



To: DCPS Families
From: Robert M. Jaber, Deputy Chief Operating Officer, Food & Nutrition Services
Date: July 1, 2023
Re: Child Nutrition Programs, Meal Charge Policy, and Dietary Accommodations

USDA Child Nutrition Programs

DC Public Schools (DCPS) is proud to offer nutritious meals to support student learning and success. DCPS participates in the National School Lunch Program and adheres to guidelines established by the United States Department of Agriculture (USDA) and the DC Healthy Schools Act. Our schools participate in the National School Breakfast Program, the National School Lunch Program, the Child and Adult Care Food Program, the Fresh Fruit and Vegetable Program, and the Summer Food Service Program.

With the expiration of COVID-19 waivers put in place by USDA, DCPS Food & Nutrition Services will continue charging for meals at non-Community Eligibility Provision (CEP) schools starting in school year 23/24. Breakfast remains at no cost to students at all DCPS schools, and afterschool meals (provided at select schools) are universally free. Contact your school administrator to learn about meal programs specific to your school.

Your student may qualify for free lunch through one of the following ways:

- a. If your student attends one of the 96 schools participating in the Community Eligibility Provision Program (CEP); to see this list of schools, please see page 4 of this document, visit the below web page, or contact your school: <https://dcps.dc.gov/page/community-eligibility-provision-cep-schools>.
- b. At non-CEP schools, DCPS students may qualify for free meals if:
 - a. Direct Certification:
 - i. Students are in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance for Needy Families (TANF).
 - ii. Students are foster children that are under the legal responsibility of a foster care agency or the court, or are homeless, migrant, categorically eligible, or runaway.
 - b. A [Free and Reduced-Priced Meal \(FARM\) application](#) is submitted and approved based on the Federal Income Eligibility Guidelines. See page 4 for list of DC Public Schools that require a FARM application.

If your child does not attend a CEP school and is not directly certified, please complete the 2023 - 2024 Free and Reduced-Price Meal (FARM) application online at dcps.dc.gov/FARM to see if they are eligible for free lunch.

NOTE: A new form must be completed each school year. The form for the following school year becomes available on July 1st of each year. Automated communications are used to remind families to complete FARM applications to ensure all students qualifying for free meals are made aware of the application. All school-aged children in income-eligible households can receive school meal benefits regardless of immigration status. The Public Charge rule does not apply to FARM benefits.

Current FARM Status Students

The 30-school day grace period for completing the FARM application for students who qualified for FARM or attended a CEP school last year ends on:

1. Grades K-12: October 10, 2023
2. Grades PK3-PK4: October 13, 2023

New FARM Applicants *(New to DCPS or no prior SY22-23 FARM application on file)*

New applicants, attending non-CEP schools, are strongly encouraged to have their applications submitted before August 28th, 2023, to determine eligibility for DC's Department of Human Services' Pandemic EBT benefit distribution. For more information, please visit <https://dhs.dc.gov/service/pandemic-electronic-benefits-transfer-p-ebt-program>.

Local Meal Charge Policy

For complete details on our meal charge policy, visit: <http://dcps.dc.gov/page/meal-prices-and-payment>

Meal Payments at Non-CEP Schools

The balance of student meal accounts that have carried over from the 2022-2023 school year will be sent in a separate letter.

Submit payment for lunch meals in one of the following ways:

1. By loading funds with a credit/debit card on your student's online meal account (including relevant processing fee per transaction); or,
2. By sending a check or money order (student ID# **must** be included) made payable to the DC Treasurer to the following address:

DCPS Food and Nutrition Services
Attn: Nadine James, Meal Accounts
1200 First Street NE, 9th Floor
Washington, DC 20002

Students will never be refused a meal or served an alternate meal selection if there are no funds in the student account. The meal will automatically be charged to the student account and will create a negative meal balance. Students with a negative meal balance are not identified in any way during meal service and will receive the same meal choices.

Negative Meal Balance

As a courtesy reminder, once a student's balance exceeds the cost of three charged lunches, household notifications are made via automated communications (calls, text, email). Automated communications will continue until the negative meal balance is paid. The aforementioned payment methods (online and check/money order) can be used to pay off negative meal balances.

As your student continues to eat lunch and no payment is made, negative meal balances will increase. Any unpaid meal balances will rollover into the next school year. Any payments made will first go to pay off the negative meal balance. DCPS Food and Nutrition Services makes every effort to answer questions related to negative meal balances and repayment.

This institution is an equal opportunity provider. To see translated version of this letter, please visit: <https://dcps.dc.gov/page/meal-prices-and-payment>

Dietary Accommodation Forms

If your student requires a special diet/meal plan for meals served through the USDA Child Nutrition Program, due to a food allergy, medical condition, or philosophical/religious need, we need to know about it. Please complete a dietary accommodation from dcps.dc.gov/page/dietary-accommodations and submit the completed form to dietary.forms@k12.dc.gov or to your school's cafeteria manager. Please allow time for processing and development of menus. A new form must be submitted if any changes to your child's diet occur but otherwise no

longer needs to be submitted each school year. FNS reserves the right to decline a request that is beyond reasonable accommodation.

