**School Meals Applications: Sample Language   
for School District Communication Channels**

It is helpful for families to understand how school meal applications/household income forms impact more than just school meals. This document includes sample language that can be added to your school district website and newsletters, templates for robocalls/texts, and sample letters/emails to parents and caregivers. Messages in English and Spanish are included for:

* Schools without free school meals for all students that collect free and reduced-price   
  school meal applications to determine who is eligible to receive free school meals.
* Schools that offer free meals to all students (i.e. schools operating CEP) and collect   
  household income forms.

**Sample Text for Website Newsletters, and more!**

***For schools without free sch­­ool meals for all students***

Submit a Free and Reduced-price School Meal Application!

* Help provide essential funding for your school to support student learning
* Become eligible for free school meals
* Receive discounted utilities and internet access
* Become eligible for fee waivers for college applications & admissions tests (i.e. SATs, ACTs)
* Become eligible for discounted school fees such as band instrument fees, textbook fees, athletic fees, technology fees, etc.
* Receive benefits regardless of citizenship status

¡Presente una solicitud de comida escolar gratuita y a precio reducido!

* Ayude a proporcionar financiamiento esencial para su escuela para apoyar el aprendizaje de los estudiantes.
* Sea elegible para recibir comidas escolares gratuitas
* Reciba servicios públicos con descuento y acceso a Internet
* Sea elegible para exenciones de cargos para solicitudes universitarias y pruebas de admisión (es decir, SAT, ACT)
* Sea elegible para tarifas escolares con descuento, como tarifas de instrumentos de banda, tarifas de libros de texto, tarifas deportivas, tarifas de tecnología, etc.
* Reciba beneficios independientemente del estado de ciudadanía

***For schools with CEP (free school meals for all students)***

Submit a Household Income Form!

* Help provide essential funding for your school
* Receive discounted utilities and internet access
* Become eligible for fee waivers for college applications & admissions tests (i.e. SATs, ACTs)
* Become eligible for discounted school fees (.i.e. fees for band instruments, textbooks, athletics, technology, etc.)
* Receive benefits regardless of citizenship status

¡Envíe un formulario de ingresos familiares!

* Ayude a proporcionar financiamiento esencial para su escuela
* Reciba servicios públicos con descuento y acceso a Internet
* Sea elegible para exenciones de cargos para solicitudes universitarias y pruebas de admisión (es decir, SAT, ACT)
* Sea elegible para tarifas escolares con descuento (es decir, tarifas para instrumentos de banda, libros de texto, deportes, tecnología, etc.)
* Reciba beneficios independientemente del estado de ciudadanía

**Robocall/text Scripts**

Statements to use on your robocalls, robotexts, emails, or any other communications to families.

***For schools without free school meals for all students***

We need families to complete a school meal application today! Your children may qualify to receive school meals at no cost, and applying helps us receive additional funding that goes back into your student's classroom! If eligible, you could also qualify for other benefits like discounts and fee waivers. Applying for free school meals is quick, easy, and secure. Go to our website to learn more.

¡Necesitamos que las familias completen una solicitud de comida escolar hoy mismo! Sus hijos pueden calificar para recibir comidas escolares sin costo alguno, y la solicitud nos ayuda a recibir fondos adicionales que regresan al aula de su estudiante. Si es elegible, también podría calificar para otros beneficios, como descuentos y exenciones de cargos. Solicitar comidas escolares gratuitas es rápido, fácil y seguro. Diríjase a nuestro sitio web para obtener más información.

***For schools with CEP (free school meals for all students)***

[Insert School/District] is offering free school meals to all kids/students this school year! Our goal is to continue providing free meals to all students beyond the upcoming school year, but we need your help! We need families to submit free and reduced-price eligibility applications. By applying you're also helping support [Insert School/District] to receive additional school funding that goes back into your student's classroom! If eligible, you could also qualify to receive discounted utilities and internet access.

