



February 2023

Dear Parents / Guardians:

The Huntington Beach City School District Transportation Department offers student transportation to and from school. Bus passes are available for purchase or at no cost if eligible.

Student bus passes are \$224.00 per semester. Methods of payment include cashier's checks, money orders, personal checks, or cash. Students may be eligible for free bus passes if they qualify under one of the following criteria:

- Low Income (Qualifies for free and reduced lunch)
 - Link for School Funding Form ([English](#) | [Spanish](#))
- English Learner
- Foster Youth
- McKinney Vento

Please submit your application, found online on the Transportation Department webpage at www.hbcasd.us/transportation or by scanning the QR below. Payments are accepted in person at the District Office, Monday through Friday between 8:00 am - 4:00 pm.

Bus pass fees cover a portion of the total cost of transportation. According to Education Code Section 39809.5, a District is only able to charge up to the difference between transportation income and expenses.

District approval of the online application and submission of all applicable fees will ensure that your child will have district-provided transportation starting the first day of the 2nd semester on February 14, 2023. If the application and fees are not received by March 13, 2023, an additional \$25.00 late fee will be applied.

Please read this packet carefully. If you need a hard copy of the packet and application, please visit the District Office. There is important information contained in the pages that follow. For questions, please call (714) 378-2090.

Angela Robertson
Transportation Department





Bus Application 2022-2023 February 14, 2023 – June 23, 2023

Application Number # _____

1 Information about Parent/Guardian:

Parent/Guardian Last Name	First Name	Home Phone	
Home Address AND P.O. Box (if applicable)	Apt #	City / Zip Code	Work Phone
After School Care Provider Name (MUST SIGN BACK)			Child Provider Phone
After School Care Provider Address (AM only, PM only, or Both)	Apt #	City / Zip Code	

2 Information about Students and Passes:

<u>Student #1</u>			
Student Last Name	Student First Name	Student Middle Name	Grade (REQUIRED)
School (REQUIRED)		Bus Stop (REQUIRED)	
<u>Type of Pass (Check One, information in this form is confidential and will not be shared)</u>			
<input type="checkbox"/> This student is obtaining a Regular Bus Pass (\$224) <input type="checkbox"/> This student qualifies for Free or Reduced Meals (Free Bus Pass and no processing fee) <input type="checkbox"/> This student qualifies as an English Learner (Free Bus Pass and no processing fee) <input type="checkbox"/> This student qualifies as foster youth (Free Bus Pass and no processing fee) <input type="checkbox"/> This student qualifies as McKinney Vento (Free Bus Pass and no processing fee)			

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<u>Student #2</u>			
Student Last Name	Student First Name	Student Middle Name	Grade (REQUIRED)
School (REQUIRED)		Bus Stop (REQUIRED)	
<u>Type of Pass (Check One, information in this form is confidential and will not be shared)</u>			

- This student is obtaining a Regular Bus Pass (\$224)
- This student qualifies for Free or Reduced Meals (Free Bus Pass and no processing fee)
- This student qualifies as an English Learner (Free Bus Pass and no processing fee)
- This student qualifies as foster youth (Free Bus Pass and no processing fee)
- This student qualifies as McKinney Vento. (Free Bus Pass and no processing fee)

Student #3

Student Last Name	Student First Name	Student Middle Name	Grade (REQUIRED)
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School (REQUIRED)	Bus Stop (REQUIRED)
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Type of Pass (Check One, information in this form is confidential and will not be shared)

- This student is obtaining a Regular Bus Pass (\$224)
- This student qualifies for Free or Reduced Meals (Free Bus Pass and no processing fee)
- This student qualifies as an English Learner (Free Bus Pass and no processing fee)
- This student qualifies as foster youth (Free Bus Pass and no processing fee)
- This student qualifies as McKinney Vento. (Free Bus Pass and no processing fee)

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Student #4

Student Last Name	Student First Name	Student Middle Name	Grade (REQUIRED)
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School (REQUIRED)	Bus Stop (REQUIRED)
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Type of Pass (Check One, information in this form is confidential and will not be shared)

