

**ADMINISTRATIVE CIRCULAR NO. 10**  
Office of the Chief Operations Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 27, 2014

**To:** All School Principals

**Subject:** CERTIFICATION OF ELIGIBLE NEEDY STUDENTS  
FOR FREE OR REDUCED-PRICE MEALS

**Department and/or  
Persons Concerned:** All School Principals and Appropriate Staff

**Due Date:** Immediate Implementation

**Reference:** Administrative Circular No.  
Business Services Division

**Action Requested:**

- (1) Remove from files Administrative Circular No. 6 Business Services Division which is canceled by this administrative circular.
- (2) Destroy any remaining 2013-2014 school year certification materials, guidelines, and letters to parents/application forms.
- (3) Send home the Free and Reduced-Price Meal Application Packet (Exhibits A and B) with each student on or before the following date:  
**September 2, 2014** – All schools, with the exception of Provision 2 School Sites.
- (4) Return all completed 2014-2015 Free and Reduced-Price Meal Applications to the Food Services Central Office daily to be processed.

**Brief Explanation:**

Each new school year all students that participate in the Free and Reduced-Price Meal Program must be certified. There are several methods for certifying district students. The methods are:

**Direct Certification:**

This process involves a computer match of district students to information provided by the State of California and the San Diego County Health and Human Services Department, which marks students in families receiving CalFresh (also known as SNAP or Food Stamps), CalWorks, Kin-Gap, and FDPIR benefits as eligible for free meals at their school sites. Approximately twenty three (23) percent of San Diego Unified School District students qualify for free meals through direct certification. School officials can utilize their School Enrollment Report sent via email from Food Services as a reference since a meal application is not needed from these students.

**Foster, Homeless, Migrant, and Runaway Students:**

Students that are identified by the district as Foster, Homeless, Migrant, or Runaway are entitled to free meals at their school site. For Foster, Homeless, Migrant, and Runaway students to receive free meals, schools will enroll the student as Foster, Homeless, Migrant, or Runaway in PowerSchool. The district's Foster, Homeless and Migrant Liaison will certify, sign and submit a listing of students that are recognized as Foster, Homeless, Migrant, or Runaway to Food Services. Food Services must keep the student list on file at the Food Services Central Office. These students do not have to submit a meal application.

**Certification of Students through the Free and Reduced-Price Meal Applications:**

Students must receive a household application packet for free and reduced-price meals on or before the first day of school. Only one (1) application is needed per household. Students are qualified through the application process based on the total number of household members and the combined income of the household members, or would qualify based on a CalFresh (also known as SNAP or Food Stamps), CalWorks, KinGap, or FDPIR case number. Foster Children whose care and placement is the responsibility of the State or who is placed by a court with a caretaker household, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.

**Note:** Foster children are no longer considered a household of one and can be listed as a household member along with non-foster children in the household. The Foster Child box must be checked.

**School Sites Role:**

School sites must distribute the Free and Reduced-Price Meal Application Packet to each student on or before the first day of school (Tuesday, September 2, 2014). School sites will be responsible for sending the completed meal applications to Food Services Central Office on a daily basis. School sites will also be able to inform parents that the Free and Reduced-Price Meal Application can also be completed on-line by going to [www.sandi.net](http://www.sandi.net) and clicking on the School Meal Info/Application link.

**Food Services Role:**

Food Services will process all meal applications received using a computerized system. Results of the certification process will be communicated electronically to the PowerSchool system on a daily basis. Food Services will also provide a daily school enrollment report sent via email to the designated school contact person(s). This report will provide the student's eligibility as well as information on why an application has been denied. This information is *confidential* and should not be shared with any staff; the information should only be used when speaking to a parent who might have a question on their child's meal eligibility.

**Meal Prices:**

A nutritious lunch and breakfast is available to all students every school day. Students that qualify for free or reduced-price meals will not be charged for their meals. Students that do not qualify for free or reduced-price meals may purchase a nutritious breakfast for \$1.00, elementary lunch for \$2.00 and lunch at middle and high schools for \$2.50.

