

**MOMENTOUS SCHOOL POLICY**  
**NSLP**

Momentous School has announced its policy for providing free and reduced-price meals for children served under the attached current income eligibility guidelines. Momentous School has a copy of the policy, which may be reviewed by anyone upon request.

Prior to the beginning of school, letters are distributed to the households of the children in our service area regarding eligibility of benefits and any actions households need to take to apply for these benefits. Applications are also available at Momentous School, 106 E. 10<sup>th</sup> St., Dallas, Texas 75203.

**Criteria for Free and Reduced-Price Meal Benefits**

*The following criteria will be used to determine a child's eligibility for free or reduced-price meal benefits:*

**Income**

1. Household income that is at or below the income eligibility levels

**Categorical or Automatic Eligibility**

2. Household receiving Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR).
3. Child's status as a foster child, homeless, runaway, migrant, or displaced by a declared disaster
4. Child's enrollment in Head Start or Even Start.

**Income Eligibility**

For those households that qualify for free or reduced-price meals based on income, an adult in the household must fill out a free and reduced-price meal application and return it to Momentous School. Individuals completing the application will need to provide the following information:

1. Names of all household members
2. Amount, frequency, and source of current income for each household member
3. Last 4 digits of the Social Security number of the adult household member who signs the application or, if the adult does not have a social security number, check the box for "No Social Security Number"
4. Signature of an adult household member attesting that the information provided is correct.

**Categorical or Automatic Eligibility**

Momentous School works with local agencies to identify all children who are categorically and program eligible. Momentous School will notify the households of these children that they do not need to complete an application. Any household that does not receive a letter and feels it should, please contact Carol Diaz, Student Information Specialist, at 214-915-1861.

Any household that wishes to decline benefits should contact Carol Diaz, Student Information Specialist, at 214-915-1861.

Applications may be submitted anytime during the school year. The information households provide on the application will be used for the purpose of determining eligibility. Applications may also be verified the by school officials at any time during the school year.

### **Determining Eligibility**

Under the provisions of the free and reduced-price meal policy, Carol Diaz, Student Information Specialist, and Gloria Montoya, Administrative Assistant, will review applications and determine eligibility. Households or guardians dissatisfied with the Reviewing Official's eligibility determination may wish to discuss the decision with the Reviewing Official on an informal basis. Households wishing to make a formal appeal for a hearing on the decision may make a request either orally or in writing to Daniel Knoll, [dknoll@momentousinstitute.org](mailto:dknoll@momentousinstitute.org), 214-915-1834.

### **Unexpected Circumstances**

If a household member becomes unemployed or if the household size increases, the household should contact the school. Such changes may make the children of the household eligible for benefits if the household's income falls at or below the current income eligibility guidelines.

### **Non-Discrimination Policy**

Momentous School admits students of any race, color, national and ethnic origin to all the rights, privileges, program, and activities generally accorded or made available to students at the school. The school does not discriminate based upon race, color, national or ethnic origin in the administration of the education policies, admissions, policies, and athletic and other school-administered programs.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, 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 [How to File a Program Discrimination Complaint](#) 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, you may call (866) 632-9992. Submitted 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 Ave, SW, Washington, DC 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

A program notification of discrimination must be filed no later than 180 days of the date you knew or should have known of the alleged discrimination, unless the time for filing is extended by the USDA.

Momentous Institute is an equal opportunity provider.