



3500 Fairfield Avenue  
Shreveport, LA 71104

(318) 219-7297  
Fax (318) 868-5057

Dear Parent/Guardian:

While no application or eligibility determination is required for your student to receive free meals this school year, income eligibility requirements will likely resume in the 2022-2023 school year. As such, the Diocese of Shreveport Child Nutrition Program will process household applications during School Year 2021-2022 to ensure student eligibility for free or reduced-price meals during the first 30 days of the 2022-2023 school year while 2022-2023 applications are being processed. Each school/site or central office has a copy of the policy, which may be reviewed upon request.

Starting on August 9, 2021, the Diocese of Shreveport Child Nutrition Program will publish information on both Diocesan <https://www.dioshpt.org/child-nutrition-program> and school websites about these 2022-2023 eligibility benefits and actions households need to take to apply. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from **SNAP, the Food Distribution Program on Indian Reservations FDIPIR or TANF**, are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- 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.

FEDERAL ELIGIBILITY INCOME CHART: School Year 2021-2022			
Household size	Yearly	Monthly	Weekly
1	23828	1986	459
2	32227	2686	620
3	40626	3386	782
4	49025	4086	943
5	57424	4786	1105
6	65823	5486	1266
7	74222	6186	1428
8	82621	6886	1589
Each additional person:	8399	700	162

School Codes	003 Jesus the Good Shepherd	004 – St Joseph School	006 – St John Berchmans Cathedral
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2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail at Sr Ann Middlebrooks at 318-219-7298 or [amiddlebrooks@dioshpt.org](mailto:amiddlebrooks@dioshpt.org).
3. 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: Your school's cafeteria or above address.

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Susan German – 318-219-7297 or 800-256-1542**.
5. CAN I APPLY ONLINE? No! We do not have the capability of applying on line.
6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year, through **9/22/20**. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school Officials. You also may ask for a hearing by calling or writing to: Sr Carol Shively, OSU  
**Diocese of Shreveport Schools, 3500 Fairfield Ave, Shreveport LA 71104**

10. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
11. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
12. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
13. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
14. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact the **Central office @ 318-219-7297** to receive a second application.
15. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call the Louisiana Department of Children and Family Services: **1-888-524-3578**.
16. Upon Request, meaningful access will be provided to **non-English speaking** applicants when applying for Free & Reduced meals. Please call (318) 219-7297. You may also visit <https://www.fns.usda.gov/school-meals/translated-applications> to download an application.

If you have other questions or need help, call **Susan German – 800-256-1542 – 318-219-7297**.

Sincerely,



Sr. Ann Middlebrooks, SEC  
 Associate Superintendent