

July 20th, 2023

Dear Parent/Guardian:

We are pleased to inform you that Hmong College Prep Academy will be implementing the Community Eligibility Provision (CEP) and will begin in the School Year 2023-2024.

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 2023-2024 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 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 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/hcpa>



If you have other questions or need help, contact:

Blia Vang Her
Office Manager
Blia.Her@hcpak12.org
Fooddepartment@hcpak12.org
Office Phone #: 651-209-8002
Cell Phone#: 651-262-6702

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/ad-3027.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

Fair Hearing: You may talk to school officials if you do not agree with the decision on your application or the results of verification. You may also ask for a fair hearing. You may do this 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 for.

How to Complete the Alternate Application for Educational Benefits

- 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	26,973	2,248	1,124	1,038	519
2	36,482	3,041	1,521	1,404	702
3	45,991	3,833	1,917	1,769	885
4	55,500	4,625	2,313	2,135	1,068
5	65,009	5,418	2,709	2,501	1,251
6	74,518	6,210	3,105	2,867	1,434
7	84,027	7,003	3,502	3,232	1,616
8	93,536	7,795	3,898	3,598	1,799
Add for each additional person	9,509	793	397	366	183

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 us 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.

This institution is an equal opportunity provider.