- This student is obtaining a Regular Bus Pass (\$224)
- This student qualifies for Free or Reduced Meals (Free Bus Pass and no processing fee)
- This student qualifies as an English Learner (Free Bus Pass and no processing fee)
- This student qualifies as foster youth (Free Bus Pass and no processing fee)
- This student qualifies as McKinney Vento. (Free Bus Pass and no processing fee)

Student #5

Student Last Name	Student First Name	Student Middle Name	Grade (REQUIRED)
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School (REQUIRED)	Bus Stop (REQUIRED)
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Type of Pass (Check One, information in this form is confidential and will not be shared)

- This student is obtaining a Regular Bus Pass (\$224)
- This student qualifies for Free or Reduced Meals (Free Bus Pass and no processing fee)
- This student qualifies as an English Learner (Free Bus Pass and no processing fee)
- This student qualifies as foster youth (Free Bus Pass and no processing fee)
- This student qualifies as McKinney Vento (Free Bus Pass and no processing fee)

Each Student obtaining a regular bus pass in Family requires (\$30 Processing fee)

TOTAL TRANSPORTATION FEES DUE (Please write total amount of charges here)

\$

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3 Instructions:

After completion of the online bus pass application, it will be reviewed by the District. Upon review and approval, you will receive a confirmation email. Once you have received your confirmation email, please provide payment as noted below:

**Provide payment to the District Office is located at:
8750 Dorsett Dr.
Huntington Beach, CA 92646**

Bus passes will be given to the bus drivers for distribution

4 Method of Payment:

CASH or CHECK or MONEY ORDER or CASHIER'S CHECK – made payable to H.B.C.S.D. Transportation

PLEASE NOTE: HBCSD will assess a fee of \$23.00 for returned checks.

5 Lost Passes:

After the original pass has been issued, the replacement pass is \$10.00 each.

6 Certification:

I certify that the above student(s) has (have) my permission to participate in the Huntington Beach City School District Student Transportation Program. *Transfer students are not eligible for transportation at this time.* The stated information is correct and verifiable by school officials. I understand that there are **NO REFUNDS** on regular passes unless the family moves out of the district or into a walking area, and that the discounted passes are **not refundable, replaceable, or exchangeable.**

Signature of Parent: _____ **Date:** _____

When signed below, this person has been given the total responsibility for the children named above on the application. The parent authorizes them to act as a guardian until revoked in writing.

Child Care Provider: _____ **Date:** _____



Proposed Bus Stops 2022-2023 School Year

August 24, 2022

To: Parents & Guardians

Proposed Bus Stops for 2022-2023 School Year

Dwyer Middle School – ONLY

DELAWARE & AMBERLEAF
DELAWARE & DEL WAY E
HUNTINGTON & CLAY
PCH @ CORAL CAY
PCH @ BROADWAY
ADMIRALTY @ GRIMAUD
19TH @ N/S PACIFIC
5TH @ N/S PACIFIC

Peterson Elementary School – ONLY

FLORIDA @ JAY
HUNTINGTON @ WICHITA
HELME PARK (Ellis & Chapel)
PERRY ELEMENTARY
ATLANTA @ DELAWARE

Seacliff Elementary School – ONLY

DELAWARE & AMBERLEAF
FLORIDA @ SHAFFER

Smith Elementary School - ONLY

DELAWARE & DEL WAY E
HUNTINGTON & CLAY
PCH @ CORAL CAY
PCH @ BROADWAY
ADMIRALTY @ GRIMAUD
19TH @ N/S PACIFIC
5TH @ N/S PACIFIC

Note: All above Bus Stops are subject to change or cancellation. Please contact Transportation directly (714) 378-2090 with any questions regarding the above stops.

