



**FOR IMMEDIATE RELEASE**

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**PLANO ISD ANNOUNCES FREE AND REDUCED-PRICE MEAL GUIDELINES**

**Plano, TX — July 20, 2023** Plano Independent School District announced its guidelines for providing free and reduced-price meals for children served under current income eligibility guidelines. Families are encouraged to complete the Application for Free and Reduced-Price School Meals available online at [www.schoolcafe.com/pisd](http://www.schoolcafe.com/pisd), a local campus, or 6600 Alma Drive, Suite B, Plano Texas 75023.

The application will determine a child's eligibility for free and reduced-price meals and may assist in the determination of eligibility for other state or federal benefits. Only one application needs to be completed per household. Plano Independent School District will notify the household of the child's eligibility. The Texas Department of Agriculture (TDA) administers school nutrition programs in Texas and offers an eligibility calculator at [www.SquareMeals.org/ProgramEligibility](http://www.SquareMeals.org/ProgramEligibility).

**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**

Household income that is at or below the income eligibility levels

**Categorical Eligibility**

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

**Program Participant**

Child's status as a foster child, homeless, runaway, migrant, or displaced by a declared disaster  
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 fill out the free and reduced-price meal application and return it to the front office of their student's campus. Those individuals filling out the application will need to provide the following information:

- Names of all household members
- Amount, frequency and source of current income for each household member
- 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"*
- Signature of an adult household member attesting that the information provided is correct

### **Categorical or Program Eligibility**

Plano ISD is working with local agencies to identify children who are categorically and program-eligible. Plano ISD will notify the households of these children that they do not need to complete an application. Any household that does not receive a letter, but feels they should have, can complete an application.

Applications may be submitted anytime during the school year. The information households provide on the application will be used for determining eligibility. The school officials may also verify applications at any time during the school year.

### **Determining Eligibility**

Under the provisions of the free and reduced-price meal guidelines, the Food and Nutritional Services office 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 Mr. Johnny Hill, Deputy Superintendent for Business and Employee Services, 2700 W. 15<sup>th</sup> Street, Plano TX 75075.

### **Unexpected Circumstance**

If a household member becomes unemployed or if the household size increases, the household should submit another application. 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.

### **Non-Discrimination Statement**

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/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.

### **About Plano Independent School District**

The Plano Independent School District (Plano ISD) ([www.pisd.edu](http://www.pisd.edu)) endeavors to foster the highest level of student learning. Plano ISD is located 20 miles north of Dallas, Texas and serves the residents of approximately 100 square miles in southwest Collin County, including 66 square miles in the city of Plano, northern portions of the cities of Dallas and Richardson and parts of the cities of Allen, Parker and Murphy. Plano ISD employs more than 6,500 staff members who serve nearly 50,000 students in 72 schools and 11 service facilities. Mission: Our Plano ISD learning community will educate, inspire and empower every student to activate their unique potential in a dynamic world.

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