



Dear Parents:

I would like to extend a warm welcome to our families. Welcome to the 2024-2025 school year!

We hope you had a wonderful and restful summer break. As we prepare for the upcoming academic year, we want to take a moment to introduce you to our Child Nutrition Program (CNP) and highlight some important information.

Our mission is to provide nutritious and delicious meals that support the health and well-being of our students. We understand the vital role that proper nutrition plays in academic success and overall growth, and we are committed to offering well-balanced meals that meet federal nutrition standards.

### **Meal Service Information:**

- ❖ **Menus:** CNP menus are carefully planned to include a variety of options that appeal to students while meeting strict nutritional guidelines.
- ❖ **Meal Programs:** CNP offers Breakfast, Lunch and a 'Free' Afterschool Meal (Super Snack) at all schools that participate in the Child Nutrition Program. These programs help to ensure that students have access to wholesome meals throughout the day.
- ❖ **Special Dietary Needs:** CNP accommodates students that have special dietary needs; all we need is appropriate medical documentation. Please contact our registered dietitian if your child requires special meal accommodations.
- ❖ **Meal Prices and Payments:** Information regarding meal prices, payment methods, and how to apply for free or reduced-price meals is available on our website [www.cnpbr.org](http://www.cnpbr.org)

### **Safety and Hygiene:**

The health and safety of our students are our top priorities. We adhere to strict food safety and hygiene protocols to ensure that all meals are prepared, stored, and served in a safe manner.

### **Get Involved:**

We encourage parents to get involved in our Child Nutrition Program. Whether through volunteering in the café or joining your child for lunch, we welcome you! Please visit our website ([www.cnpbr.org](http://www.cnpbr.org)), Like us on Facebook (Diocese of Baton Rouge Child Nutrition Program) or Follow-Ups on Instagram ([diobr\\_childnutrition](https://www.instagram.com/diobr_childnutrition)). Your participation is invaluable to us.

### **Contact Information:**

If you have any questions, concerns, or feedback regarding the Child Nutrition Program, please do not hesitate to reach out to us at 225-387-6421 or email us at [cnp@diobr.org](mailto:cnp@diobr.org). We are here to support you and your child/children throughout the school year.

We look forward to serving your child/children nutritious meals and contributing to their overall educational experience. Thank you for your continued support!

Warm regards,

Lynda Carville  
CNP Director

**Nondiscrimination 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; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.



## Frequently Asked Questions About Free And Reduced Price School Meals School Year 2024-2025

Dear Parent/Guardian:

Children need healthy meals to learn. The Diocese of Baton Rouge Child Nutrition Program offers healthy meals every school day. Children may buy breakfast: \$2.75 (Elementary/Middle) / \$3.00 (High) and lunch: \$3.70 (Elementary/Middle) / \$4.25 (High). Your child(ren) may qualify for free or reduced price meals: Reduced prices for breakfast and lunch is \$0.00. To apply for free or reduced price meals, please apply online: [www.cnpbr.org](http://www.cnpbr.org) under 'Meal Information'.

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 LA SNAP, the Food Distribution Program on Indian Reservations (FDPIR) or LA 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.

<b>FEDERAL ELIGIBILITY INCOME CHART FOR SCHOOL YEAR 2024-2025</b>					
Household Size	Annual	Monthly	Twice / Month	Every Two Weeks	Weekly
1	\$27,861	\$2,322	\$1,161	\$1,072	\$536
2	\$37,814	\$3,152	\$1,576	\$1,455	\$728
3	\$47,767	\$3,981	\$1,991	\$1,836	\$919
4	\$57,720	\$4,810	\$2,405	\$2,220	\$1,110
5	\$67,673	\$5,640	\$2,820	\$2,603	\$1,302
6	\$77,626	\$6,469	\$3,235	\$2,986	\$1,493
7	\$87,579	\$7,299	\$3,650	\$3,369	\$1,685
8	\$97,532	\$8,128	\$4,064	\$3,752	\$1,876
For each additional Family Member add	+\$9,953	+\$830	+\$415	+\$383	+\$192

- 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 email your school's homeless liaison or migrant coordinator to see if they qualify.
- 3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Submit one online Free and Reduced Price School Meals Application for all students in your household attending a Diocese of Baton Rouge School. We cannot approve an application that is not complete, so be sure to fill out all required information.
- 4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR 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 the CNP office at 225-387-6421 immediately.
- 5. CAN I APPLY ONLINE?** Yes! You are encouraged to complete an online application. Visit [www.cnpbr.org](http://www.cnpbr.org) (**Meal Info Page**) to begin or to learn more about the online application process. Contact the CNP office at 225-387-6421 if you have any questions about the online application.
- 6. MY CHILD'S APPLICATION WAS APPROVED LAST SCHOOL YEAR; DO I NEED TO FILL OUT ANOTHER ONE?** Yes. Your child's application is only good for that school year and for the first few days of this school year, ***through September 16, 2024***. You must submit a new application unless the Child Nutrition Program office notified you that your child is eligible for the new school year. ***If you do not submit a new application that is approved by the Child Nutrition Program 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 CHILD(REN) 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 or reduced price meals if the household's income drops below the income limit.
10. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to Child Nutrition Program officials at 225-387-6421 or [cnp@diobr.org](mailto:cnp@diobr.org). You also may ask for a hearing by writing to: **DIOBR Child Nutrition Program, 3300 Hundred Oaks Avenue, Baton Rouge, LA 70808.**
11. **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 a U.S. citizen to qualify for free or reduced price meals.
12. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, put down that you made \$1,000 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.
13. **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 or checking the 'No Income' box where appropriate. 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.
14. **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, or receive Family Subsistence Supplemental Allowance payments, 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.
15. **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 CNP office at 225-387-6421 to receive a second application.
16. **MY FAMILY NEEDS MORE HELP, ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for LA SNAP or other assistance benefits, contact your local assistance office or call the LA hotline at **1-888-524-3578**.

If you have any other questions or need help, call 225-387-6421.

Sincerely,



Ms. Lynda Carville  
CNP Director

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