



DEPARTMENT OF EDUCATION

Subject: Layoff Notification

NSLP - 66
CACFP - 55
CACFPDCH - 43
SMP - 5

TO: Authorized Representatives, Child Nutrition Programs
National School Lunch
Child and Adult Care Food Program
Sponsors of Day Care Homes
Special Milk Program

FROM: Sandra Kangas, Director

DATE: December 27, 2001

Occasionally layoffs occur at local businesses in the communities. These always hit communities hard both emotionally and financially. There are responsibilities for the school food authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, and Special Milk Program in these situations. While these same responsibilities do not apply to the child care centers participating in the Child & Adult Care Food Program, their families are also likely impacted in these situations and they may choose to make families aware of the application process.

When layoffs such as this occur, the NSLP SFA(s) are obliged to send an announcement regarding the application process for meal benefits to the company so the company can share it with their employees to remind them that they can apply for benefits at any time. Schools with Special Milk Program only (no lunch/breakfast) would need to do this if their chosen option is Pricing 2. Child care agencies may do the same as schools, may do a joint letter with the school, or may choose to do something separately with the families of children in their care. Often folks do not think of the impact on child care because most centers do not have a separate charge for the children's meals. When families apply for meal benefits at school due to the layoff, they could also give a copy of the signed application to the child care. Sponsors of day care homes can review the tier of day care homes in the area to determine if further outreach to families of children in day care homes is required.

The attached document is a sample letter that the local agency can update and provide to the company about their employees applying for meal benefits for their children. An electronic copy of this memo for ease in updating for your agency is available at the CANS website under Forms and Documents, Memos of Instruction. The address at time of printing is <http://www.state.sd.us/deca/CANS/chn.htm>. You can provide copies of the applications for meal benefits with the notice to the company for distribution or you can have the families contact the school or center for the forms. Consider supplying a public release to your local paper or a mailing to families reminding them that they can apply at any time of year.

If the layoffs affect multiple schools/centers in an area, it is acceptable to do a combined notice with relevant instructions/contacts for the local agencies.

Provide a copy of this memo or information regarding the procedure to relevant personnel and place this copy in the numbered memo binder for future reference.

LAYOFF NOTIFICATION PROTOTYPE

TO:

FROM:

DATE:

RE: Recent Layoff Notice

A layoff (*strike, other reduction in force*) at your business was recently announced. We all realize the stress that this will cause for the families involved. Those with children in school or day care centers may apply for free or reduced-price meals if they believe they are eligible. When families apply for meal benefits at school, they can also give a copy of the signed application to the child care, even if the child care doesn't have a separate charge for meals. The applications will be reviewed on an individual basis regarding current income and family size to determine if the family is eligible for meal benefits for their children. This information should be shared with the affected families. Contact (*insert school/center name and phone number*) if there are any questions. (*Add one of these sentences: Copies of applications for meal benefits and parent letters are enclosed. If more copies are needed, either you or the family may contact the school office. OR The families can contact the school for an application by calling the number provided. OR The company personnel should contact you for an estimate of the number of applications and parent letters they will need. Insert instructions that fit the agency's needs.*)

Applications for meal benefits may be submitted at any time during the year. If a household member becomes unemployed or if the household size changes, the children from that household may be eligible for free or reduced price meals or free milk during the time of unemployment if the household's income falls within the income eligibility guidelines.

Households that receive Food Stamps or Temporary Assistance for Needy Families (TANF) receive a letter indicating that their children are eligible for free school meals. They should provide a copy of that letter to the school in lieu of an application. Families that receive commodities through the Food Distribution Program on Indian Reservations can request an Interagency Action Notice to give to the school in place of an application to document eligibility for free meals.

Children who get free or reduced price meals are treated the same as children who pay for meals. No child will be discriminated against in accordance with Federal law and U.S. Department of Agriculture policy. This institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.