STANDARDS OF CONDUCT – BUS TRANSPORTATION

Bus Stop Conduct

1. Students should be waiting at the bus stop five (5) minutes prior to the scheduled bus arrival.
2. Students should line up in an orderly manner beginning 12 feet away from the point where the bus will stop. They need to stand away from the curb or road and face the bus as it approaches. **DO NOT PLAY IN THE STREET.**
3. Students are to respect the property adjacent to bus stops and conduct themselves in an orderly manner while waiting for the bus and when returning home after departing the bus.
4. Students are not to move toward the bus for boarding until the bus stops and the door is opened.
5. Students are expected to refrain from pushing or crowding towards the door entrance.
6. In order to maintain schedules, parents are asked not to engage in extended conversation with the driver while he/she is at the bus stop. The transportation office should be contacted if the parents wish to discuss the transportation service. **The transportation office can be reached at (714) 378-2090.**

Discipline Procedures

The Huntington Beach City School District offers students home to school transportation. The Board has adopted rules and regulations relating to safe riding practices for pupils transported in school buses. According to State Law (5 CAC 14103), pupils transported in district buses shall be under the authority of and responsible to the bus driver. The bus driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the street. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation.

The goal of discipline is to achieve a change in student behavior. Administratively, the driver and the school may use a variety of informal techniques to gain safe student behavior. If the behavior on either a first incident or repeated incidents endangers the students, driver and/or bus, the loss of opportunity to ride the bus will be enforced. The following sequence of disciplinary steps will be enforced:

	<u>Grades K-5</u>	<u>Grades 6-8</u>
1st Notice	Letter to Parents	Letter to Parent
2nd Notice	Letter /Conference	5 day riding suspension
3rd Notice	5 day riding suspension	10 day riding suspension
4th Notice	10 day riding suspension	Deny transportation
5th Notice	Deny transportation	N/A

PROFANITY, DEFACING THE BUS, OR FIGHTING SHALL BE GROUNDS FOR IMMEDIATE SUSPENSION.

General Bus Rules

1. Unruly conduct on the bus **will not be permitted.**
2. All passengers shall remain seated while the bus is in motion (13-CCR-1217).
3. Students must board and leave the bus at their regular stop(s) unless they present written permission **from the school office** giving permission to do otherwise.
4. The use of profanity, vulgarity, or obscenities shall result in suspension of bus transportation.
5. Destruction or defacing of the school bus by any child shall result in expulsion from transportation and restitution from his/her parents.
6. **ABSOLUTELY NO GLASS ITEMS, ANIMALS/INSECTS OR SKATEBOARDS** are permitted on the bus.
7. While on the bus, all portions of the body must be kept inside the bus.
8. Loud talking, shouting, and singing is prohibited.
9. Students must sit facing forward, with arms and legs out of the aisle.
10. No eating or drinking (this includes chewing gum) while on the bus.
11. Neither trash nor other articles shall be thrown out of the bus windows.
12. Students are encouraged to bring items to recycling drives but must be able to hold those items, as well as books and lunch, on their laps. Please ensure no leaks.

Parental Responsibilities

1. If a student misses the bus, whether in the A.M. or in the P.M., the parent is responsible for the child's transportation.
2. The parent or guardian of any pupil shall be held liable any acts of vandalism to the bus.
3. Parents will be expected to cooperate with school authorities regarding their child's behavior.
4. Parents of children who ride the Special Education Bus are responsible for notifying the Transportation Department when their child will not be riding the bus. If your child does not ride the bus for three (3) days, the driver will not return until you have requested the Transportation Department to return for your child.
5. If parents choose to meet their child at the bus stop, they need to be there five (5) minutes prior to the bus scheduled arrival. The bus schedule does not allow the drivers to wait for tardy parents nor to return the child immediately to the school.

REMINDER

The Transportation Department of the Huntington Beach City School District is concerned for the safety of your child as well as the safety of the other students on the bus. It is our goal to get all of our students to and from school in a safe and timely manner. Please remind your child to contribute to this effort by following the rules and by being careful in and around the school bus.