**Distribution Services delivered Free & Reduced-Price Meal Applications to the school offices in July.**

- Free and Reduced Price-Meal Application Packets
- School Enrollment Contact Sheet
- Free and Reduced-Price Meal Application Packet, *Quick Reference Guide*.

If you have questions regarding the Free and Reduced-Price Meal Application Packets, or the certification of students, please contact the Food Services Central Office at (858) 627-7328.

Gary B. Petill  
Director, Food & Nutrition Services

**APPROVED:**



W. Drew Rowlands,  
Interim Chief Operations Officer, Auxiliary Services

GBP:pk

Attachments (6)

Distribution: Lists B, C, D, E, and F

## ATTACHMENT “1”

### CERTIFICATION PROCEDURE FOR DETERMINATION OF ELIGIBILITY FOR FREE OR REDUCED-PRICE MEALS

#### **PURPOSE**

The purpose of this document is to give principals, school nurses, secretaries, cafeteria staff and all other appropriate staff the current procedure to follow for administering the required federal and state regulations for the certification of students for free and reduced-price meals.

#### **POLICY**

School district policy is to provide a free or reduced-price meal to students whose household income qualifies within the Federal guidelines. The United States Department of Agriculture (USDA) publishes the free and reduced-price eligibility guidelines. *Please destroy all forms and materials from previous years.*

#### **PROCEDURE**

Each new school year, all students participating in the free and reduced-price meal program must be re-certified for the 2014-2015 school year. Students are qualified for free or reduced-price meals through three (3) different methods. The first method is through direct certification; the second is through students that are identified as a homeless, migrant, foster or runaway student; and the third method is through the free and reduced-price meal application. The application is a household application. A household that has multiple children attending multiple school sites within San Diego Unified School District only needs to complete and submit one meal application form with all household members listed. Beginning August 8, 2014 the meal application will also be available to complete on-line at [www.sandi.net](http://www.sandi.net). Food Services will administer the direct certification process with the State of California and San Diego County Health and Human Services Division. Food Services will administer the certification of all foster, homeless, migrant, and runaway students with the district's Foster, Homeless and Migrant Student Liaison. Food Services will administer the certification of students through the household meal application with the assistance of all school sites.

School sites must distribute the Free and Reduced-Price Meal Application Packet to all students on or before the first day of the 2014-2015 school year (Tuesday, September 2, 2014). Every student must have the opportunity to apply for free and reduced-price meals. School sites must send all completed paper applications to Food Services Central Office on a daily basis. Food Services will scan and process all meal applications using a computerized system. Food Services will communicate the eligibility determinations to the PowerSchool and the cafeteria POS Systems on a daily basis through an electronic file. On a daily basis, Food Services will also send a school enrollment report to all non-provision 2 school sites via email indicating which students have not turned in applications, and new eligibility determinations for students that have turned in applications. The report will be sent to school sites through email; each school will need to complete the Student Enrollment Report Contact Sheet to get set-up for the 2014-2015 school year. The Food Services Department will send all households that submit an application a letter of eligibility determination for their child(ren). If parents/guardians have questions or need

assistance completing the meal application, please refer them to the Food Services Central Office at (858) 627-7328.

Students with a free or reduced-price meal status on the last day of school of the 2013-2014 school year will begin the new school year with that same meal status. Students who attended a Provision 2 school will start the school in a paying status. This status is valid until October 13, 2014 (rollover) or when a new meal application has been received and processed. If a new meal application has not been received and processed from a household prior to October 13th, those students will need to begin paying for all meals. Households that become certified for free or reduced-price meals may decline their meal benefit anytime throughout the school year by sending a letter to the Food Services Department.

For students that do not qualify for free or reduced-price meals, a nutritious breakfast can be purchased for \$1.00 at participating elementary and secondary schools, and a nutritious lunch can be purchased for \$2.00 at elementary schools and \$2.50 at secondary schools. Parents/guardians can prepay for their student's meals in several ways. Parents can send cash or check, made payable to their school's cafeteria, to be deposited into the student's account or they can prepay for meals using the online service available through the district's website at [www.sandi.net/food](http://www.sandi.net/food) and click on Prepayment for Meals, or go directly to [www.PayPAMS.com](http://www.PayPAMS.com).

