



## 2010-2011 FREE & REDUCED-PRICE MEAL APPLICATION PACKET

SAN DIEGO UNIFIED SCHOOL DISTRICT  
FOOD SERVICES DEPARTMENT  
6735 GIFFORD WAY, ROOM 5, REVERE CENTER  
SAN DIEGO, CA 92111  
PHONE (858) 627-7328  
[www.sandi.net](http://www.sandi.net)

NOW AVAILABLE  
Complete your meal  
application on-line  
[www.sandi.net](http://www.sandi.net)

### Dear Parent or Guardian:

San Diego Unified School District (SDUSD) takes part in the National School Lunch and School Breakfast Programs. Meals are served every school day. Elementary school students may buy a lunch for \$2.00. Middle, Junior High and Senior High school students may buy a lunch for \$2.50. Breakfast may be purchased for \$1.00 in schools that offer breakfast. Extra milk may be purchased for \$.50 cents.

If your total household income is the same or less than the amounts on the enclosed income scale, your child may receive free meals. If you now receive Supplemental Nutrition Assistance Program (SNAP also known as Food Stamps), California Work Opportunity and Responsibility to Kids (CalWORKs), Kinship Guardianship Assistance Payments (Kin-GAP), or Food Distribution Program on Indian Reservations (FDPIR) benefits, your child may receive free meals. A foster care child who is the legal responsibility of the welfare agency or ward of the court may be eligible to receive meals free regardless of your income. Foster children must have a separate application from other children in your household, and their eligibility is based on their "Personal Use Income."

**Applying for Benefits:** Households can apply for meal benefits at any time throughout 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 SNAP (Food Stamps), CalWORKS, Kin-GAP, or FDPIR benefits, you may submit an application at that time.

**Household Definition:** 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, and utility bills.

**WIC Participants:** If you currently receive benefits under the Special Supplemental Nutrition Program for Women, Infants, and Children—better known as the WIC Program your child may be eligible for free meals. You are encouraged to complete an application.

**Food Distribution Program on Indian Reservations (FDPIR):** Households participating in the FDPIR are categorically eligible for free meals or milk. 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 SNAP (Food Stamp 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 SNAP (Food Stamp) households.

**Meals for Disabled:** If you believe your child needs a food substitute or texture modification because of a disability, please contact the Food Services department. 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.

**Military Households:** For the purpose of determining income eligibility for Free and Reduced-Price meals; all active military households will exclude any privatized housing allowance and combat pay when listing the military member's income on the meal application.

**Non-discrimination:** Children who receive free or reduced-price meals must be treated in the same manner as those children who pay full price for their meals. **Non-discrimination Statement:** This explains what to do if you believe you have been treated unfairly. 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 to *USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410* or call (800) 795-3272 or (202)720-5964 (TTY). USDA is an equal opportunity provider and employer.

**Verification:** Food Service officials may check the information on the application at any time during the school year. You may be asked to send information to prove your income, or current eligibility for SNAP (Food Stamps), CalWORKs, Kin-GAP, or FDPIR benefits.

**Fair Hearing:** If you do not agree with the Food Service's decision regarding your application or the result of verification, you may discuss it with the Food Services department. You also have the right to a fair hearing. A fair hearing may be requested by calling or writing to San Diego Unified School District Food Services, 6735 Gifford Way, San Diego, CA 92111 or calling (858) 627-7328.

**Social Security Number:** The application must have the Social Security number of the adult who signs it. If the adult does not have a Social Security number, check the box stating you do not have a social security number. If a valid California SNAP (Food Stamp), CalWORK, Kin-GAP, or FDPIR case number for each child is listed, or if the application is for a foster child, a social security number is *not* required.

**Confidentiality:** Family size, household income, and social security number information will remain confidential and will not be shared for any purpose. Information you provide will determine your child(ren)'s eligibility to receive free or reduced-price meals.

**Direct Certification:** SDUSD participates in Direct Certification. If your household receives SNAP (Food Stamps), or if your child(ren) receives CalWORKS, Kin-GAP, or FDPIR benefits, then 1) your child may be automatically certified to receive free meals 2) if you did not receive a direct certification letter for your child who is in any of these programs, you must complete a meal application.

**How to Apply for Meal Benefits:** Complete the meal application on-line at [www.sandi.net](http://www.sandi.net) or complete the attached meal application. Households will only complete one (1) meal application (some exceptions apply see instructions). If you are completing the paper meal application, return the original form to the school office, cafeteria, or mail it to Food Services at the address above. Student meal benefits will begin when a complete meal application has been processed at the Food Services Central office and communicated electronically to the school cafeteria. All households applying for meal benefits will be notified of eligibility determination by a letter sent to the home address on file with the school.