HUNTINGTON BEACH
CITY SCHOOL DISTRICT

School Funding Form

HBCSD is pleased to continue offering free school meals to all students for the 2022-2023 school year. Please support our schools to access all available funding for student academic programs and other essential services by completing the School Funding Form (also known as the Meal Application Form). Listed below are additional benefits which you may also qualify for by completing the School Funding Form.

Benefits

- Discounted utility services
- Discounted internet, phone & cell services
- Reduced cost benefits towards school bus pass
- Increased funding through the Local Control Funding Formula (LCFF)
- Support staff funding
- Technology funding
- Discounted internet costs for the District
- Provide equipment grants to improve meal quality

Apply
Today!

Fill out one form per family

Paper forms available upon request



Visit the website listed below or scan the QR code

<https://bit.ly/3K39V3E>

Huntington Beach City School District
FOR IMMEDIATE RELEASE

[Huntington Beach City School District \(HBCSD\)](#) is pleased to continue offering free school meals to all students – regardless of family income – for the 2022-2023 school year. A meal application is **NOT** required for students to receive free school meals.

In an effort to maximize school benefits and funding provided by the State of California for all education programs we are asking for your help. Please support our schools to access all available funding for student academic programs and other essential services by completing the [School Funding Form](#) (also known as the *Meal Application Form*).

We strongly encourage all families to complete the following forms to help ensure your family and the District schools receive all of the state and federal funds and additional benefits for which you may qualify (such as waived or reduced cost benefits towards school bus passes, internet access, utility bills, and more.)

Income Survey - Complete online through Aeries Parent Portal Data Confirmation.

School Funding Form - Complete online

(<https://family.titank12.com/application/new?lang=English&identifier=CFW4L3>). Paper forms are available upon request.

If you have multiple children in our District you only need to complete one form. Please note your information is kept confidential and will not be shared or utilized for any other purpose.

For more information or assistance in completing the form please call the [Food Services Department](#) at (714) 378 - 2076.

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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

This institution is an equal opportunity provider.

School Year 2022-2023 Huntington Beach City School District Application for Free and Reduced-Price Meals: State Meal Program Complete one application per household.

Please read the instructions on how to apply. Print clearly with a pen. This institution is an equal opportunity provider.

California Education Code Section 49557(a): Applications for free and reduced-price meals may be submitted at any time during a school day. Children participating in the federal National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

STEP 1 – STUDENT INFORMATION

Children in **Foster Care** and children who meet the definition of **Homeless, Migrant, or Runaway** are eligible for free meals.

Print the name of EACH STUDENT (First, Middle Initial, Last)	Enter school name and grade level		Enter student's birthdate	Check the applicable box if the student is foster, homeless, migrant, or runaway.			
				Foster	Homeless	Migrant	Runaway
EXAMPLE: Joseph P Adams	Lincoln Elementary	1st	12-15-2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 2 – ASSISTANCE PROGRAMS: CalFresh, CalWORKs, or FDPIR

Do ANY household members (child or adult) currently participate in CalFresh, CalWORKs or FDPIR? If **NO**, skip STEP 2 and continue to STEP 3.

If YES , check the applicable program box, enter one case number, skip STEP 3, and continue to STEP 4.	Select Program Type: <input type="checkbox"/> CalFresh <input type="checkbox"/> CalWORKs <input type="checkbox"/> FDPIR	Enter Case Number:
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STEP 3 – REPORT INCOME FOR ALL HOUSEHOLD MEMBERS (Skip this step if you answered 'YES' in STEP 2)

A. STUDENT INCOME: Sometimes students in the household earn income. Enter the **TOTAL GROSS** income (before deductions) in whole dollars earned by all students listed in STEP 1. If no income enter "0". Enter the appropriate pay period in the "How Often" box: **W = Weekly, 2W = Biweekly, 2M = Twice a Month, M = Monthly, Y = Yearly**

