

WESTMINSTER SCHOOL DISTRICT

Dear Parent/Guardian:

The **Westminster School District** takes part in the National School Lunch Program and/or School Breakfast Program by offering healthy meals every school day. Students may buy lunch for **\$2.50** and breakfast for **\$1.50**. Your children may qualify for free or reduced-price meals. Eligible students may receive meals at the reduced-price rate of **\$.40** for lunch and **\$.30** for breakfast. You or your children do not have to be U.S. citizens to qualify for free or reduced-price meals.

This packet includes an Application for Free and Reduced-Price Meals and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN RECEIVE FREE OR REDUCED-PRICE MEALS?

- All children in households receiving benefits from CalFresh, CalWORKs, or FDPIR are eligible for free meals.
- Foster children under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- 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's income is within the limits of the Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart.

Income Eligibility Guidelines (IEGs) July 1, 2016 – June 30 2017

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$ 21,978	\$ 1,832	\$ 916	\$ 846	\$ 423
2	29,637	2,470	1,235	1,140	570
3	37,296	3,108	1,554	1,435	718
4	44,955	3,747	1,874	1,730	865
5	52,614	4,385	2,193	2,024	1,012
6	60,273	5,023	2,512	2,319	1,160
7	67,951	5,663	2,832	2,614	1,307
8	75,647	6,304	3,152	2,910	1,455
For each additional family member, add:	\$ 7,696	\$ 642	\$ 321	\$ 296	\$ 148

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, RUNAWAY, OR HEAD START? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will qualify for free meals, please contact the **Executive Director, Categorical Programs 714-894-7311**.
3. DO I NEED TO COMPLETE AN APPLICATION FOR EACH CHILD? No. Complete **one** Application for Free and Reduced-Price Meals for all children in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Westminster School District, 14121 Cedarwood Ave., Westminster, CA 92683**.
4. SHOULD I COMPLETE AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you received carefully and follow any instructions. If any children in your household were missing from your eligibility notification, please contact **Nutrition Services Dept. 714-893-3865** immediately.
5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit **www.wsdnutrition.com** to learn more about the online application process. Contact **Nutrition Services Dept. 714-893-3865** if you have any questions about the online application.

6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? **Yes**, if you want to participate in the meal program. Your child's application is only good for one school year at a time and for the first few days of the following school year. You must send in a new application unless you received a letter that your child is eligible for the new school year.
7. I RECEIVE WOMEN, INFANTS AND CHILDREN (WIC) BENEFITS. CAN MY CHILDREN RECEIVE FREE MEALS? Children in households participating in WIC **may** be eligible for free or reduced-price meals. Please complete an application.
8. WILL THE INFORMATION I PROVIDE BE CHECKED? Yes. School officials may verify the information on the Application at any time during the school year. You may be asked to send additional information to prove your income, or current eligibility for CalFresh, CalWORKS, or FDPIR.
9. *If I do not qualify now, may I apply later?* Yes, you can apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may be eligible for free and reduced-price meals if the household income drops below the income limit.
10. *What if I disagree with the school's decision regarding my application?* You should talk to the school officials. You may also ask for a hearing by calling or writing to: **Asst. Superintendent Business Services, 14121 Cedarwood Ave., Westminster, CA 92683 714-894-7311**
11. *May I apply if someone in my household is not a U.S. citizen?* Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.
12. *What if my income is not always the same?* List the amount that you **normally** receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, state on the application that you made \$1,000 per month. If you normally receive overtime, include it, but do not include it if you only occasionally work overtime. If you have lost your job or had your hours or wages reduced, use your current income.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? All household members must be included on the Application even if the individual does not receive income. Whenever this happens, please write a "0" in the income field. However, if any income fields are left empty or blank, the income will be counted as zero. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. *We are in the military. do we REPORT OUR INCOME DIFFERENTLY?* Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income
15. WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact **Nutrition Services Dept. 714-893-3865** to receive a second application.
16. *My family needs additional financial assistance. Are there other programs we CAN apply for?* Yes. For information on CalFresh and CalWORKs, contact your county welfare department by reviewing the CalFresh Web page at <http://www.calfresh.ca.gov/PG839.htm> or by phone at 877-847-3663. For additional assistance in your local area, contact the California referral hotline by phone at 211.

If you have other questions or need help, please call **Nutrition Services, 714-893-3865**.

Sincerely,

Nutrition Services

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 submit all needed information, 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 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 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.

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, audiotope, 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 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:

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

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How to apply for free and reduced-price meals

Please use these instructions to help you fill out the Application for Free and Reduced-Price Meals. You only need to submit **one** application per household, even if your children attend more than one school in **Westminster School District**. The application must be complete to certify your children for free or reduced-price meals. Please follow these instructions in order. Each step of the instructions is the same as the steps on your Application. If there are more household members than the number of lines on the application, attach a second application with all the required information. If at any time you are not sure what to do next, please contact **Nutrition Services, 714-893-3865**.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION.

STEP 1: STUDENT INFORMATION

When completing STEP 1, please include **ALL STUDENTS** in your household who are:

- Students attending Westminster School District
 - Children age 18 or under AND are supported with the household's income (do NOT have to be related to you to be a part of your household)
 - In your care under a foster arrangement, or qualify as homeless, migrant, or runaway
- A. **Student's name.** Print the student's first, middle initial, and last name. Use one line per student.
- B. **School name and grade level.** Print the name of the school the student will attend and his/her grade level.
- C. **Date of birth.** Print the student's date of birth.
- D. **Do you have any foster children?** If any children listed are foster children, check the "Foster Child" box next to the child's name. Foster children who live with you may count as members of your household and should be listed on your application. If you are **only** applying for foster children, complete STEP 1 and then skip to STEP 4 on the application and follow the instructions from STEP 4.
- E. **Are any children homeless, migrant, or runaway?** If you believe any student listed in STEP 1 meets these descriptions, check the applicable "Homeless, Migrant, or Runaway" box next to the student's name and complete all STEPS of the application.

