

## SCHOOL YEAR 2018-2019 PRICING LETTER TO HOUSEHOLDS FOR FREE AND REDUCED-PRICE MEALS

Dear Parent or Guardian,

Cucamonga School District participates in the National School Lunch and Breakfast Program. Our schools offer healthy meals every school day. Your children may qualify for free or reduced price meals if your household meets one of USDA's following requirements (1) one of your household members receives at least one of the following benefits: CalFresh, CalWORKs, or FDIPIR or (2) your total household income is the same or less than the amounts listed on the income chart below. You are not required to complete a meal application if you do not want to or you do not qualify. If you believe you qualify, complete the attached application and return it by mail to the Food Services Office. You may submit an application online at [www.csdfoodservices.com](http://www.csdfoodservices.com) by following the link to [EZMealApp.com](http://EZMealApp.com). Food Services will notify you by mail of the results. To obtain immediate approval, bring your application to the Food & Nutrition Services Office. It is not necessary for any household member to be a U.S. citizen to qualify for free or reduced price meals. Students may buy lunch at the elementary and middle schools for \$2.75 and breakfast for \$1.00 (reduced-price for breakfast and lunch is waived(\$0.00)). **Children must be enrolled in one of our schools before a meal application can be submitted.**

### HOW TO APPLY - COMPLETE ONE APPLICATION PER HOUSEHOLD. AN APPLICATION CAN NOT BE APPROVED UNLESS IT CONTAINS COMPLETE LEGIBLE INFORMATION.

You may apply for benefits at any time during the school year. If you are not eligible now but your income goes down, you lose your job, your family size becomes larger, or you become eligible for CalFresh, CalWORKs, or FDIPIR benefits, your children may be eligible for free or reduced price meals, you are encouraged to complete an application. For a child living with friends or relatives, the child's legal guardian may complete and sign the meal application listing all household members and their income. Please note: Eligibility from the previous school year will be carried over for the first 30 operating days. To continue participating in the meal program, you must submit a new application, unless your household is notified that your children were directly certified. If a new application is not approved for the free or reduced price meal program your children must pay for their school lunch. If you need more space to list all the household members, you may attach a second application.

**STEP 1 STUDENT/ CHILD INFORMATION** - List the names of all the students in your household. List their birth date, student ID number, name of school and grade. If any student is homeless, migrant or a runaway, check the appropriate box and contact their school office for assistance in receiving benefits. Students who meet the definition of homeless, migrant or runaway are eligible for free meals. If the student is a foster child, check the foster box.

**STEP 2 ASSISTANCE PROGRAMS** - If any household member receives benefits from CalFresh, CalWORKs, or FDIPIR, they may submit an application listing their name, case number and benefits received. If a case number is listed the free meal eligibility is extended to all the children listed in section 1. Skip to Step 4.

**STEP 3 INCOME FOR ALL HOUSEHOLD MEMBERS** - Report the TOTAL income earned by all students/ children listed in section 1; include the personal use income for any foster child listed and the pay period. List all the adult household members (you included) whether or not they have income. List the amount of GROSS INCOME received in whole dollars before taxes and deductions in the appropriate column and the pay period. If they do not receive income, write a "0" in each field. If you enter a "0" or leave any fields blank, you are certifying (promising) that there is no income to report. If your income is not always the same list the amount you normally receive.

**STEP 4 PARENT/GUARDIAN SIGNATURE** - The application must be signed by the parent/guardian. The parent/guardian who signed must include the last four digits of their social security number (SSN) or indicate they do not have a SSN. The SSN is not required when a CalFresh, CalWORKs, or FDIPIR case number is listed or if the application is only for a foster child.

### CHILDREN'S RACIAL AND ETHNIC IDENTITIES – is voluntary to answer.

"Household" means anyone who is living with you and shares income and expenses, even if not related. "Homeless" means you lack a permanent address, you are living in a shelter, hotel or other temporary housing arrangement. "Migrant" means you relocate on a seasonal basis.

Runaway are children who have chosen to leave their prior family or household. **Foster Children** are children under the legal responsibility of a foster care agency or court. All children in households receiving benefits from CalFresh, CalWORKs, or FDIPIR are eligible for free meals. Foster children, children who meet the definition of homeless, migrant or runaway are eligible for free meals. Children may receive free or reduced price meals if your household income is within the limits of the federal Income Eligibility Guidelines listed below.

Income Eligibility Guidelines (Reduced-Price Scale) July 1, 2018–June 30, 2019					
Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$22,459	\$1,872	\$936	\$864	\$432
2	\$30,451	\$2,538	\$1,269	\$1,172	\$586
3	\$38,443	\$3,204	\$1,602	\$1,479	\$740
4	\$46,435	\$3,870	\$1,935	\$1,786	\$893
5	\$54,427	\$4,536	\$2,268	\$2,094	\$1,047
6	\$62,419	\$5,202	\$2,601	\$2,401	\$1,201
7	\$70,411	\$5,868	\$2,934	\$2,709	\$1,355
8	\$78,403	\$6,534	\$3,267	\$3,016	\$1,508
For each additional household member add	\$7,992	\$666	\$333	\$308	\$154

**WIC PARTICIPANTS** - Children in households participating in the WIC program may be eligible for free or reduced-price meals. You are encouraged to complete an application.

**MILITARY HOUSING INCOME** - if you are in the Military Housing Privatization Initiative or get combat pay, DO NOT include these allowances as income. You do report any military benefits received in cash, such as housing allowances (off-base or general commercial/private real estate market), food, clothing, and deployed service member's income made available by them or on their behalf to the household. (1)

**DIRECT CERTIFICATION** – Cucamonga School District participates in Direct Certification. If your household currently receives benefits from one of the following programs: CalFresh (previously Food Stamps), California Work Opportunity and Responsibility to Kids (CalWORKs), or Food Distribution Program on Indian Reservations (FDPIR) you may receive a letter stating that all your children are automatically approved for free meals. If you receive this letter DO NOT complete a meal application. If you have children that were not listed on the letter, you have any questions or if you do not receive this letter by **August 31, 2018**, but think your children are eligible for free meals, please contact the Food Services office at (909) 987-8942 x 8354.

**VERIFICATION** - Food Services Officials may check the information on the application at any time during the school year. You may be asked to send proof of your income or current eligibility for CalFresh, CalWORKs, or FDIPIR benefits.

**THE RICHARD B. RUSSELL NATIONAL SCHOOL LUNCH ACT** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKs) or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDIPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

**OVERT IDENTIFICATION** – Children who receive free or reduced-price meals must be treated in the same manner as children who pay full price for meals, and not overtly identified.

**NON DISCRIMINATION STATEMENT** - 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:

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

**You will be notified by the Food Services Department when your Application has been approved or denied for free or reduced-price meals.**

**FAIR HEARING** - If you disagree with the decision regarding your application, you may discuss it with a Food Services official. You may also ask for a fair hearing by writing: Richard Dahlin, Assistant Superintendent, Personnel and Pupil Services, 8776 Archibald Avenue, Rancho Cucamonga, CA 91730 (909) 987-8942.

**Do you need assistance completing the Application or have questions? Please contact, Bridgette Carignan, 909-987-8942 x8354, 8776 Archibald Avenue, Rancho Cucamonga, CA 91730.**

Sincerely,

Imelda Espejel, Supervisor, Food Services