Total Student Income	How Often
\$	

B. ALL OTHER HOUSEHOLD MEMBERS (including yourself): List ALL household members not listed in STEP 1, even if they do not receive income. For each household member, report the **TOTAL GROSS** income (before deductions) in whole dollars for each source. If the household member does not receive income from any sources, write "0". If you enter "0" or leave any fields blank, you are certifying (promising) that there is no income to report. Enter the appropriate pay period in the "How Often" box: **W = Weekly, 2W = Biweekly, 2M = Twice a Month, M = Monthly, Y = Yearly**

Print the name of ALL OTHER Household Members (First and Last)	Earnings from Work	How Often	Public Assistance/SSI/ Child Support/Alimony	How Often	Pensions/Retirement/ All Other Income	How Often
	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	

C. Total Household Members (Children and Adults)

D. Enter the last four digits of Social Security number (SSN) from the Primary Wage Earner or Other Adult Household Member Check the box if **NO SSN**

STEP 4 – CONTACT INFORMATION & ADULT SIGNATURE

Certification: I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable state and federal laws.

Signature of adult completing this application:		
Print Name:		
Date:	Phone Number:	
Mailing Address:		
City:	State:	Zip:
E-mail:		

DO NOT COMPLETE. SCHOOL USE ONLY	
How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice a Month <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly Annual Income Conversion: Weekly x52, Biweekly x26, Twice a Month x24, Monthly x12	Total Household Income \$
Total Household Size <input type="text"/> <input type="text"/>	Eligibility Status: <input type="checkbox"/> Free <input type="checkbox"/> Reduced-price <input type="checkbox"/> Paid (Denied)
	Verified as: <input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway
Determining Official's Signature:	Date:
Confirming Official's Signature:	Date:
Verifying Official's Signature:	Date:

OPTIONAL – CHILDREN'S ETHNIC AND RACIAL IDENTITIES
We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.
Ethnicity (check one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
Race (check one or more): <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White

Dear Parent or Guardian:

The Huntington Beach City School District participates in the National School Lunch Program and/or School Breakfast Program by offering nutritious meals every school day. All students enrolled in the District will be offered FREE breakfast and lunch at all grade levels. However, to maximize our reimbursement from the Federal government and lessen the expenses for the State of California, we encourage families to fill out a meal application. You or your children do not have to be U.S. citizens to qualify for free meals. If there are more household members than the number of lines on the application, attach a second application. For a simple and secure method to apply, use our online application at <https://family.titank12.com/income-form/new?identifier=CFW4L3>.

LETTER TO HOUSEHOLD FOR FREE AND REDUCED-PRICE MEALS

QUALIFICATION: Your children may qualify for free or reduced-price meals if your household income falls at or below the federal Income Eligibility Guidelines below.

Effective July 1, 2022–June 30, 2023					
Household Size	Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$ 25,142	\$ 2,096	\$ 1,048	\$ 967	\$ 484
2	33,874	2,823	1,412	1,303	652
3	42,606	3,551	1,776	1,639	820
4	51,338	4,279	2,140	1,975	988
5	60,070	5,006	2,503	2,311	1,156
6	68,802	5,734	2,867	2,647	1,324
7	77,534	6,462	3,231	2,983	1,492
8	86,266	7,189	3,595	3,318	1,659
For each additional family member, add:					
	\$ 8,732	\$ 728	\$ 364	\$ 336	\$ 168

APPLYING FOR BENEFITS: An application for free or reduced-price meals cannot be reviewed unless all required fields are completed. A household may apply at any time during the school year. If you are not eligible now, but your household income decreases, household size increases, or a household member becomes eligible for CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKs), or Food Distribution Program on Indian Reservations (FDPIR) benefits, you may submit an application at that time.

DIRECT CERTIFICATION: An application is not required if the household receives a notification letter indicating all children are

HOW TO APPLY FOR FREE OR REDUCED-PRICE MEALS – Complete one application per household. Please print clearly with a pen. Incomplete, illegible, or incorrect information will delay processing.

