



**United States  
Department of  
Agriculture**

September 3, 2009

Food and  
Nutrition  
Service

3101 Park  
Center Drive

Alexandria, VA  
22302-1500

Dear State Workforce Agency Administrator:

The National School Lunch Program and School Breakfast Program provide school meals to all children. These nutrition programs can be a lifeline for families facing unemployment due to the current economic situation. We are seeking your cooperation to inform Unemployment Insurance (UI) applicants that their children might be eligible to receive free or reduced price meals under these programs. Please distribute or post the attached letter to inform UI applicants that they may apply for free or reduced price school meals at any time throughout the school year by applying directly to their local school. The enclosed letter refers your clients to their local school for additional information on the school meal programs.

Please stress to your local agencies the importance of distributing this information to UI applicants. Although schools distribute school meal information and the household application at the beginning of the school year, the current economic situation warrants additional efforts to reach out to vulnerable households affected by unemployment and reduced hours and wages due to economic conditions.

Thank you for delivering this important message to UI applicants.

Sincerely,

A handwritten signature in blue ink that reads "Cynthia Long".

Cynthia Long  
Director  
Child Nutrition Division

Enclosure



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Dear UI applicant:

The National School Lunch Program (NSLP) and School Breakfast Program (SBP) provide nutritious and affordable meals to all children. If you are applying for unemployment compensation, your children might be eligible to receive free or reduced price nutrition benefits under these school meal programs. Although schools typically only send school meal applications home at the beginning of the school year, you may apply for school meals at any time throughout the school year by submitting a household application directly to your school disclosing the household size and gross income. Your school will provide you with an application upon request. Your unemployment compensation must be reported on the household application as income. The school or local education agency will process your application and issue an eligibility determination. If you are receiving Supplemental Nutrition Assistance Program (SNAP) benefits, your child automatically qualifies for free school meals. Please contact your school to determine if you need to fill out an application.

If you are currently earning at or below the following, we encourage you to contact your school and fill out a school meal application to qualify them for free or reduced price meals.

<b>FEDERAL INCOME CHART</b>			
For School Year 2009-2010 (48 contiguous States, District of Columbia, Guam, and territories)			
Household size	Yearly	Monthly	Weekly
1	20,036	1,670	386
2	26,955	2,247	519
3	33,874	2,823	652
4	40,793	3,400	785
5	47,712	3,976	918
6	54,631	4,553	1,051
7	61,550	5,130	1,184
8	68,469	5,706	1,317
Each additional person:	6,919	577	134

Please contact your school promptly for additional information and assistance. The NSLP and SBP can be a valuable resource for households affected by unemployment.

Sincerely,

Cynthia Long  
Director  
Child Nutrition Division