

**NORTH READING PUBLIC SCHOOLS**  
**FOOD SERVICE PROGRAM PUBLIC RELEASE STATEMENT**

The North Reading Public Schools Food Service Program is excited to begin another school year. The program will offer both breakfast and lunch at all schools during the 2023-24 school year. The following link on the North Reading Public Schools website <http://www.north-reading.k12.ma.us/food-services> provides information on the availability of National School Lunch and Breakfast programs in North Reading. From this website parents and/or guardians can access the weekly lunch and breakfast menus, meal benefit applications, my school bucks login page, and other relevant information regarding the district's Food Service Program.

North Reading Public Schools families will continue to receive **FREE school meals** throughout the **2023-24 school year**. We do have free and reduced lunch applications available and new applications are required annually. The purpose of such applications this year is for the other programs that share determination such as P-EBT, athletics, transportation, and other school programs. Families should submit an application and share form if they would like to access benefits for these other programs.

Below are some common questions and answers to help you with the application process.

1. **WHO CAN GET FREE OR REDUCED-PRICE MEALS?**
  - a. All children in households receiving benefits from **MA SNAP** or **MA TANF** are eligible for free meals.
  - b. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
  - c. Children participating in their school's Head Start program are eligible for free meals.
  - d. Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
  - e. Children may receive free or reduced-price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart.
2. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?**

No. Use one Free and Reduced-Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Rosaly MacKillop, North Reading Public Schools, 189 Park Street, North Reading, MA, 01864, (978) 526-5252 and via email [rmackillop@nrpsk12.org](mailto:rmackillop@nrpsk12.org).
3. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?**

No. If you have received a **NOTICE OF DIRECT CERTIFICATION** from **North Reading Public Schools** for the 2023-2024 school year, you **do not** need to complete an application. Please notify the school if any children in the household are not listed on the **NOTICE OF DIRECT CERTIFICATION** letter you received. Please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Rosaly MacKillop, North Reading Public Schools, 189 Park Street, North Reading, MA, 01864, (978) 526-5252, [rmackillop@nrpsk12.org](mailto:rmackillop@nrpsk12.org) immediately.
4. **WHAT IS THE DEADLINE FOR COMPLETING AN APPLICATION?**

Applications are accepted at any time during the school year and will be effective when approved by School Administration.
5. **WHERE CAN I ACCESS A FREE AND REDUCED LUNCH APPLICATION?**

Annually, the district posts these items on our website, makes hard copies available at each school and office in the district, and mails them to households when necessary. They are also provided to all new students with the opening packet. If you would like to request an application be sent to you in the mail, please contact your child's school or call Rosaly MacKillop, at the District Office at 978-526-5252. Free and reduced lunch application and other forms including the sharing of

information with other programs authorization form may also be downloaded by going to the following link on the School District website: <https://www.north-reading.k12.ma.us/district/food-services/pages/free-and-reduced-lunch-information>. All families who qualify for a free and reduced lunch benefit either via an application or through the state's Virtual Gateway system are notified and those benefits are extended to all children within the household. If you have any additional questions on the district's food service program, you may contact Kate Filteau, Food Service Director at 978-526-5274. Below is the 2023-24 school year income eligibility chart that was just recently published.

HOUSEHOLD SIZE	Free Meals (130%)					Reduced Price Meals (185%)				
	YEAR	MONTH	Twice per Month	Every Two Weeks	WEEK	YEAR	MONTH	Twice per Month	Every Two Weeks	WEEK
1	18,954	1,580	790	729	365	26,973	2,248	1,124	1,038	519
2	25,636	2,137	1,069	986	493	36,482	3,041	1,521	1,404	702
3	32,318	2,694	1,347	1,243	622	45,991	3,833	1,917	1,769	885
4	39,000	3,807	1,625	1,500	750	55,500	4,625	2,313	2,135	1,068
5	45,682	3,807	1,904	1,757	879	65,009	5,418	2,709	2,501	1,251
6	52,364	4,364	2,182	2,014	1,007	74,518	6,210	3,105	2,867	1,434
7	59,046	4,921	2,461	2,271	1,136	84,027	7,003	3,502	3,232	1,616
8	65,728	5,478	2,739	2,528	1,264	93,536	7,795	3,898	3,598	1,799
Each additional family member, add	+6,682	+557	+279	+257	+129	+9,509	+793	+397	+366	+183

**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly.

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, audiotope, 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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.