



## LETTER TO HOUSEHOLDS FOR FREE AND REDUCED-PRICE MEALS — 2015 - 2016 School Year

*Dear Parent or Guardian:*  
The **Bonita Unified School District** takes part in the *National School Lunch and/or school Breakfast Programs*. Meals are served every school day at participating schools. Students may buy breakfast for **\$2.00** and lunch for **\$2.75/\$3.25**. Eligible students may receive meals free of charge or at a reduced price of **\$0.30** and lunch for **\$0.40** if you or your children do not have to be a U.S. citizen to qualify for free or reduced-price meals.

### A COMPLETE HOUSEHOLD APPLICATION-Blue/Black Ink Only

**APPLYING FOR BENEFITS**—You may apply for meal benefits at any time during the school year. If you are not eligible now, but your income decreases during the school year, you lose your job, your family size becomes larger, or you become eligible for CalFresh, CalWORKs, Kin-GAP, or FDPIR benefits, you may submit an Application at that time.

The Application cannot be approved unless it contains complete eligibility information. If you do not enter a CalFresh, CalWORKs, Kin-GAP, or FDPIR case number for child(ren) or an household member listed on the Application, you must complete the following:

**Note:** You must complete an Application with all household members and their income listed, for a child who is living with relatives or friends, whether or not the child is a ward of the court.

**Step 1:** The names of all children in your household, name of school and grade or write "home" if not in school, grade, and any other information that applies.

**Step 2:** Enter the CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKs), Kinship Guardianship Assistance Payment (Kin-Gap) or Food Distribution Program on Indian Reservation (FDPIR) case number in the space provided.

**Step 3A:** Add student income in Step 1, if applicable.

**Step 3B:** The names of all Household Members not listed in Step 1 and their income, the source and frequency of income for each person listed. Write "0" if no income (you are certifying no income).

**Step 4:** Enter contact information, mailing address, and the last four digits of the SSN of the adult household member signing the Application, or mark the "I do not have an SSN box" if the adult does not have an SSN.

**Optional:** Children's Racial and Ethnic Identities, is voluntary to answer.

**TERMS**—"Household" means a group of related or non-related individuals who are living as one economic unit and sharing living expenses. "Living expenses" include rent, clothes, food, doctor bills, utility bills, etc.

**SOCIAL SECURITY NUMBER (SSN)**—The Application must include the last four digits of the SSN of the adult who signs it. If the adult does not have a SSN, check the "I do not have a SSN box." If you have listed a CalFresh, CalWORKs, Kin-GAP, or FDPIR case number for the child, or if the Application is for a foster child, an SSN is not required of the adult signing the Application.

**DIRECT CERTIFICATION**—This 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), Kinship Guardianship Assistance Payments (Kin-GAP), or Food Distribution Program on Indian Reservations (FDPIR). DO NOT complete a meal Application. School officials will notify you of your children's eligibility for free meals. If you are not contacted by **September 26, 2015** but think your children are eligible for free meals, please contact the school. You may need to complete an Application.

**FDPIR BENEFITS**—Households participating in the FDPIR are categorically eligible for free meals. The FDPIR is authorized by Section 4(b) of the Food Stamp Act of 1977. Under this section, eligible households may elect to participate in either the CalFresh Program or the FDPIR. Since households are afforded the option to participate in either program, FDPIR households have been determined to receive the same categorical benefits as CalFresh households

**WIC PARTICIPANTS**—If you currently receive benefits under the Special Supplemental Nutrition Program for Women, Infants, and Children (known as WIC), your child MAY be eligible for free/reduced-price meals. We encourage you to complete an Application and return for processing.

**FOSTER CARE CHILDREN or CHILDREN PLACED IN OUT-OF-HOME CARE**—who are the legal responsibility of a welfare agency or court. Foster children are categorically eligible for free meals without further Application, but the eligibility is not extended to other non-foster children in the household. Households with foster/non-foster children are encouraged to complete an Application, since foster children may be counted as a household member, which may help the foster family's non-foster children qualify for free or reduced-price meals based on the household size and income. If you choose to add both your foster/non-foster children on the Application, you will need to report the foster/non-foster's income (personal income provided to the child or earned by the child), if any, and the foster parent signs the Application and provides the last four digits of their SSN.