Included in this procedure are the following exhibits:

- Exhibit A: 2014-2015 Free and Reduced-Price Eligibility Guidelines.
- Exhibit B: Sample of the cover of the 2014-2015 Free & Reduced-Price Meal Application Packet.
- Exhibit C: Sample of the household letter sent to the parent regarding the eligibility of the application submitted.
- Exhibit D: Sample of the direct certification letter sent to households that have students automatically certified through a computer match with the State of California and the County Department of Health and Human Services.

# Free and Reduced-Price Meal Program

## FAQ: (Frequently Asked Questions)

### **What is Direct Certification?**

Direct Certification is a process that involves a computer match of district students to information provided by San Diego County Health and Human Services and the State of California, which marks students in households receiving CalFresh (also known as SNAP or Food Stamps), CalWorks, KinGap, or FDPIR benefits as eligible for free meals at their school site. Approximately twenty-three (23) percent of San Diego Unified School District students qualify for free meals through direct certification. School officials will be able to identify students who have been directly certified by looking at their Food Services School Enrollment Report. Households are notified through the mail if their students qualify for free meals through direct certification. Students that are directly certified do NOT complete a free and reduced-price meal application.

### **Do all Students in a Household Qualify for Free Meals through Direct Certification?**

If a student in a household is not listed on the direct certification letter sent to the home, then that student will not automatically qualify for free meals through direct certification. Food Services central offices need to be aware of household members that were not included on the Direct Certification letter so we are able to link that household and code all members as DC. For various reasons, certain students within a family are sometimes excluded in the direct certification process.

### **Do Homeless, Migrant, Foster and Runaway Students Automatically Receive Free Meals?**

Yes, students that are identified by the district as homeless, migrant, foster, or runaway are entitled to free meals at their school site. For students to receive free meals, schools must enroll the students as homeless, runaway, foster, or migrant in PowerSchool, and the district's Homeless and Migrant Liaison will certify, sign and submit a listing of students that are recognized as homeless, migrant, or runaway to the Food Services Central Office. Food Services will keep the student list on file for the entire school year. These students do not need to submit a meal application. Please contact Food Services for more information at (858) 627-7328.

### **Do Foster Children Automatically Qualify for Free Meals?**

Yes. If the district has identified the student as a foster child or the child was Directly Certified, otherwise households with foster children must complete an application. Foster Children whose care and placement is the responsibility of the State or who is placed by a court with a caretaker household, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Note: Foster children are no longer considered a household of one and can be listed as a household member along with non-foster children in the household, section 2 on the meal application would be checked to identify the foster child.

**Do Households Receiving CalFresh (also known as SNAP or Food Stamps), Cal Works, KinGap or FDPIR Automatically Qualify for Free Meals?**

No. Families receiving CalFresh (also known as SNAP or Food Stamps), Cal Works, KinGap or FDPIR must complete a meal application, unless they have been Directly Certified. Sections 1, 3 and 5 must be filled out. A name and correct case number must be provided. An adult social security number is NOT required.

**How can Students that are Not Homeless, Migrant, Runaway, or Foster Children and are from Households Not Receiving CalFresh (also known as SNAP or Food Stamps), Cal Works, KinGap or FDPIR Qualify for Free or Reduced-Price Meals?**

Students that are not homeless, migrant, runaway or foster children and are from households not receiving CalFresh (also known as SNAP or Food Stamps), Cal Works, KinGap or FDPIR can qualify to receive free or reduced-price meals at their school sites by completing the Free and Reduced-Price Meal Application that the school sends home with every student on or before the first day of school. Families only need to complete and submit one application per household. Students qualify for free or reduced-price meals based on the number of members living in the household and the total gross monthly income of all the household members.

