



with the participant; and the signature of participant or adult household member. Food Stamp, TANF, (or in the case of Adult Day Care SSI and Medicaid), households only have to provide the participant's name and current Food Stamp, TANF case number, SSI and Medicaid number and an adult household member's signature.

Eligibility status remains in effect for one program year. If there is a change in household size or income that would reflect an increase in benefits for the program participant, reapplication is encouraged.

Under the provision of the free and reduced price meal and free milk policy the school principal or program director will review applications and determine eligibility. If a parent, guardian, or adult household member is dissatisfied with the decision, he/she may wish to discuss the decision with the principal or director on an informal basis. If the parent, guardian or adult household member wishes to make a formal complaint or request a hearing to appeal the decision, he/she should contact either orally or in writing:

Name Teresa Baker, Director of Child Nutrition Telephone 304-256-4660 X6004

Address 2001 S. Kanawha, Beckley, West Virginia 25801

The Sponsor (Raleigh County Schools) policy contains an outline of the hearing procedures.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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)  
Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider.

Each school, child and adult care center, institution or site, home and the office of the Sponsor has a copy of the complete policy which may be reviewed by any interested party.

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This is the public release we will send to:

Register Herald, Local Radio Stations, WVDHHR, WV JobForce

on July 20 ,2020