

LOS ALTOS SCHOOL DISTRICT

LETTER TO HOUSEHOLDS ABOUT THE SCHOOL LUNCH PROGRAM FOR 2014-2015 SCHOOL YEAR

Dear Parent or Guardian:

In order for your child to participate and receive free or reduced price meals under the National School Lunch Program guidelines, you must complete the enclosed application.

- If you receive CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKs), or Food Distribution Program on Indian Reservations (FDPIR) benefits, your child can get free meals regardless of your income.
- If your total household income is the same or less than the amounts on the income scale below, your child may receive meals free or at a reduced price. 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.
- A foster care child who is the legal responsibility of the welfare agency or ward of the court may be eligible to receive meals.

HOW TO APPLY

Complete and sign the attached ***Application for Free and Reduced-Price Meals or Free Milk***, and return it to the school as soon as possible. The application cannot be approved and may be returned if it contains incomplete eligibility information.

CalFRESH, CalWORKs, and FDPIR HOUSEHOLDS — If you get CalFresh, CalWORKs, or FDPIR benefits for your child(ren), list each child's name, and your CalFresh, CalWORKs, or FDPIR case number. **AN ADULT HOUSEHOLD MEMBER MUST SIGN THE APPLICATION.**

FOSTER CARE CHILDREN or CHILDREN PLACED IN OUT-OF-HOME CARE — May complete an application for children who are the legal responsibility of the welfare agency or is a ward of the court. The foster parent or agency official must sign the application.

ALL OTHER INCOME HOUSEHOLDS (wages, salary, pensions, etc.) — If you **do not** enter a CalFresh, CalWORKs, or FDPIR case number listed on the application, you must enter:

- The names of all school-age children in your household and the school(s) they attend
- The names of all other children in your household who do not attend school
- List any salary, wages, Child SSI, and Monthly Personal Use Income received by the children.
- The names of all adults and other household members, the amount of income for each person received last month, and its source.

- The last four digits of Social Security number of the adult household member who signs the application or check the box if the adult does not have a Social Security number.
- An application must be completed, with all household members and income listed, for a child who is living with relatives or friends, whether or not the child is a ward of the court.
- An adult household member must sign the application.

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Income Eligibility Guidelines

July 1, 2014–June 30, 2015

| Household Size | Year | Month | Twice Per Month | Every Two Weeks | Week |
|---|-----------|----------|-----------------|-----------------|--------|
| 1 | \$ 21,590 | \$ 1,800 | \$ 900 | \$ 831 | \$ 416 |
| 2 | 29,101 | 2,426 | 1,213 | 1,120 | 560 |
| 3 | 36,612 | 3,051 | 1,526 | 1,409 | 705 |
| 4 | 44,123 | 3,677 | 1,839 | 1,698 | 849 |
| 5 | 51,634 | 4,303 | 2,152 | 1,986 | 993 |
| 6 | 59,145 | 4,929 | 2,465 | 2,275 | 1,138 |
| 7 | 66,656 | 5,555 | 2,778 | 2,564 | 1,282 |
| 8 | 74,167 | 6,181 | 3,091 | 2,853 | 1,427 |
| For each additional family member, add: | | | | | |
| | \$ 7,511 | \$ 626 | \$ 313 | \$ 289 | \$ 145 |

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 Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD). The USDA is an equal opportunity provider and employer.

CURRENT INCOME—The amount of income each household member received **last month**, before taxes or anything else is taken out, **and** where it came from, such as earnings, welfare, pensions, and other income. If any amount **last month** was more or less than usual, write the usual monthly income or project the annual income. Annual income conversions: Weekly x 52, Every 2 Weeks x 26, Twice a month x 24, Monthly x 12

INCOME TO REPORT

| EARNINGS FROM WORK | WELFARE CHILD SUPPORT ALIMONY | PENSIONS RETIREMENT SOCIAL SECURITY | OTHER INCOME |
|--|---|--|--|
| Wages, salaries and tips, strike benefits, unemployment compensation, workers' compensation, net income from self-owned business or farm | Public assistance payments, welfare payments, alimony, and child support payments | Pensions, supplemental security income, retirement payments, Social Security Income (SSI) (including SSI a child receives) | 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 other income |

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 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 Food Stamp households.

SOCIAL SECURITY NUMBER — The application must have the last four digits of Social Security number of the adult who signs it. If the adult does not have a Social Security number, check the box. If a CalFresh, CalWORKs, or FDPIR case number is listed, or if the application is for a foster child, a Social Security number is **not** required.

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

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 prove your income, or current eligibility for CalFresh, CalWORKs, or FDPIR benefits. Refer to the application for more detailed explanation.

MEALS FOR DISABLED — If you believe your child needs a food substitute or texture modification because of a disability, please contact the school. 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 school meal.

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 or reduced-price meals. You are encouraged to complete an application and return it to the school for processing.

NONDISCRIMINATION — Children who receive free or reduced-priced meals must be treated in the same manner

as those children who pay full price for their meals.

FAIR HEARING — If you do not agree with the school's decision regarding your application 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 school official:

Jeffrey Baier, Superintendent

201 Covington Rd., Los Altos, CA 94024

(650) 947-1150

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.

If you have any questions or need assistance in completing the application, please contact:

Kris Swenson

201 Covington Rd., Los Altos, CA 94024

(650) 947-1156

kswenson@lasdschools.org

You will be notified by the School District within 10 days if your application has been approved or denied.

Sincerely,

Kris Swenson

**Los Altos School District
Child Nutrition Department**