**How can a Household Determine if they will Qualify for the Free and Reduced-Price Meal Program Prior to Applying?**

An income guideline is printed in the meal application packet. The guideline represents the income and number of household members required to qualify for reduced-price meals. Families that have less income and more household members than indicated may qualify for free or reduced-price meals. Students who qualify for reduced-price meals will eat meals at no charge in our district.

**Are Households Required to Submit Meal Applications?**

No. Households that are not interested in qualifying for free or reduced-price meals are not required to submit meal applications at their child's school site and cannot be forced to complete an application.

**How Much are Reduced-Price Meals?**

At this time, and throughout the 2014-2015 school year, there is no charge for reduced-price meals. Students who qualify for reduced-price meals will eat at no charge. The reduced-price classification is for Food Services reporting purposes.

**Which Household Members should be listed on the Free and Reduced-Price Meal Application?**

All household members must be listed on the meal application. All students attending a San Diego Unified School District are listed in Section 1 on the application. All other household members not attending a San Diego Unified School District site are listed in Section 4 on the application. Household members would include family and non-family members, infants, extended family members; i.e., grandmothers, aunts, uncles, parents, etc.

### **Why do Students Have to Claim Income on the Meal Application?**

Students must disclose any income as part of a total household's income, according to the USDA guidelines of the program. If a student has income from any full or part-time employment, they will need to include this in Section 1 under the "STUDENT'S Monthly Gross Income" column. If they do not have any income the box must be checked "student has no income."

### **Must all Household Members List Income in Order to Qualify for Free and Reduced-Price Meals?**

All household members must list any gross monthly income received according to the USDA guidelines. If a household member does not receive income, then the box indicating 'no income' in Section 4 must be checked.

### **What if a Household Applying for the Free and Reduced-Price Meal Program does not have any Income to Report?**

Each household member who does not have income must also be identified and must have an indication of zero income on the application. Zero income may be indicated by checking the "no income" box next to their name in Section 4, by writing in "zero" or "no income" or by inserting "\$0."

### **Do Military Households Applying for Free or Reduced-Price Meals Need to Include Their Housing Allowance and Combat Pay as Income?**

No. Regulations state that military families do not need to include their housing allowance as income. This regulation applies to military families living in privatized and non-privatized housing. Military households no longer need to include their combat pay as income on the meal application.

### **Does a Household List Net Income or Gross Income on the Meal Application?**

Households must list their gross monthly income. Gross income is defined as all earnings received before any deductions are taken.

### **How Does a Household Convert Weekly, Biweekly and Twice-a-Month Income to Reflect Monthly Income?**

The meal application requests that income stated be a current gross monthly income. Applicants must use their most recent month's gross income. Monthly income conversions are as follows:

If you are paid:

**Weekly:** (Weekly gross amount) multiplied by 52 and divided by 12 equals monthly gross.

**Biweekly:** (Biweekly gross amount) multiplied by 26 and divided by 12 equals monthly gross.

**Twice a month:** (Twice monthly gross amount) multiplied by 24 and divided by 12 equals monthly gross.

### **Who is Responsible for Signing the Application?**

The adult household member that fills out the application must sign and date the application in Section 5 at the bottom of the application page.

**Does the Person Signing the Application Have to Have a Social Security Number?**

No. If the person signing the application does not have a social security number they must check the box in Section 5 on the application indicating they do not have a social security number.

**If the Person Signing the Application has a Social Security Number but Does not Want to List their Social Security Number, Can They Still Apply for Free and Reduced-Price Meals?**

No. If the person signing the application is completing the application to qualify for free and reduced-price meals through household members and their income, then the person will need to provide the last four digits of their social security number according to the USDA Guidelines or the application will be deemed incomplete.

**What happens to Incomplete Meal Applications?**

If a meal application is submitted for processing and is incomplete; i.e., missing an adult signature, incorrect CalFresh (also known as SNAP or Food Stamps) case number, etc., a letter will be mailed to the home to notify the household that the application is incomplete. The household must submit another completed application or provide the missing information in order to further the application processing. Their children would be required to pay for meals at this time.

