



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

Operational Memo #4

DATE: July 1, 2023

TO: Family Day Care Home Sponsors

FROM: Aimee Alaniz, Interim Director
Office of Health and Nutrition Services

SUBJECT: News Media Release – Income Eligibility Guidelines

The Michigan Department of Education (MDE) has released the attached notice on behalf of public and private schools, public school academies, childcare centers, adult day care centers, family day care sponsoring organizations, and other organizations participating in the following U.S. Department of Agriculture programs:

- National School Lunch Program
- School Breakfast Program
- Special Milk Program
- Child and Adult Care Food Program

Federal regulations require that this information be provided annually to local media so that, when possible, it may be printed at any time prior to the start of the school year as a public service.

For questions, contact the Child and Adult Care Food Program office at MDE-CACFP@michigan.gov or 517-241-5353.

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Press Release

Contact: Martin Ackley, Director of Public and Governmental Affairs, 517-241-4395
 Bill DiSessa, Spokesperson, 517-335-6649

Income Guidelines for National Free and Reduced Priced Meals for Schools and the Child and Adult Care Food Program are Announced

July 1, 2023

The Michigan Department of Education has announced the household income guidelines established by the United States Department of Agriculture for free and reduced-price meals and free milk through the National School Lunch, School Breakfast, Special Milk, and Child and Adult Care Food Programs. The income guidelines are effective from July 1, 2023, through June 30, 2024.

Families should contact their school, school district, childcare center, or family day care home sponsor to find out whether it participates in these programs.

Schools, childcare centers, adult day care centers, and family day care home sponsors will provide a form for applying for free or reduced-price meals. Only one application is required per household.

Adults, children, or foster children who are recipients of various programs such as Michigan’s Family Independence Program, Food Assistance Program, or Food Distribution Program on Indian Reservations, or who are enrolled in Head Start, an At-Risk afterschool center, or an emergency shelter automatically qualify for free meals. Households with incomes less than or equal to the following guidelines qualify for free or reduced-price meals or free milk.

Total Family Size	Scale for Free Meals or Free Milk		Scale for Reduced Price Meals	
	Annual	Monthly	Annual	Monthly
1	\$18,954	\$1,580	\$26,973	\$2,248
2	\$25,636	\$2,137	\$36,482	\$3,041
3	\$32,318	\$2,694	\$45,991	\$3,833
4	\$39,000	\$3,250	\$55,500	\$4,625
5	\$45,682	\$3,807	\$65,009	\$5,418
6	\$52,364	\$4,364	\$74,518	\$6,210
7	\$59,046	\$4,921	\$84,027	\$7,003
8	\$65,728	\$5,478	\$93,536	\$7,795

For each additional family member add:
 \$6,682 \$557 \$9,509 \$793

An application to a school, childcare center, adult day care center, or family day care home sponsor can be approved if it contains complete documentation of household income or documentation of current participation in Michigan's Family Independence Program, Food Assistance Program, or Food Distribution Program on Indian Reservations. Information supplied on an application for free or reduced-price meals may be verified at any time. An appeal procedure is available for households where applications are denied.

Participating schools, childcare centers, adult day care centers, and family day care home sponsors accept applications for free or reduced-price meals at any time during the year. A household may qualify for free or reduced-price meals due to a temporary loss of income, such as a period of unemployment.

If a doctor has determined that a child or adult has a disability/medical need that restricts their diet and prevents the participant from eating the regular school or center meal, the school or center will make reasonable substitutions to meal and/or snacks for the participant. This is done on a case-by-case basis. The doctor's statement, including prescribed diet and/or substitution, must be submitted to the food service department of the school, childcare facility, or adult care facility.

USDA Nondiscrimination Statement

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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: [USDA Program Discrimination Complaint Form](#), 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: **mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or **fax:** (833) 256-1665 or (202) 690-7442; or **email:** program.intake@usda.gov

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