

July 19th, 2024

Dear Parent/Guardian:

We are pleased to inform you that Hmong College Prep Academy will be participating in the Community Eligibility Provision (CEP) program for the school year 2024-2025.

What does this mean for me and my students who attend the school(s) identified above? All students enrolled in a CEP school are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2024-2025 school year. Your child(ren) will be able to participate in these meal programs without having to pay a fee.

Do I still need to complete an Alternate Application for Educational Benefits form? Yes, you still need to complete this form. Our school is eligible to receive additional state and federal funds based on the number and/or percentage of students enrolled who reside in households that meet established federal income guidelines. We use the Alternate Application for Educational Benefits to collect household information. The application also helps our school qualify for education funds and discounts. If you have any income changes throughout the year, you may complete another application at that time.

To apply online, please go this URL or scan the QR code and complete the application: <https://www.schoolcafe.com/hcpak12>



If you have other questions or need help, contact:

Mary Vang
Senior Operations Manager
mary.vang@hcpak12.org
Fooddepartment@hcpak12.org
Office Phone #: 651-209-8002

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.

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: <https://www.usda.gov/oascr/how-to-file-a-programdiscrimination-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, call (866) 632-9992.

Submit your completed form or letter to USDA by:

- Mail: U.S. Department of Agriculture,
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- Fax: (202) 690-7442; or
- Email: program.intake@usda.gov

Fair Hearing: You may talk to school officials if you disagree with the decision on your application or the verification results. You may also ask for a fair hearing. You may do so by calling or writing: Dr. Dao Lor, Director of Family Engagement, 1515 Brewster Street, Saint Paul, MN 55108, 651-209-8002.

Privacy Act Statement/How Information Is Used: We will use your information to determine if your child is eligible for free or reduced-price economic status for purposes of state reporting. We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

At public school districts, each student's economic status is also recorded on a statewide computer system used to report student data to the Minnesota Department of Education as required by state law. The Minnesota Department of Education uses this information to: (1) administer state and federal programs, (2) calculate compensatory revenue for public schools; and, (3) evaluate the quality of the state's educational program. Children who are eligible for free and reduced-price economic status may be eligible for Minnesota Health Care Programs. Your child's eligibility status may be shared with Minnesota Health Care Programs unless you tell us not to share your information by checking the box in Section 4 of the application. You are not required to share information for this purpose and your decision will not affect your child's economic status as determined on this form.

Instructions for Completing the Alternate Application for Educational Benefits

Complete the Alternate Application for Educational Benefits for school year 2024-25 if any of the following apply:

- Any household member currently participates in the Minnesota Family Investment Program (MFIP), or
- The Supplemental Nutrition Assistance Program (SNAP), or the Food Distribution Program on Indian Reservations (FDPIR), or
- One or more children in the household are foster children (a welfare agency or court has legal responsibility for the child), or total household income (gross earnings, not take-home pay) is within these guidelines:

Maximum Total Income

Household size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
1	27,862	2,323	1,162	1,073	537
2	37,815	3,153	1,577	1,456	729
3	47,768	3,982	1,992	1,839	920
4	57,721	4,811	2,406	2,221	1,111
5	67,674	5,641	2,821	2,604	1,303
6	77,627	6,470	3,236	2,987	1,494
7	87,580	7,300	3,651	3,370	1,686
8	97,533	8,129	4,065	3,753	1,877
Add for each additional person (this rate is to qualify for <i>Reduced Meals</i>)	9,953	830	415	383	192
Add for each additional person (this rate is to qualify for <i>Free Meals</i>)	6,994	583	292	269	135

Children and Foster Status: List all children in the household in Section 1.

- Indicate that a child is in foster care by checking the box.
- Include any regular income, for example supplemental security income (SSI), to children other than foster children. Do not list occasional earnings like babysitting.

Case Number: Complete Section 2 if any household member currently participates in one of the programs listed in that section. If Section 2 is completed, skip Section 3 (adult names and incomes).

Adults/Household Incomes: List all adult household members, whether related or not, in Section 3. Include an adult who is temporarily away, such as a student away at college. Do not complete Section 3 if a case number was provided in Section 2, or if the application is for foster children only.

List each adult household member's gross income (not take-home pay) and how often each income is received. For example, "W" for Weekly.

- List gross income before deductions.
- If an income varies, list the amount usually received.
- For farm/self-employment income only, list net income after subtracting business expenses.
- Examples of "other income" to include in the last column are farm/self-employment, Veterans benefits and disability benefits.
- Check the "No Income" column after a person's name if they have no income.

Do not include as income: foster care payments, federal education benefits, MFIP payments, combat pay, or value of assistance received from SNAP, WIC, FDPIR or Military Privatized Housing Initiative.

Signature: The form must be signed and dated by an adult household member in Section 4.

If you are filling out a paper copy, we cannot accept faxed or emailed copies. Completed originals can be mailed using the business reply envelope (if provided), given to the main office, or mailed to HCPA Food Services, 1515 Brewster Street, Saint Paul, MN 55108.

Please allow 10 working days for eligibility determination. We will send you a letter with the results. If you receive a letter from that ALL your children have already qualified for free meals, you do not need to fill out an application. If any children are not listed on the letter, please call Food Services at 651-209-8002.