**How long does it Take to Process a Meal Application?**

In accordance with USDA guidelines, Food Services has up to ten (10) working days to process an application from the date received in the Food Services Central Office. Food Services normally can process an application within three (3) working days from the time of receipt. Please make sure your site is sending meal applications in daily in the blue/red laminated envelopes that Food Services provides.

**How Will Households be Notified of the Results of the Application Process?**

Food Services will notify households of the results of the application process through a letter mailed to the home within seven (7) working days from the time the application is received by Food Services Central Office.

**What if a Household Disagrees With the Results of the Certification Process?**

A household member(s) can request either an oral or a written hearing by calling Food Services Central office at (858) 627-7328.

**What is Verification?**

Verification is a process administered by Food Services Central Office where a required percentage of households that qualified for free or reduced-price meals are asked to provide proof of income to ensure the households are not receiving free or reduced-price meals in error. The verification process begins October 1st. Households selected to participate will be notified and given instructions on how to comply in a letter mailed to the home from Food Services. Please refer all questions regarding this process to (858) 627-7328.

### **What Does a Household Whose Economic Situation Changes During a School Year Need to Do?**

If a family's total household income decreases or the numbers of household members increase; i.e., birth of a new baby, grandparents move in, etc., then a family should fill out a new meal application for the household.

**What if a School Administrator is Aware of a Student Needing Free or Reduced-Price Meals, but the Household will not Submit an Application?** In certain unique situations, a school site may complete a meal application for a known needy student in the event the family is negligent in completing the application. The principal must sign the application and know the entire household's information. Please contact Food Services for more information.

### **How Can New Students Enrolling at School Sites After the First Day of School Participate in the Free and Reduced-Price Meal Program?**

If a new student at a school site is transferring from another San Diego Unified School District site and is already certified as free or reduced-price (based on a current year meal application), the student does not need to fill out a new application. If a new student is coming from outside the school district, then the student must be given a Free and Reduced-Price Meal Application Packet for his/her parent or guardian to complete or complete the on-line meal application. The application must be returned to Food Services for processing. New students will need to pay for meals until the meal application has been processed and approved.

### **What Materials Will be Provided to the School Sites to Assist in the Certification Process?**

In July, all school sites will receive the following materials: **Free and Reduced-Price Meal Application Packets**, a **Quick Reference Guide** for site staff, a **Student Enrollment Report** contact sheet which needs to be completed, and a **letter to the principal**.

Blue laminated inter-office mailing envelopes distributed in previous school years should be used to send all meal applications to the Food Services Central Office on a daily basis. Food Services will return the empty envelopes back to the sites for re-use.

### **How will District School Sites Know Which Students Have Turned in Meal Applications and Which Students have not Turned in Meal Applications?**

Food Services will provide each school site with a daily student enrollment report. The report will list all students at the site and show if an application has been submitted or not. If an application has been submitted, the update will show what the eligibility determination for that student is. If the application is denied, the report will also list the reason. Please remember this report is *confidential* and should **not** be shared with staff.

### **If School Sites Run Out of Meal Application Packets, Can They Hand Out Photocopies of the Meal Applications as a Substitute?**

No. All households must complete an original meal application or complete the application on-line at [www.sandi.net](http://www.sandi.net). This year, the household meal application is **orange** in color. All paper applications are scanned into a computerized database for processing. If a school site is running low, or has completely run out of meal applications, they must call Food Services Central Office to request more applications at (858) 627-7328.

### **If a School Site has a Surplus of the 2013-2014 Meal Applications on Hand, Can They Distribute Them?**

No. All the *2013-2014* applications must be returned to the Food Services Central Office or destroyed. The 2013-2014 Meal Application is not valid to use for this school year. Any 2013-2014 meal applications submitted for processing **will be returned** to the school site. The school site must provide a **2014-2015** Meal Application to the household to resubmit or have the household complete the application on-line at [www.sandi.net](http://www.sandi.net).