If you have any questions, please contact Food & Nutrition Services by phone at 202-299-2159 or email food.dcps@k12.dc.gov.

Sincerely,

Robert M. Jaber
Deputy Chief Operating Officer
Food & Nutrition Services Division
District of Columbia Public Schools

If your child(ren) attend a DCPS school listed below, please complete [Free and Reduced Meal \(FARM\) application](#) in order to apply for free lunch for your child(ren) if they are not directly certified.

1. Brent Elementary School
2. Deal Middle School
3. Eaton Elementary School
4. Hardy Middle School
5. Hearst Elementary School
6. Hyde-Addison Elementary School
7. Jackson-Reed High School
8. Janney Elementary School
9. Key Elementary School
10. Lafayette Elementary School
11. MacArthur High School
12. Mann Elementary School
13. Maury Elementary School
14. Murch Elementary School
15. Oyster-Adams – Adams Campus
16. Oyster-Adams – Oyster Campus
17. Peabody Elementary School
18. Ross Elementary School
19. Shepherd Elementary School
20. Stoddert Elementary School
21. School Within A School – Goding
22. School Without Walls High School

DCPS Community Eligibility Provision Schools (CEP) for School Year 2023-2024

If your child(ren) attend one of these schools, you **do not** need to complete a [Free and Reduced Meal \(FARM\) application](#). Your child(ren) will automatically receive free meals at their DCPS school.

1. Aiton Elementary School
2. Amidon Bowen Elementary School
3. Anacostia High School
4. Ballou High School
5. Ballou STAY
6. Bancroft Elementary School
7. Bard High School Early College DC
8. Barnard Elementary School
9. Beers Elementary School
10. Benjamin Banneker High School (new for SY 23-24)
11. Boone Elementary School
12. Brightwood Elementary School
13. Brookland Middle School
14. Browne Education Campus
15. Bruce Monroe Elementary School at Park View
16. Bunker Hill Elementary School
17. Burroughs Elementary School
18. Burrville Elementary School
19. C.W. Harris Elementary School
20. Capitol Hill Montessori (new for SY 23-24)
21. Cardozo Education Campus
22. Cleveland Elementary School
23. Columbia Heights Education Campus
24. Coolidge High School
25. Dorothy I. Height Elementary School
26. Drew Elementary School
27. Duke Ellington School of the Arts (new for SY 23-24)
28. Dunbar High School
29. Eastern High School
30. Eliot Hine Middle School
31. Excel Academy Public School
32. Garfield Elementary School
33. Garrison Elementary School
34. H.D. Cooke Elementary School
35. Hart Middle School
36. Hendley Elementary School
37. Houston Elementary School
38. Ida B. Wells Middle School
39. J.O. Wilson Elementary School
40. Jefferson Middle School Academy
41. John Lewis Elementary School
42. Johnson John Hayden Middle School
43. Kelly Miller Middle School
44. Ketcham Elementary School
45. Kimball Elementary School
46. Kramer Middle School
47. Langdon Elementary School
48. Langley Elementary School
49. LaSalle-Backus Education Campus
50. Leckie Elementary School
51. Ludlow-Taylor Elementary School (new for SY 23-24)
52. Luke Moore Alternative High School
53. MacFarland Middle School
54. M.L. King Elementary School
55. Malcolm X Elementary School at Green
56. Marie Reed Elementary School
57. McKinley Middle School
58. McKinley Technology High School
59. Military Road Early Learning Center
60. Miner Elementary School
61. Moten Elementary School
62. Nalle Elementary School
63. Noyes Elementary School
64. Patterson Elementary School
65. Payne Elementary School

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| 66. Phelps Architecture Construction and Engineering High School | 81. Stanton Elementary School |
| 67. Plummer Elementary School | 82. Stevens Early Learning Center (new for SY 23-24) |
| 68. Powell Elementary School | 83. Stuart-Hobson Middle School |
| 69. Randle Highlands Elementary School | 84. Takoma Education Campus |
| 70. Raymond Elementary School | 85. Thomas Elementary School |
| 71. River Terrace Education Campus | 86. Thomson Elementary School |
| 72. Ron Brown College Preparatory High School | 87. Truesdell Elementary School |
| 73. Roosevelt High School | 88. Tubman Elementary School |
| 74. Roosevelt STAY | 89. Turner Elementary School |
| 75. Savoy Elementary School | 90. Tyler Elementary School |
| 76. School Without Walls – Francis Stevens (new for SY 23-24) | 91. Van Ness Elementary School |
| 77. Seaton Elementary School | 92. Walker-Jones Education Campus |
| 78. Simon Elementary School | 93. Watkins Elementary School (new for SY 23-24) |
| 79. Smothers Elementary School | 94. Wheatley Education Campus |
| 80. Sousa Middle School | 95. Whittier Elementary School |
| | 96. H.D. Woodson High School |

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

This institution is an equal opportunity provider.