

**SAMPLE**

**North Carolina Department of Health and Human Services  
Division of Public Health  
Women’s & Children’s Health Section  
Nutrition Services Branch  
Special Nutrition Programs**

**CHILD AND ADULT CARE FOOD PROGRAM MEDIA RELEASE**

*(Child Care Centers, Adult Day Care Centers, Sponsoring Organizations of Centers, Outside School Hours Care Center)*

AGREEMENT NUMBER: \_\_\_\_\_

The \_\_\_\_\_ announces  
Name of Institution

their participation in of the U.S. Department of Agriculture funded Child and Adult Care Food Program. Meals will be available at no separate charge to enrolled participants. The income guidelines for free and reduced price meals by family size are listed on the back of this sheet. Children who are TANF recipients or who are members of SNAP or FDPIR households or are Head Start participants, are automatically eligible to receive free meal benefits. Adult participants who are members of food stamp or FDPIR households or who are SSI or Medicaid participants are automatically eligible to receive free meal benefits.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and 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: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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 to U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442; or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

**For Institution Use Only**

Sent To:	Media Outlets	Date
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**Routing:** Submit original to media outlet and one copy to State Agency with current income guidelines. Retain one copy for your files.

**INCOME ELIGIBILITY GUIDELINES**  
**Effective from July 1, 2017 to June 30, 2018**  
**The Following Household Size and Income Standards Are Used to Determine Eligibility**

HOUSEHOLD SIZE	YEARLY		MONTHLY		TWICE PER MONTH		EVERY TWO WEEKS		WEEKLY	
	Free	Reduced	Free	Reduced	Free	Reduced	Free	Reduced	Free	Reduced
1	\$15,678	\$22,311	\$1,307	\$1,860	\$654	\$930	\$603	\$859	\$302	\$430
2	\$21,112	\$30,044	\$1,760	\$2,504	\$880	\$1,252	\$812	\$1,156	\$406	\$578
3	\$26,546	\$37,777	\$2,213	\$3,149	\$1,107	\$1,575	\$1,021	\$1,453	\$511	\$727
4	\$31,980	\$45,510	\$2,665	\$3,793	\$1,333	\$1,897	\$1,230	\$1,751	\$615	\$876
5	\$37,414	\$53,243	\$3,118	\$4,437	\$1,559	\$2,219	\$1,439	\$2,048	\$720	\$1,024
6	\$42,848	\$60,976	\$3,571	\$5,082	\$1,786	\$2,541	\$1,648	\$2,346	\$824	\$1,173
7	\$48,282	\$68,709	\$4,024	\$5,726	\$2,012	\$2,863	\$1,857	\$2,643	\$929	\$1,322
8	\$53,716	\$76,442	\$4,477	\$6,371	\$2,239	\$3,186	\$2,066	\$2,941	\$1,033	\$1,471
<b>For each additional family member add:</b>	\$5,434	\$7,733	\$453	\$645	\$227	\$323	\$209	\$298	\$105	\$149

The poverty guidelines are sometimes loosely referred to as the “federal poverty level” (FPL), but that phrase is ambiguous and should be avoided, especially in situations (e.g., legislative or administrative) where precision is important.

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