school. [Insert specific information on where application is available, e.g., additional copies are available at the principal’s office at each school.] Only one application is required per household and an application for free milk benefits cannot be approved unless it contains complete eligibility information as indicated on the application and instructions.

The information provided on the application is confidential and will be used only for the purposes of determining eligibility and for administration and enforcement of the milk program. Additionally, all school-aged students in income-eligible households can receive school milk benefits regardless of a student’s immigration status, and the district/school does not release information for immigration-related purposes in the usual course of operating the CNPs. Note that the district may share your eligibility information with education, health, social service, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules. This information may also be verified at any time during the school year by school or other program officials. Applications may be submitted at any time during the year.

No application is required if the district directly certifies a student based on a household member receiving assistance from the Supplemental Nutrition Assistance Program (SNAP) or the Temporary Family Assistance (TFA) program. All students in these households are eligible for free milk benefits. Households receiving assistance under the SNAP/TFA programs will be notified of their eligibility and students residing in the household will be provided free milk benefits unless the household notifies the determining official that it chooses to decline benefits. If any students were not listed on the eligibility notice, the household should contact the district or school to have free milk benefits extended to those students. Households receiving SNAP or TFA benefits for their children should only submit an application if they are **not** notified of their eligibility by [insert date and year].

Some students *may* be directly certified for free milk benefits based on Medicaid (HUSKY A). No application is required if the district directly certifies a student based on Medicaid (HUSKY A). All students in these households are eligible for free milk benefits. Households receiving assistance under Medicaid (HUSKY A) will be notified of their eligibility and their children will be provided free milk benefits accordingly, unless the household notifies the determining official that it chooses to decline benefits. If any students were not listed on the eligibility notice, the household should contact the district or school to have free milk benefits extended to those students.

If a student is not directly certified, the household should complete an application form for free milk benefits. The application for the SNAP or TFA households require the SNAP or TFA case number and the households may be asked to provide proof of the SNAP or TFA case number. The signature of an adult household member is also required.

Students in households participating in the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) may be eligible for free milk benefits. Please send in an application or contact the determining official for more information.

When known to the district/school, households will be notified of any student’s eligibility for free milk benefits if the individual student is Other Source Categorically Eligible because the student is categorized as either: Homeless; runaway as defined by law and determined by the district’s or school’s homeless liaison; or enrolled in an eligible Head Start or pre-kindergarten class as defined by law. Households with students who are categorically eligible under Other Source Categorically Eligible Programs should complete an application and check-off the relevant box. Questions should be directed to the determining official. For any student not listed on the eligibility notice, the households should contact the school or determining official about any student also eligible under one of these programs or should submit an income application for the other students.

Households notified of their children’s eligibility must contact the determining official or school if it chooses to decline the free milk benefits. If households/students are **not** notified by the district/school of their free milk benefits and they receive benefits under qualifying public assistance programs or under Other Source Categorically Eligible Programs, the parent/guardian should contact the determining official or their school.

Foster children that are under the legal responsibility of a foster care agency or court, are categorically eligible for free milk benefits. A foster parent does not have to complete a free milk application if they can submit a copy of the legal document or legal court order showing that the student is a foster child.Additionally, a foster childmay be included as a member of the foster family if the foster family chooses to also apply for benefits. If the foster family is not eligible for free milk benefits, it does not prevent a foster child from receiving free milk benefits. Note however, that a foster child’s eligibility for free milk benefits does not automatically extend to all students in the household.

Application forms for all other households require a statement of total household income, household size and names of all household members. The last four digits of the social security number of an adult household member must be included or a statement that the household member does not have one. The adult household member must also sign the application certifying that the information provided is correct.

Under the provisions of the policy for determining eligibility for free milk benefits, the [insert title and phone number and/or email of determining official] will review applications and determine eligibility. If a parent/guardian is dissatisfied with the ruling of the determining official, they may wish to discuss the decision with the determining official on an informal basis. If they wish to make a formal appeal, a request either orally or in writing, may be made to [insert name, address, and phone number of hearing official] for a hearing to appeal the decision.

The policy contains an outline of the hearing procedure. Each school and the central office of the school district has a copy of the policy, which may be reviewed by an interested party.

If a household member becomes unemployed or if household size changes at any time, the household should contact the school to file a new application. Such changes may make the students of the household eligible for free milk benefits if the household income falls at or below the levels shown in the Income Guidelines.

Questions regarding the application process may be directed to the determining official at [insert telephone number].

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](http://mailto:program.intake@usda.gov/)

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