



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Indiana School Administrators, Indiana Unemployment Offices

From: Julie Sutton, Director of School and Community Nutrition

Date: October 25, 2024

Subject: 2024-2025 Meal Program Eligibility Guidelines

Below are the household size and income eligibility guidelines for free or reduced-price meals or free milk served under the National School Lunch Program, the School Breakfast Program, Special Milk Programs, and Child and Adult Care Food Program (CACFP) for 2024-2025. Each local school corporation office and organization participating in a School Nutrition Program or CACFP has a copy of the guidelines that may be reviewed by any interested party. The following household size and income criteria will be used for determining eligibility:

Income Eligibility Guidelines* Effective from July 1, 2024, to June 30, 2025

Household Size	Reduced Price Meals 185% of federal poverty guidelines					Free Meals 130% of federal poverty guidelines				
	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	27,861	2,322	1,161	1,072	536	19,578	1,632	816	753	377
2	37,814	3,152	1,576	1,455	728	26,572	2,215	1,108	1,022	511
3	47,767	3,981	1,991	1,838	919	33,566	2,798	1,399	1,291	646
4	57,720	4,810	2,405	2,220	1,110	40,560	3,380	1,690	1,560	780
5	67,673	5,640	2,820	2,603	1,302	47,554	3,963	1,982	1,829	915
6	77,626	6,469	3,235	2,986	1,493	54,548	4,546	2,273	2,098	1,049
7	87,579	7,299	3,650	3,369	1,685	61,542	5,129	2,565	2,367	1,184
8	97,532	8,128	4,064	3,752	1,876	68,536	5,712	2,856	2,636	1,318
For each additional person	+9,953	+830	+415	+383	+192	+6,994	+583	+292	+269	+135

*For the 48 contiguous United States, District of Columbia, Guam and territories



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Children from households that meet federal guidelines are eligible for free or reduced price meals or free milk as long as the school or organization administers the federal School Nutrition Programs or CACFP.

Direct Certification through SNAP/TANF

When Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF) information is on file at the school, households will receive a letter stating their child is automatically enrolled in free or reduced meals, and an application does not need to be completed. If any student residing within the household is not listed on that letter of approval for free or reduced meals, parents/families should contact the school to ensure free or reduced meal benefits are extended to those additional children.

If a household currently receives SNAP or TANF for any child or other household member but has not received the letter of approval, application forms are available. Households need only list the child's name and SNAP or TANF case number and sign the application to receive free meals. Per federal standards, Medicaid enrollment does not automatically qualify a household for free or reduced meals. The household will need to submit other qualifying information such as SNAP, TANF, or income on an application.

To apply for free or reduced-price benefits with income information, households must complete the application as soon as possible, sign it, and return it to the school or organization. One application should be submitted for all the students within the household enrolled in the school district or organization. Households should answer all applicable questions on the form. An application that does not contain all the required information cannot be processed or approved by the school or organization.

Income Applications

If a household's income is at or below the level shown on the income scale, children are eligible for free or reduced price meals or free milk. Adults in CACFP-participating programs are eligible for free or reduced price meals.

The following information is required for income applications:

- The names of all household members;
- All household income last month and source of income received by each household member (for example, earnings, public assistance, pension, or other). Income is all money before taxes or anything else are taken out;
- The signature of an adult household member; and
- The last four digits of the Social Security Number of the adult signing the application.

The information on the application for free or reduced price meals may be verified by the school or other officials at any time during the school/program year and will be treated confidentially. The information households provide will be used only for the eligibility determinations and verification of data.



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Households may apply for benefits at any time during the school/program year. If a household is not eligible at the beginning of a school year but has a decrease in household income, an increase in household size, or a household member becomes unemployed, an application should be filled out at that time.

Foster, Homeless, Migrant, Runaway, and Head Start/Even Start Students

When schools or organizations have foster, homeless, migrant, runaway, Head Start/Even Start program enrollment information on file, households will receive a letter of the child's eligibility for free meals. If a letter is not received, households should complete an application.

Foster care children are eligible for free meal or milk benefits regardless of the household income. Households with foster care children looking to apply for meal or milk benefits should contact the school or organization for application assistance.

Children enrolled in the Head Start/Even Start Program or the Migrant Education Program or who are considered homeless or runaway by the school district's migrant/homeless liaison should contact their school for assistance in receiving benefits.

Policy, Points of Contact, and Resources

Under the provisions of the policy, a local school corporation or organization official will review applications and determine eligibility. Households dissatisfied with the ruling of the official may wish to discuss it with the school or organization. Households also have the *right to a fair hearing* which may be initiated by contacting the hearing official in the local school corporation.

- View institutions currently participating in the School Nutrition Program [here](#). Contact Allie Caito-Sipe, IDOE School Nutrition Program division director, via phone at (317) 232-0849 or via email at acaito@doe.in.gov with questions.
- View institutions currently participating in CACFP [here](#). Contact Fern Bachner, IDOE CACFP division director, via phone at (317) 232-0869 or via email at fbachner@doe.in.gov with questions.

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 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 [here](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter



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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:

U.S. Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Fax:

(833) 256-1665 or (202) 690-7442

Email:

Program.Intake@usda.gov

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