### **What is a Provision 2 School?**

In order to streamline the certification process and reduce paperwork, the USDA has allowed Food Services operations to designate sites that have a high population of free and reduced-price students as Provision 2 sites. At these sites, all students participate in the meals program at no charge. After the first year as a Provision 2 site (base year) of collecting applications and recording meals using the normal meal counting procedures, a site may be allowed to have all students participate in the meals program without submitting applications and using a simplified meal-counting procedure. The program typically lasts four (4) years. After four (4) years, Food Services must apply for an extension to continue the Provision 2 Program. The following district sites are currently Provision 2 sites (all students receive a free breakfast and lunch):

**Adams, America's Finest Charter, Arroyo Paseo Charter, Audubon, Baker, Balboa, Bandini, Bayview CDC, Bell MS, Boone, Brooklyn CDC, Burbank, Carson, Carver, Central, Chavez, Cherokee Point, Chollas, Clark, Clay, Crawford, Darnall, Edison, Emerson, Encanto, Euclid, Fay, Field, Fletcher CDC, Franklin, Freese, Fulton, Garfield ES, Garfield HS, Golden Hill, Gompers Prep, Hamilton, Hawthorne, Holly Drive Leadership Academy, Hoover, Horton, Ibarra, Iftin, Jefferson, Johnson, Joyner, Keiller, Kennedy CDC, Kimbrough, King-Chavez Academy, King-Chavez Excellence Academy, King Chavez High, King-Chavez Prep, Kipp Adelante Prep, Knox, Lee, Lincoln, Linda Vista, Logan, Los Altos CDC, Mann, Marshall Elementary, McGill, Mead, Memorial, Monarch, Montezuma CDC, Montgomery, Normal Heights, Nye, Oak Park, O'Farrell, Paradise Hills, Perkins, Porter, Preuss School, Riley/New Dawn, Rodriguez, Rolando Park, Rosa Parks, Roosevelt, Ross, Rowan, San Diego HS, San Diego Early/Middle College, Sherman, Valencia Park, Walker CDC, Washington, Webster, Wegeforth CDC, and Wilson.** The following schools will be starting their base year of Provision 2: Epiphany Prep, Millennial Tech, and Harriet Tubman Charter.

### **Do Students that Transfer from a Provision 2 Site to a Non-Provision 2 Site Automatically Qualify for Free Meals?**

No. If a student transfers from a Provision 2 site to a non-Provision 2 site, the student must submit a meal application to qualify for the free and reduced-price meals, unless the student has already been directly certified through a computer match at the beginning of the school year.

### **If a Household or School Site has More Questions Regarding the Free and Reduced-Price Meal Application Packet or the Certification Process, Who do They Call?**

For further questions, please call Food Services Central Office between the hours of 7:30 a.m. until 4:30 p.m., Monday through Friday. The telephone number is (858) 627-7328.

**If a Household is Participating in the WIC Program (a Special Supplemental Nutrition Program for Women, Infants, and Children) do they Automatically Qualify for Free Meals?**

No. Households participating in WIC would need to complete a meal application. Please have a parent complete Sections 1, 4, and 5. Eligibility would be determined based on total household size and total household gross monthly income.

**Who Can Receive Specific Information Regarding a Child’s Meal Eligibility Status?**

Information regarding a student’s eligibility should only be discussed with the child’s parent/guardian. The only other people allowed the student’s name and eligibility status are:

1. The Academic Achievement Testing Coordinator recognized by the district.
2. Program Improvement Schools: NCLB Coordinator for qualifying students for “school choice” and “supplemental educational services.”

All meal applications and reports must be kept in a confidential place. It is very important that you treat these documents as “highly confidential” and do not share the information with staff.

**Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.**

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

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 email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

**The Free & Reduced-Price Meal Application has a section for households to check if they are Homeless, Migrant, or Runaway. If a parent/guardian checks this does the household automatically qualify?**

No, the application is flagged and Food Services must verify with Homeless liaison or agency that the student(s) do fit this category. School enrollment staff must record the student as Homeless/Migrant/Runaway in PowerSchool in order for the student to automatically qualify for free meals and not have to submit a meal application.

