



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

02 July 2012

MEMORANDUM FOR PARENTS OF STUDENTS ATTENDING MISAWA AB SCHOOLS

FROM: 35 MSG/DD

SUBJECT: Free & Reduced-Price Meal Program for School Year 2012-2013

1. The Army and Air Force Exchange Service (AAFES) provides school lunches for students attending Misawa schools. Students who qualify under the U.S. Department of Agriculture (USDA) National School Lunch Program guidelines may receive meals free of charge or a reduced price.
2. To apply or re-apply for the Free or Reduced-Price School Meals Program, complete the application located at <http://www.misawa.af.mil/library/dodds.asp>. Even though you may have received this benefit last year, a new application must be submitted each school year. Ensure you provide all required documentation which includes a copy of the sponsor's Leave and Earnings Statement dated July 2012 or later and wage earning statements for all employed household members. **Applications may be submitted beginning on 30 July 2012. Federal guidance prohibits processing of incomplete applications, so please put "not applicable" or "0" if that item does not apply to you or you receive no incoming in that category.** Households that are not currently eligible can re-apply any time during the school year if their circumstances change. In addition, foster children may qualify for benefits regardless of the sponsor's income.
3. The documentation you provide is used solely to determine eligibility of benefits; however, it may be disclosed to officials connected with other child nutrition or education program for funding and/or evaluation purposes. If your children are approved to receive free or reduced school meals, your application may be randomly chosen for a verification audit during the school year.
4. Place the completed application with required attachments in the Drop Box located in the Customer Service Area of the Base Exchange (BX). The School Liaison or designated representative will review your application and notify you by e-mail of your family's eligibility. If you have questions, have not received your notification within ten work days from the date of application, or wish to appeal your determination, contact either SSgt Ivan Garcia at 226-2760 or undersigned at 226-3504.

A handwritten signature in black ink, appearing to read "Steve M. Zuniga".

STEVE M. ZUNIGA, GS-14, DAF
Deputy Director for Installation Support
35th Mission Support Group
Misawa Air Base, Japan

Attachment: SMP Guidelines

Misawa DoDDS Student Meal Program Guidelines for Free or Reduced-Price Meals for 2012-2013 School Year

These guidelines come from the Department of Agriculture Food and Nutrition Service.

1 July 2012-30 June 2013 Yearly Household Income Limit to Qualify*

Number of people in your household	130% of Poverty level Free Lunch	185% of Poverty level Reduced Lunch
2	24,596	35,002
3	31,031	44,160
4	37,466	53,317
5	43,901	62,475
6	50,336	71,632
7	56,771	80,790
8	63,206	89,947
Each additional person	6,435	9,158

COLA and Housing Allowance **are not** included when determining family income.
Clothing allowance **is** included.