[Insert School/District] ofrece comidas escolares gratuitas a todos los niños/estudiantes este año escolar. Nuestro objetivo es continuar proporcionando comidas gratuitas a todos los estudiantes más allá del próximo año escolar, ¡pero necesitamos su ayuda! Necesitamos que las familias presenten solicitudes de elegibilidad gratuitas y de precio reducido. Al presentar la solicitud, también ayuda a apoyar a [Insert School/District] para recibir fondos adicionales de la escuela que regresan al aula de su estudiante. Si es elegible, también podría calificar para otros beneficios como descuentos para internet y más.

**Template Letter/Email to Families**

Include information throughout the school year to families about applying for school meals.

***For schools without free school meals for all students***

Subject: Applying for school meals is a win-win for schools & families!

Dear Families,

As you may already know, School or District Name can no longer provide free school meals to all students this year and we need your help!

We are asking families to complete an application for free or reduced-price school meals. By applying, your children may qualify to receive school meals at no cost. You are also helping our district receive additional school funding that goes back into your student's classroom to support their learning!

Applying for free school meals is quick, easy, and secure! Eligible families may also receive discounted school fees such as textbook fees, athletic fees, technology fees, etc.

Thank you for supporting us! For questions, please contact [Insert contact information].

Sincerely,

[Name]

Subject: ¡Solicitar comidas escolares es un beneficio mutuo para escuelas y familias!

Estimadas familias,

Como ya sabrán, [School or District Name] ya no podemos ofrecer comidas escolares gratuitas a todos los estudianteseste año escolar y necesitamos su ayuda.

Les pedimos a las familias que completen una solicitud de comidas escolares gratuitas o a precio reducido. Al presentar la solicitud, también ayuda a nuestro distrito a recibir fondos escolares adicionales que regresan al aula de su estudiante para apoyar su aprendizaje.

¡Solicitar comidas escolares gratuitas es rápido, fácil y seguro! Las familias elegibles también pueden recibir tarifas escolares con descuento, como tarifas de libros de texto, tarifas deportivas, tarifas de tecnología, etc.

¡Gracias por apoyarnos! Si tiene preguntas, comuníquese con [Insert contact information]

Atentamente,

[Name]

***For schools with CEP (free school meals for all students)***

Subject: Help our district continue to offer free school meals!

[Insert School/District] will offer free school meals to all students this school year. But we need your help to bring more funding to our school to support student learning. Our goal is to continue providing this important benefit, but we need your help.

1. **Submit a school meal application**. By applying you're also helping support [Insert School/District] to receive additional school funding that goes back into your student's classroom! If eligible, you could also qualify for other benefits like discounts and fee waivers.
2. **Apply for SNAP**. If your income has changed or your kids qualified for free or reduced meals in the past-you may qualify for SNAP. SNAP benefits help you buy the groceries your family needs and supports our local economy. Apply here: www.ny.gov/services/apply-snap

Thank you for supporting us! For questions, please contact [Insert contact information].

Sincerely,

[Name]

Subject: ¡Ayude a nuestro distrito a seguir ofreciendo comidas escolares gratuitas!

[Insert School/District] ofrecerá comidas escolares gratuitas a todos los estudiantes este año escolar. Pero necesitamos su ayuda para aportar más fondos a nuestra escuela para apoyar el aprendizaje de los estudiantes. Nuestro objetivo es continuar proporcionando este importante beneficio, pero necesitamos su ayuda.

1. **Envíe una solicitud de comida escolar.** Al presentar la solicitud, también ayuda a apoyar a [Insert School/District] para recibir fondos adicionales de la escuela que regresan al aula de su estudiante. Si es elegible, también podría calificar para otros beneficios, como descuentos y exenciones de cargos.
2. **Solicitar el SNAP.** Si sus ingresos han cambiado o sus hijos calificaron para comidas gratuitas o reducidas en el pasado, es posible que califique para SNAP. Los beneficios de SNAP lo ayudan a comprar los comestibles que su familia necesita y apoyan nuestra economía local. Presente su solicitud aquí: [www.ny.gov/services/apply-snap](http://www.ny.gov/services/apply-snap)

¡Gracias por apoyarnos! Si tiene preguntas, comuníquese con [Insert contact information].

Atentamente,

[Name]