STEP 1: STUDENT INFORMATION – Include ALL STUDENTS who attend Huntington Beach City School District. Print their name (first, middle initial, last), school, grade level, and birthdate. If any student listed is a foster child, check the “Foster” box. If you are only applying for a foster child, complete STEP 1, and then continue to STEP 4. If any student listed may be homeless, migrant, or runaway, check the applicable “Homeless, Migrant, or Runaway” box and complete all STEPS of the application.

STEP 2: ASSISTANCE PROGRAMS – If ANY household member (child or adult) participates in CalFresh, CalWORKs, or FDPIR, then all children are eligible for free meals. Must check the applicable assistance program box, enter one case number, and then continue to STEP 4. If no one participates, skip STEP 2 and continue to STEP 3.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS – Must report GROSS income (before deductions) from ALL household members (children and adults) in whole dollars. Enter “0” for any household member that does not receive income.

- A) Report the combined GROSS income for all students listed in STEP 1 and enter the appropriate pay period. Include a foster child’s income if you are applying for foster and non-foster children on the same application.
- B) Print the names (first and last) of ALL OTHER household members not listed in STEP 1, including yourself. Report the total GROSS income from each source and enter the appropriate pay period.
- C) Enter the total household size (children and adults). This number MUST equal the listed household members from STEP 1 and STEP 3.
- D) Enter the last four digits of your Social Security number (SSN). If no adult household member has a SSN, check the “NO SSN” box.

automatically certified for free meals. If you did not receive a letter, please complete an application.

VERIFICATION: School officials may check the information on the application at any time during the school year. You may be asked to submit information to validate your income or current eligibility for CalFresh, CalWORKs, or FDPIR benefits.

WIC PARTICIPANTS: Households that receive Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) benefits, may be eligible for free or reduced-price meals by completing an application.

HOMELESS, MIGRANT, RUNAWAY & HEAD START: Children who meet the definition of homeless, migrant, or runaway, and children participating in their school’s Head Start program are eligible for free meals. Please contact school officials for assistance at 714-964-8888.

FOSTER CHILD: The legal responsibility must be through a foster care agency or court to qualify for free meals. A foster child may be included as a household member if the foster family chooses to apply for their non-foster children on the same application and must report any personal income earned by the foster child. If the non-foster children are not eligible, this does not prevent a foster child from receiving free meals.

FAIR HEARING: If you do not agree with the school’s decision regarding your application’s determination or the result of verification, you may discuss it with the hearing official. You also have the right to a fair hearing, which may be requested by calling or writing the following: Jenny Delgado, Asst. Supt. of Admin. Services, 8750 Dorsett Drive, Huntington Beach, CA 92646, 714-964-8888.

ELIGIBILITY CARRYOVER: Your child’s eligibility status from the previous school year will continue into the new school year for up to 30 operating days or until a new determination is made. When the carryover period ends, your child will be charged the full price for meals, unless the household receives a notification letter for free or

reduced-price meals. School officials are not required to send reminder or expired eligibility notices.

NON-DISCRIMINATION STATEMENT: 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, audiotope, 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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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 Ave SW, Washington, D.C. 20250-9410; or 2. fax: (833) 256-1665 or (202)690-7442; or 3. email: program.intake@usda.gov.

This institution is an equal opportunity provider.

STEP 4: CONTACT INFORMATION & ADULT SIGNATURE – The application must be signed by an adult household member. Print the name of the adult signing the application, contact information, and today’s date.

OPTIONAL: CHILDREN’S ETHNIC AND RACIAL IDENTITIES – This field is optional to complete and does not affect your children’s eligibility for free or reduced-price meals. Please check the appropriate boxes.

INFORMATION STATEMENT: 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 are not required when you list a CalFresh, CalWORKs, or 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.

QUESTIONS/NEED ASSISTANCE: Please contact Food Services at 714-278-2076.

SUBMIT: Please submit a complete application to your child’s school or the nutrition office at 8750 Dorsett Dr., Huntington Beach, 92646. You will be notified if your application is approved or denied for free or reduced-price meals.

Sincerely,
Ashlin Connolly, Director of Food Services, Huntington Beach City School District