## **Privacy Act Statement:**

**Use of Information Statement: *This explains how we will use the information you give us. 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 if you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (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 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.***

# Exhibit A

## Income Eligibility Guidelines for Free and Reduced-Price Meals or Free Milk in Child Nutrition Programs (Effective from July 1, 2014, to June 30, 2015)

Participants from households with incomes at or below the following levels may be eligible for free and reduced-price meals or free milk:

Household size	Free Eligibility Scale for Lunch, Breakfast, and Milk					Reduced-Price Eligibility Scale for Lunch and Breakfast				
	Year	Month	Twice per Month	Every Two Weeks	Week	Year	Month	Twice per Month	Every Two Weeks	Week
1	\$ 15,171	\$ 1,265	\$ 633	\$ 584	\$ 292	\$ 21,590	\$ 1,800	\$ 900	\$ 831	\$ 416
2	20,449	1,705	853	787	394	29,101	2,426	1,213	1,120	560
3	25,727	2,144	1,072	990	495	36,612	3,051	1,526	1,409	705
4	31,005	2,584	1,292	1,193	597	44,123	3,677	1,839	1,698	849
5	36,283	3,024	1,512	1,396	698	51,634	4,303	2,152	1,986	993
6	41,561	3,464	1,732	1,599	800	59,145	4,929	2,465	2,275	1,138
7	46,839	3,904	1,952	1,802	901	66,656	5,555	2,778	2,564	1,282
8	52,117	4,344	2,172	2,005	1,003	74,167	6,181	3,091	2,853	1,427
<b>For each additional family member, add:</b>										
	\$ 5,278	\$ 440	\$ 220	\$ 203	\$ 102	\$ 7,511	\$ 626	\$ 313	\$ 289	\$ 145

# Exhibit B



**San Diego Unified**  
SCHOOL DISTRICT

## 2014-2015 FREE & REDUCED-PRICE MEAL APPLICATION PACKET

SAN DIEGO UNIFIED SCHOOL DISTRICT  
FOOD SERVICES DEPARTMENT  
6735 GIFFORD WAY  
SAN DIEGO, CA 92111  
PHONE (858) 627-7328

**APPLY ONLINE** [WWW.SANDI.NET](http://WWW.SANDI.NET) **Select School Meal Info/Application**

### 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; SDUSD does not charge students approved for reduced-price meals. If any household member receives CalFresh (also known as SNAP or 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 is eligible to receive meals free regardless of your income.

**How to Apply for Meal Benefits:** Complete the meal application on-line at [www.sandi.net](http://www.sandi.net) and select School Meal Info/Application or complete the attached meal application. Households will only complete one (1) meal application. We cannot approve an application that is not complete, so be sure to fill out all required information. 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 listed 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 via U.S. Mail to the home address on file in the school information system.

Meal applications can be completed at any time throughout the school year; you must apply each school year for household meal benefits. 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, 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.

**Foster Children:** Foster Children whose care and placement is the responsibility of the State or who is placed by a court with a caretaker household, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. **Note:** Foster children are no longer considered a household of one and can be listed as a household member along with non-foster children in the household. Please see the attached instructions.

**Homeless, Runaway, and Migrant Children:** Children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been notified that your child will get free meals, please contact the school office to see if they qualify.

**Military Households:** For the purpose of determining income eligibility for Free and Reduced-Price meals, all active military households will exclude United States Armed Forces Family Supplemental Subsistence Allowance (Housing Allowance for Military Households in Privatized Housing) and combat pay when listing the military member's income on the meal application.

**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.

**Confidentiality:** All information provided on the meal application will remain confidential and will not be shared for any purpose. Information provided is used to determine your child(ren)'s eligibility to receive free or reduced-price meals.

**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 CalFresh 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-better known as the WIC Program your child may be eligible for free meals. You are encouraged to complete an application.

**Non-discrimination:** The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) 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 email at [program\\_intake@usda.gov](mailto:program_intake@usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

**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 CalFresh, CalWORKs, Kin-GAP, or FDPiR benefits.

**Fair Hearing:** If you do not agree with 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 – Hearing Officer, 6735 Gifford Way, San Diego, CA 92111 or calling (858) 627-7328.

