

Weld County School District RE-5J

Free and Reduced Price School Meals Application and Immigrant and Refugee Status – Questions and Answers

Dear **Weld RE-5J** families:

To clarify questions related to immigration and refugee status when applying for free or reduced price school meals, **Weld RE-5J** has prepared the following collection of frequently asked questions and answers.

Q: What impact does undocumented, or documented, immigration or refugee status, have on my child receiving free or reduced price school meals?

A: None. Public school districts that participate in the National School Lunch Program and/ or the School Breakfast Program, like **Weld RE-5J**, are required to process all submitted applications for free or reduced price school meals, regardless of immigration or refugee status and without discrimination on the basis of race, color or national origin. Eligibility is based on criteria outlined in the free and reduced price school meal application instructions.

Q: Does the Weld RE-5J free and reduced price school meal application ask for an immigration or refugee status?

A: No. Immigration or refugee status is not required to be provided during the application process, and families should continue to apply for free or reduced price school meals. The application does require the last four numbers of a Social Security number or an indication that there is no Social Security number. Social Security number information is *not* reported to any organization outside of **Weld RE-5J**.

Q: Does Weld RE-5J ever share students' free or reduced price school meal information?

A: Free and reduced price school meal application information may be shared with education, health and nutrition programs to help them evaluate, fund or determine benefits for their programs. Families have the option to decline allowing their information to be shared with local education programs, Medicaid offices and/or State Children's Health Insurance Programs (SCHIP).

Q: What should I do if I feel like my student or I have been the victim of discrimination or harassment when filling out or submitting a free or reduced price school meal application?

A: Policy: United States Department of Agriculture (USDA)/Food and Nutrition Service (FNS) Instruction 113-1 (dated 11/8/05) delineates the civil rights requirements for participants in Child Nutrition Programs (CNP). The following is required at the local school food authority (SFA) level. Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the alleged discriminatory action. All civil rights complaints within Weld County RE-5J's Food and Nutrition Services Department should be directed to Kenda Hildebrandt. Kenda can be reached via phone at 970-587-6055 or by email at kenda.hildebrandt@weldre5j.org. Complaints can be submitted verbally, in writing, or anonymously. Weld County RE-5J's Food and Nutrition Services Department will obtain all necessary complaint information and process the complaint within 90 days. The complaint will be forwarded to CDE

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Office of School Nutrition. 1580 Logan Street Suite 760, Denver, Colorado 80205. 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:

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. This institution is an equal opportunity provider. Civil Rights Complaint Form Name: School: Address: Phone: Email: 1. What happened to you? Please include date, location and any supporting documentation that would help show what happened. 2. Who do you believe discriminated against you? List name(s). 3. Name(s) of witness(es) to alleged prohibited conduct if applicable: 4. It is a violation of the law to discriminate against you based on the following: race, color, national origin, religion, sex, disability, age, marital status, sexual orientation, family/parental status, income derived from a public assistance program, and political beliefs. I believe I was discriminated against based on my: 5. How would you like to see this complaint resolved? Complete form and submit to Kenda Hildebrandt within 180 days of the alleged discriminatory action. Forms can be submitted via email to kenda.hildebrandt@weldre5j.k12.co.us or through US mail to 110 South Centennial Drive Suite A, Milliken, Colorado 80543. 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: 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. This institution is an equal opportunity provider.

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