STEP 2: ASSISTANCE PROGRAMS: CALFRESH, CALWORKS, OR FDPIR

If anyone in your household participates in the assistance programs listed below, your children are eligible for free school meals:

- CalFresh
 - California Work Opportunity and Responsibility to Kids (CalWORKs)
 - The Food Distribution Program on Indian Reservations (FDPIR)
- Leave **STEP 2** blank
 - Got to **STEP 3**
- B. **If anyone in your household participates in one of the above listed programs:**
- Check the applicable assistance program box.
 - Enter a case number CalFresh, CalWORKs, or FDPIR. You only need to provide one case number.
 - Go to **STEP 4**. Do not complete STEP 3.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?

- Review the charts below titled "**Sources of Income for Children**" and "**Sources of Income for Adults,**" to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars, do not include cents.
 - Gross income is the total income received before taxes
 - Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will be counted as zero income. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Enter the appropriate pay period in the "How Often" column: W=Weekly, 2W=Bi-Weekly, 2M=Twice a Month, M=Monthly, Y=Yearly

Sources of Income for Children

Sources of Child Income	Example(s)
Earnings from work	A child has a job where they earn a salary or wages.
Income from any other source	A child receives regular income from a private pension fund, annuity, or trust.
Income from persons outside the household	A friend or extended family member regularly gives a child spending money.
Social Security <ul style="list-style-type: none"> - Disability Payments - Survivor's Benefits 	A child is blind or disabled and receives Social Security benefits. A parent is disabled, retired, or deceased, and the child receives their Social Security benefits.

Sources of Income for Adults

Earnings from Work	Public Assistance/SSI/Alimony/Child Support	Pensions/Retirement/All Other Income
Salary, wages, cash bonuses Net income from self-employment (farm or business) U.S. Military: <ul style="list-style-type: none"> ▪ Basic pay and cash bonuses ▪ Allowances for off-base housing, food and clothing ▪ Do NOT include combat pay, Family Substance Supplemental Allowance, or privatized housing allowances 	Unemployment benefits Workers' compensation Supplemental Security Income Cash assistance from state or local government Alimony payments Child support payments Veterans benefits Strike benefits	Social Security (including railroad retirement and black lung benefits) Private pensions or disability benefits Regular income from trusts or estates Annuities Investment income Earned interest Rental income Regular cash payments from outside household

3.A REPORT INCOME EARNED BY STUDENTS FROM STEP 1

A) Report all income earned or received by STUDENTS. Report the combined gross income for **ALL STUDENTS** listed in STEP 1 in your household in the box marked "Total Student Income." Enter the appropriate pay period in the box marked "How Often." Only include a foster child's income if you are applying for foster and non-foster children on the same application.

3.B REPORT INCOME FOR ALL OTHER HOUSEHOLD MEMBERS (Adults and Children)

When filling out this section, please include **ALL OTHER** household members who are living with you and share income and expenses, **even if they are not related and even if they do not receive income of their own.**

Do NOT include:

- Students already listed in **STEP 1.**
- People who are not supported by your household's income AND do not contribute income to your household.
- Payments received from a foster care agency or court for the care of foster children.

<p>A) Names of ALL OTHER household members. Print the names of each household member (First and Last). Use one line per name. Do not include any student listed in STEP 1.</p>	<p>B) Earnings from Work. Report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at a job. If you are a self-employed business or farm owner, you will report your net income. Enter "How Often" this member earned or received income.</p> <p>What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.</p>	<p>C) Public Assistance/SSI/Child Support/Alimony. Report all income in the "Public Assistance/SSI/Child Support/Alimony" field on the Application. Do not report the cash value of any public assistance benefits NOT listed on the chart above. If income is received from child support or alimony, only report court-ordered payments. Informal, but regular payments should be reported as "other" income in the next part. Enter "How Often" this member earned or received income.</p>
<p>D) Pensions/Retirement/All Other Income. Report all income that applies in the "Pensions/Retirement/All Other Income" field on the application. Enter "How Often" this member earned or received income.</p>	<p>E) Total Household Size. Enter the total number of household members in the "Total Household Members (Children and Adults)" field. This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list ALL household members, as the size of your household affects your eligibility for free and reduced-price meals.</p>	<p>F) Enter the last four digits of your Social Security number. An adult household member must enter the last four digits of their Social Security number (SSN) in the space provided. You are eligible to apply for meal benefits even if you do not have an SSN. If no adult household members have an SSN, leave this field blank and check the box to the right labeled "Check the box if NO SSN."</p>

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all the information they provided has been truthfully and completely reported. Before completing this section, please make sure you have read the information and non-discrimination statements above.

<p>A) Sign and print your name. Print the name of the adult household member signing the application.</p>	<p>B) Provide your contact information. Write your current address in the fields provided if this information is available. If you do not have a permanent address, this does not make your children ineligible for free or reduced-price meals. Sharing a phone number, e-mail address, or both is optional, but helps us to reach you quickly if we need to contact you.</p>	<p>C) Write today's date. In the space provided, write today's date in the box.</p>
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OPTIONAL: CHILDREN'S RACIAL AND ETHNIC IDENTITIES

We ask you to share information about your children's race and ethnicity. Please check the appropriate boxes. This field is optional and does not affect your children's eligibility for free or reduced-price meals.