**Direct Certification:** SDUSD participates in Direct Certification. If your household receives CalFresh, 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 from Food Services for your child who is in any of these programs, you must complete a meal application.



Food Services Department  
P-858 627-7328  
F-858.565-6378

**EXHIBIT C**

August 25, 2014

To the Parents or Legal Guardian of: John Doe  
1230 Main Street  
MCSville, LA 70448

Dear Parent/Guardian:

The application (App#2010-1230, id=01234) we received from you on 08/22/14 has been processed.

The students listed below are currently eligible for free meals:

54300	John Doe
54301	Jane Doe
54302	Mike Doe

If you do not agree with this decision, you may call the Food Services Department at (858) 627-7328 for clarification. If you wish to appeal the decision, you have the right to a fair hearing which can be arranged by writing or calling the following official: Pamela Kowalski, Food Services Operations/Financial Analyst Supervisor, within ten (10) days of the date of this letter.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

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 email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

Sincerely,

*Gary Petill*

Director of Food Services

***PLEASE KEEP FOR YOUR RECORDS***



Food Services Department  
P-858 627-7328  
F-858.565-6378

August 25, 2014

To the Parents or Legal Guardian of: Samantha Smith  
1231 Main Street  
MCSville, LA 70448

Dear Parent/Guardian:

The application (App#2010-1231, id=01235) we received from you on 08/22/14 has been processed.

The students listed below are currently eligible for free meals:

54310	Samantha Smith
54311	Tom Smith
54312	Susie Smith

If you do not agree with this decision, you may call the Food Services Department at (858) 627-7328 for clarification. If you wish to appeal the decision, you have the right to a fair hearing which can be arranged by writing or calling the following official: Pamela Kowalski, Food Services Operations/Financial Analyst Supervisor, within ten (10) days of the date of this letter.

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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 email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

Sincerely,

*Gary Petill*

Director of Food Services

***PLEASE KEEP FOR YOUR RECORDS***



Food Services Department  
P-858.627-7328  
F-858.565-6378

August 25, 2014

To the Parents or Legal Guardian of: John Doe  
1230 Main Street  
MCSville, LA 70448

EXHIBIT D

Dear Parent/Guardian:

Based on information provided to us by public assistance authorities, it has been determined that the student(s) listed below are automatically eligible for free-meal benefits. You do not need to complete an application for school meal benefits. Please call our office if you have another child in your household and that child was not listed.

The students listed below are currently eligible for free meals:

54300	John Doe
54301	Jane Doe
54302	Mike Doe

If you do not agree with this decision, you may call the Food Services Department at (858) 627-7328 for clarification. If you wish to appeal the decision, you have the right to a fair hearing which can be arranged by writing or calling the following official: Pamela Kowalski, Food Services Operations/Financial Analyst Supervisor, within ten (10) days of the date of this letter.

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Sincerely,

*Gary Petill*

Director of Food Services

***PLEASE KEEP FOR YOUR RECORDS***



Food Services Department  
P-858.627-7328  
F-858.565-6378

August 25, 2014

To the Parents or Legal Guardian of: Samantha Smith  
1231 Main Street  
MCSville, LA 70448

Dear Parent/Guardian:

Based on information provided to us by public assistance authorities, it has been determined that the student(s) listed below are automatically eligible for free-meal benefits. You do not need to complete an application for school meal benefits. Please call our office if you have another child in your household and that child was not listed.

The students listed below are currently eligible for free meals:

54310	Samantha Smith
54311	Tom Smith
54312	Susie Smith

If you do not agree with this decision, you may call the Food Services Department at (858) 627-7328 for clarification. If you wish to appeal the decision, you have the right to a fair hearing which can be arranged by writing or calling the following official: Pamela Kowalski, Food Services Operations/Financial Analyst Supervisor, within ten (10) days of the date of this letter.

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Sincerely,

*Gary Petill*

Director of Food Services

***PLEASE KEEP FOR YOUR RECORDS***