



# ST MARCUS SCHOOL

**Christ First. Biblical Discipleship. Sacrificial Love. Radical Expectations**

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August 7, 2024

Dear Parent or Guardian:

Great news! We are pleased to inform you that **St. Marcus Lutheran School** will continue to be a part of the Community Eligibility Provision (CEP) while participating in the National School Lunch and School Breakfast Programs for School Year **2023-24**.

### **What does this mean for you and your St. Marcus scholar?**

All enrolled students at **St. Marcus Lutheran School** are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the school year. Your child(ren) will be able to participate in these meal programs *without having to pay a fee or submit a meal application*.

### **How does your scholar qualify for free breakfast and lunch?**

All scholars qualify for free meals, however there are other benefits for you that need your action.

If your family receives FoodShare, W-2 cash benefits, or Medicaid, you are automatically qualified for free breakfast and lunch via a Wisconsin program called Direct Certification. You do not need to do anything further.

If your family **does not** receive FoodShare, W-2 cash benefits, or Medicaid, you **must** complete an Alternate Household Income form. The Alternate Household Income form will be sent home, Monday, August 19th, 2024. It must be returned no later than Friday, August 23rd.

It is critical that EVERY family lets St. Marcus know whether or not they qualify for eligible benefits. Often, students that are applying for scholarships and other programs require a letter from the school stating that they qualify for these benefits. **Without this Alternate Household Income form or direct certification, the school cannot supply such a letter.**

School breakfast and lunch menus are posted monthly on our parent page:  
<https://www.stmarcus.org/school/parent-room>

If we can be of any further assistance regarding our food program, including menus, dietary restrictions, etc, please contact me - [becky.hubred@stmarcus.org](mailto:becky.hubred@stmarcus.org).

Sincerely,

*Becky Hubred*

Becky Hubred  
Food Program Coordinator

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-00-02-508-11-28-17Fax2Mail.pdf>, 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:

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

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