**MEALS FOR DISABLED**—If you believe your child needs a food substitute or texture modification because of a disability, please contact Food Service. A child with a disability is entitled to a special meal at no extra charge if the disability prevents the child from eating the regular meal.

**HOMELESS, RUNAWAY, & MIGRANT**—Contact the school for details

**VERIFICATION**—School officials may check the information on the Application at any time during the school year. You may be asked to send information to validate your income, or current eligibility for CalFresh, CalWORKs, Kin-GAP, or FDPIR benefits. For a foster child, you will need to provide written documentation that verifies the foster child is the legal responsibility of an agency/court, or provide the name and contact information for a person at the agency/court who can verify that the child is a foster child.

**INFORMATION STATEMENT**—The Richard B. Russell National School Lunch Act requires the information on this Application. You do not have to provide 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 SSN of the adult household member who signs the Application. The last four digits of the SSN is not required when you apply on behalf of a foster child or when you list a CalFresh, CalWORKs, Kin-GAP, or FDPIR case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the Application does not have a SSN. Your family size, household income, and the last four digits of your SSN will remain confidential and will not be shared. 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.

**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.

**FAIR HEARING**—If you do not agree with the school's decision regarding your Application's eligibility determination or the result of verification, you may discuss it with the school. You also have the right to a fair hearing. A fair hearing may be requested by calling or writing the following: **Ann Sparks, Assistant Superintendent Business Service, 115 W. Allen Avenue, San Dimas, CA 91773 (909) 971-8200.**

**INCOME HOUSEHOLDS**—To apply, Complete the Application for Free and Reduced-Price Meals. Follow the instructions on the Application and see the Income to report chart on the right, sign it, and return it to the school.

**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 (BAH) (off-base or general commercial/private real estate market), food, clothing (BAS), and deployed service member's income made available by them or on their behalf to the household.

**INCOME FOR THE SELF-EMPLOYED**—Self-employed persons may use last year's income as a basis to project their current year's NET income, unless your current net income provides a more accurate measure. The income to be reported is income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as medical expenses and other non-business deductions are not allowed in reducing gross business income.

**CALCULATING INCOME**—List all adult household members, whether or not they receive income. For each household member with income: write the amount of current income, enter the source of current income received, such as from wages, pensions, retirement, welfare, child support, and so on, for each category, and how often received (frequency). **Gross Earnings from work is the amount earned before taxes and other deductions.** If any current amount received was more or less than usual, write the usual or projected income. Households receiving different income intervals must annualize their income by calculating weekly x 52; every two weeks x 26; twice a month x 24; and monthly by 12.

INCOME TO REPORT	
<b>Gross earnings before deductions</b>	Wages/salaries/tips before taxes, unemployment compensation, workers' compensation, income from self-owned business, day care or farm
<b>Pensions Retirement Social Security</b>	Pensions, supplemental security income, retirement income, Veteran's payments, Social Security Income (SSI) (including SSI a child receives)
<b>Welfare, Child Support, Alimony</b>	Public assistance payments, welfare payments, alimony, and child support payments, adoption assistance
<b>All Other Income</b>	Disability benefits; cash withdrawn from savings; interest and dividends; income from estates, trusts, and investments; regular contributions from persons not living in the household; net royalties and annuities; net rental income; any temporary income

Income Eligibility Guidelines (IEGs) July 1, 2015–June 30, 2016					
Use the income chart below to see if you qualify for reduced-price meal program or free					
Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$21,775	\$1,815	\$908	\$838	\$419
2	29,471	2,456	1,228	1,134	567
3	37,167	3,098	1,549	1,430	715
4	44,863	3,739	1,870	1,726	863
5	52,559	4,380	2,190	2,022	1,011
6	60,255	5,022	2,511	2,318	1,159
7	67,951	5,663	2,832	2,614	1,307
8	75,647	6,304	3,152	2,910	1,455
9	\$7,696	\$642	\$321	\$296	\$148

**NON-DISCRIMINATION STATEMENT**—"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 Adjudication, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call 866-632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339, or 800-845-6136 (Spanish)."

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202-690-7442 or e-mail at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish).

The USDA and the CDE are equal opportunity providers and employers.

**Do you Need Assistance or have questions?** Please contact: Edna McKenna, Food Service Supervisor, 115 W. Allen Avenue, San Dimas, CA 91773 (909) 971-8200 ext 9281.

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

Susan Kilgour,  
Director, Food Services