



[www.ucps.k12.nc.us](http://www.ucps.k12.nc.us)

**School Nutrition Services**  
407 N. Main Street Suite 100  
Monroe, NC 28112  
Phone 704.296.3000  
Fax 704.296.0004

UCPS Parent/Guardian,

Union County Public Schools (UCPS) recently made changes to its free/reduced meal program. **Applications for the free/reduced meal program will now be accepted online at [lunchapplication.com](http://lunchapplication.com).**

Computers or laptops will be available at UCPS School Nutrition Services (407 North Main Street, Monroe) for you to complete an online application. Please note that a limited number of paper applications will also be available at your child's school.

Signing up for the program is simple:

- ✓ Make sure you have your student's ID number
- ✓ Make sure you have income information for everyone in your household
- ✓ Your session will time out after 20 minutes of inactivity
- ✓ If your session times out, you will need to use a different email address to create a new user ID and password to begin a new session
- ✓ Your application is complete only when you electronically sign the application

Your child is eligible for free meals through the USDA's Community Eligibility Provision (CEP) program if they attend one of the following schools: Walter Bickett Elementary, Walter Bickett Education Center, East Elementary School, Benton Heights Elementary, Marshville Elementary, Wingate Elementary, Rock Rest Elementary and Monroe Middle schools. Students at these schools do NOT have to fill out an application. However, if they have a sibling who attends a school that is not included in the CEP program, an application must be filled out for the sibling and should also include information about the student who attends any of the eight CEP schools listed above.

If you have questions, please contact Kelli Whitley at [kelli.whitley@ucps.k12.nc.us](mailto:kelli.whitley@ucps.k12.nc.us) or at 704-2963000, extension 2086.

Sincerely,

Denise Lamar, SNS  
Director, School Nutrition Program

In compliance with federal law, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.

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

UCPS School Nutrition is an equal opportunity provider.