

21 August 2008

**MEMORANDUM FY08-09**

From: Food Service Director, U. S. Naval Station, Rota, Spain  
To: Families of Enrolled DoDDS DGF Students

Subj: **FREE AND REDUCED SCHOOL LUNCH PROGRAM APPLICATIONS**

Dear DoDDs Parents/Participants,

1. Approval determinations for all free or reduced lunch eligible personnel will be made by the DGF Military Liaison Officer, BUC Bradley Tagert (Cell# 1-8-727-4444, Office 727-4181, located at the DGF School Administrative Offices. Please submit your application (AE Form 3707-R), with a copy of your family household income and/or Leave and Earnings Statement (LES). The application forms may be obtained from the DGF Administration Offices.
2. If your application is approved, you will need to speak with a customer service representative at the Main Navy Exchange to pay for and receive your student lunch meal tickets. Please review your application and contact information carefully, as inaccurate information may cause delays in the approval process. All information provided on your application is subject to verification. The information you provide is protected by the Privacy Act and will be kept confidential.
3. Qualification for the free or reduced lunch is based upon the total household income and family size to be used in conjunction with an income eligibility chart. This chart will be made available upon request. OHA (BAH) and COLA will not be included in the calculation of gross income. For more information on the National School Lunch Program, visit the USDA website at <http://www.fns.usda.gov>.
4. For any questions or concerns, please feel free to contact your School's Military Liaison Officer at extension 4181. You may also email Chief Tagert at **bradley.tagert@eu.dodea.edu**. Your time and effort in providing us with accurate and timely application is greatly appreciated. Thank you.

Very respectfully,

*M C Barcelon*

M. C. BARCELON  
FOOD SERVICE DIRECTOR  
NAVSTA ROTA, SPAIN