# MEAL APPLICATION INSTRUCTIONS

If you need assistance please call (858) 627-7328

Complete application on-line at [www.sandi.net](http://www.sandi.net) or complete and sign the attached application for Free and Reduced-Price Meals, return to your child's school office, cafeteria or mail to: **SDUSD-Food Services**

**6735 Gifford Way, Room 5, Revere Center  
San Diego, CA 92111**

## **HOUSEHOLDS RECEIVING SNAP (FOOD STAMPS), CalWORKs, Kin-GAP, or FDPIR WILL COMPLETE SECTIONS:**

- ❶ Print birthdate, legal name, grade, and school code number of all students attending SDUSD (*only one application per household is needed*).
- ❷ Provide your complete SNAP (Food Stamp), CalWORKs, Kin-GAP, or FDPIR 7-digit case number (ex. 1234567) AND check the box if the case number listed is for SNAP (also known as Food Stamps).
- ❸ The adult household member who is completing the form MUST sign the application, date, print name, address, and phone number, the Adult Social Security Number is not required on applications where each student has a valid case number.

*Please note that if all children in the household are not assigned a CalWorks/KinGap/FDPIR Number, you must complete the entire application.*

## **HOUSEHOLDS WITH FOSTER CHILDREN or CHILDREN PLACED IN OUT-OF-HOME CARE SUCH AS GROUP HOMES WILL COMPLETE SECTIONS (THESE STUDENTS MUST HAVE AN INDIVIDUAL APPLICATION):**

- ❶ Print birthdate, legal name, grade, and school location number of the student attending SDUSD (*only one student per application*).
- ❷ Check the box and list the child's personal use income which is money given by the welfare office identified by category for the child's personal use, such as clothing, school fees, and allowances; and all other money the child receives, such as money from family and earnings from full-time or regular part-time employment. Indicate \$0 if they have no income, this is required.
- ❸ The foster parent or agency official MUST sign the application; date, print name, address, and phone number, the Adult Social Security Number is not required on applications for foster children or children placed in out-of-home care.

*Please note: A foster child is a child who is living with a household but who remains the legal responsibility of the welfare agency or court. Such a child is considered a household of one (1).*

## **ALL OTHER INCOME HOUSEHOLDS WILL COMPLETE SECTIONS:**

- ❶ Print birthdate, legal name, grade, and school location number of all students attending SDUSD (*only one meal application per household is needed*).
- ❷ Print the complete names of all adults and other household members, list the gross amount (before taxes and deductions) each person received last month in the correct source of income column. Military households should **exclude** the Privatized Housing allowance and any Combat Pay received. **To calculate the monthly income, use the following conversion: If you are paid WEEKLY take the gross \$ amount times (X) 52 and divide the total by 12; if you are paid EVERY 2 WEEKS (BI-WEEKLY) take the gross \$ amount times (X) 26 and divide the total by 12; if you are paid TWICE A MONTH take the gross \$ amount times (X) 24 and divide the total by 12.** Also, enter any income received by or for a child from full-time or regular part-time employment, Social Security Income, or Adoption Assistance in the "Any Other Monthly Income" column.
- ❸ The adult household member who is completing the form MUST sign the application, date, print name, address, and phone numbers; the Adult Social Security Number is **required** or check the box if you do not have a social security number.

**PLEASE READ: THE 2010-2011 FEDERAL INCOME GUIDELINES WERE NOT AVAILABLE AT THE TIME OF PRINTING. AS SOON AS THE GUIDELINES ARE MADE AVAILABLE, INFORMATION WILL BE PROVIDED TO THE SCHOOL OFFICE AND LISTED AT [www.sandi.net](http://www.sandi.net)**

**2009-2010 Federal Income Guidelines – Reduced-Price Meals (no charge in SDUSD)**

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	20,036	1,670	835	771	386
2	26,955	2,247	1,124	1,037	519
3	33,874	2,823	1,412	1,303	652
4	40,793	3,400	1,700	1,569	785
5	47,712	3,976	1,988	1,836	918
6	54,631	4,553	2,277	2,102	1,051
7	61,550	5,130	2,565	2,368	1,184
8	68,469	5,706	2,853	2,634	1,317
Add'l family member, add	6,919	577	289	267	134

