

## HOUSEHOLD APPLICATION FOR FREE AND REDUCED PRICE MEALS - 2024/2025 SCHOOL YEAR

Dear Parents and Guardians of Legacy Academy Students:

**Legacy Academy** of the Chino Valley Unified School District (CVUSD) announces its policy to serve nutritious meals every school day under the National School Lunch Program and School Breakfast Program. Breakfasts and lunches will be served free of charge every school day, but CVUSD is still required to make eligibility determinations for free and reduced-price meals. Effective July 1, 2024, through June 30, 2025, children are considered eligible for free or reduced-price meals if the household income is less than or equal to the federal guidelines listed below.

### **HOW TO FILL OUT THIS APPLICATION - PLEASE PRINT NEATLY WITH BLACK INK. PLEASE USE CAPITAL LETTERS. COMPLETE ONE APPLICATION PER HOUSEHOLD.**

#### **DO NOT USE PENCIL OR COLORED INK TO COMPLETE THE APPLICATION.**

**STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE STUDENTS UP TO AND INCLUDING GRADE 12.** For each student, print their student ID number, birthdate, first name, last name, grade and school. Use one line of the application for each student. When printing names, write one letter in each box. Stop if you run out of space. If there are more students present than lines on the application, attach a second application with all required information for the additional students. If any students listed are foster children, check the "Foster Child" box. 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. If you believe any student listed in this section may be Homeless, Migrant or Runaway check the appropriate box and complete all steps of the application.

**STEP 2: DO ANY HOUSEHOLD MEMBERS (INCLUDING ADULTS) CURRENTLY PARTICIPATE IN ASSISTANCE PROGRAMS SUCH AS; CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKs) or The Food Distribution Program on Indian Reservations (FDPIR)?(NO MEDICAL):** If anyone in your household participates in the assistance programs listed, your children are eligible for free school meals. Select the benefit type and enter a current case number. Categorical eligibility for free benefits is extended to all children in a household when the application lists an Assistance Program's case number for any household member. Please Do Not include a Medi-CAL Case Number.

**STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS**

- A) List All Other Household member's names and income. Do not list any household members you listed in STEP 1.
- B) Report all income earned by students. Report the combined gross income for ALL students listed in Step 1 in your household.
- C) Provide the last four digits of the Social Security Number of the adult signing the application. If you do not have a Social Security Number leave this space blank and check the box labeled "Check box if NO SSN"
- D) Report total household size. This number MUST be equal to the number of household members listed in STEP 1 and 3

**STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE. All applications must be signed by an adult member of the household.** Provide your contact information.

**OPTIONAL: SHARE CHILDREN'S RACIAL AND ETHNIC IDENTITIES.** This field is optional and does not affect your children's eligibility for free or reduced-price school meals.

**FOSTER CARE CHILDREN or CHILDREN PLACED IN OUT-OF-HOME CARE:** Write the name of the child and the specific school the child attends. If the child receives personal-use income, list the amount of income. Personal-use income is (1) money given by the welfare office identified by category for the child's personal use, such as clothing, school fees, and allowances; and (2) all other money the child receives, such as money from family and earnings from full-time or regular part-time employment. A foster child is categorically eligible for free meals and may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members may help other children in the household qualify for benefits. If a foster family is not eligible for free or reduced-price meal benefits, it does not prevent a foster child from receiving benefits. **The foster parent or agency official must sign the application.**

**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 Nutrition Services for processing. For information on how to apply for WIC please visit <https://www.cdpb.ca.gov/Programs/CFH/DWICSN/Pages/Program-Landing1.aspx>.

**MILITARY HOUSING INCOME:** If your housing is part of the Military Housing Privatization Initiative, DO NOT include your housing allowance as income. All other allowances must be included in your gross income.

**MEALS FOR DISABLED:** If you believe your child needs a food substitute or texture modification because of a disability, please contact Nutrition Services at (909) 628-1201 x1500. 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 meals.

**APPLY 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 (Formerly Food Stamps), CalWORKs or FDPIR benefits, you may complete an application at that time.

**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.

**INFORMATION STATEMENT:** The Richard B. Russell National School Lunch Act requires 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 priced meals. You must include the last four digits of the social security number of the primary wage earner or other 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 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, find, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them investigate violations of program rules.

**FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATION (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 CalFresh (Formerly Food Stamps) 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 (Formerly Food Stamps) households.

**NON-DISCRIMINATION:** 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. See full statement below.

**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 (Formerly Food Stamps), CalWORKs or FDPIR.

**FAIR HEARING:** If you do not agree with the District's decision regarding your application or the result of verification, you may discuss it with Nutrition Services. You also have the right to a fair hearing. A fair hearing may be requested by calling or writing to the following school official: Sandra Chen, 13461 Ramona Ave., Chino, CA 91710, (909) 628-1201 X1210.

**SUBMIT:** You may submit paper applications directly at Nutrition Services located at: 13461 Ramona Ave., Chino, CA 91710 or directly to your child's school cafeteria. Questions on how to apply may be directed to (909) 628-1201 X1500.

**DIRECT CERTIFICATION:** This district participates in Direct Certification. If your household receives CalFresh (Formerly Food Stamps) or if your child(ren) receives CalWORKs, 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 an application. If you do not receive notification but think your child(ren) is/are eligible for free meals, please call Nutrition Services at (909) 628-1201 x1500.

**ELIGIBILITY DETERMINATIONS:** An application for free or reduced-price benefits cannot be approved unless complete eligibility information is submitted, as indicated on the application and in the instructions. A household may appeal the application decision, using the hearing procedure described in the LEA's free and reduced-price policy statement. Applications may take up to 10 operating days to process.

**CARRYOVER:** For up to 30 operating days into the new school year, eligibility from the previous year will continue within the same LEA. When the carryover period ends, unless the household is notified that their children are directly certified or the household submits an application that is approved, the children must pay full price for school meals and the LEA is not required to send a reminder or a notice of expired eligibility.

<b>INCOME TO REPORT</b>					
Earnings from Work	Salary, wages, cash bonuses, Net income from self-employment (farm or business), Strike benefits				
Public Assistance/Alimony/ Child Support	Unemployment benefits, Worker's compensation, Supplemental Security Income (SSI), Cash assistance from state or local government, Alimony payments, Child support payments, Veteran's benefits				
Pensions/Retirement/ All Other Income	Social Security (including railroad retirement and black lung benefits), Private pensions or disability, Income from trusts or estates, Annuities, Investment income, Earned interest, Rental income, Regular cash payments from outside household				
<b>INCOME ELIGIBILITY GUIDELINES</b>					
Use the income chart below to see if you qualify for the reduced-price meal program.					
Effective July 1, 2024 - June 30, 2025					
Household Members	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1 .....	\$27,861	\$2,322	\$1,161	\$1,072	\$536
2 .....	\$37,814	\$3,152	\$1,576	\$1,455	\$728
3 .....	\$47,767	\$3,981	\$1,991	\$1,838	\$919
4 .....	\$57,720	\$4,810	\$2,405	\$2,220	\$1,110
5 .....	\$67,673	\$5,640	\$2,820	\$2,603	\$1,302
6 .....	\$77,626	\$6,469	\$3,235	\$2,986	\$1,493
7 .....	\$87,579	\$7,299	\$3,650	\$3,369	\$1,685
8 .....	\$97,532	\$8,128	\$4,064	\$3,752	\$1,876
For EACH additional household member add:					
	\$9,953	\$830	\$415	\$383	\$192

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
- (2) fax: (833) 256-1665 or (202) 690-7442; or
- (3) email: [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.