

# TAMALPAIS UNION HIGH SCHOOL DISTRICT

Dear Parent/Guardian:

**Tamalpais Union High School District** participates in the National School Lunch Program and School Breakfast Program by offering healthy meals every school day. Your children may qualify for free or reduced-price meals by completing the Application for Free and Reduced-Price Meals. Eligible students may receive meals at the reduced-price rate of **\$.40** for lunch and **\$.30** for breakfast. Students may buy lunch for \$6.00 and breakfast for \$3.00. The meal programs that we provide are supported by federal and state reimbursements and are based on household income and eligibility.

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 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 federal 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 - July 1, 2017 – June 30, 2018**

Household Size	Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$ 22,311	\$ 1,860	\$ 930	\$ 859	\$ 430
2	30,044	2,504	1,252	1,156	578
3	37,777	3,149	1,575	1,453	727
4	45,510	3,793	1,897	1,751	876
5	53,243	4,437	2,219	2,048	1,024
6	60,976	5,082	2,541	2,346	1,173
7	68,709	5,726	2,863	2,643	1,322
8	76,442	6,371	3,186	2,941	1,471
For each additional family member, add:					
	\$ 7,733	\$ 645	\$ 323	\$ 298	\$ 149

## 2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?

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 call or email **Elena Dibble at 415-945-3678** [edibble@tamdistrict.org](mailto:edibble@tamdistrict.org)

## 3. DO I NEED TO COMPLETE AN APPLICATION FOR EACH CHILD?

No. Complete **one** Application for Free and Reduced-Price Meals for all students 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 your school or mail to: **TUHSD, Nutritional Services, 333 Doherty Drive, Larkspur, CA 94939**

**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 carefully and follow any instructions. If any children in your household were missing from your eligibility notification, please contact **Elena Dibble 415-945-3678** or email at [edibble@tamdistrict.org](mailto:edibble@tamdistrict.org) immediately.

**5. 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 by **September 15, 2016** unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

**6. 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.

**7. 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 FDIPIR.

**8. 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.

**9. 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: **Lars Christensen, Assistant Superintendent of Human Resources 310 Doherty Drive, Larkspur, CA 94939**

**10. 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.

**11. 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, enter 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.

**12. 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.

**13. 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.

If you have other questions or need help, please contact **Elena Dibble, 415-945-3678** [edibble@tamdistrict.org](mailto:edibble@tamdistrict.org)

Sincerely,

**Elena Dibble**  
**Director of Student Nutritional Services**

# **2017/2018 MEAL APPLICATION INSTRUCTIONS**

1. Use black or blue ink. Print clearly.
2. A new application needs to be completed every school year even if there are no changes.
3. **Complete one application per household.** It is important to get this application filled out and turned in as soon as possible to ensure your child is receiving meal benefits that they may qualify for.
4. **STEP 1 STUDENT INFORMATION (Children 18 and younger living in the household)**
  - Complete one line for each child in the household, even if they are not in school.
  - If the child is a foster child, please check the foster box next to the child's name. If you are **only** applying for foster children complete section A and then continue to section D.
  - Write the amount of personal income received in the child income column. Write zero (0) if there is none.
  - Please check the box if child is homeless, migrant, runaway or head start.
5. **STEP 2 ASSISTANCE PROGRAMS (Any household member who currently participates in one of the assistance programs)**
  - If CalFresh, CalWORKs, Kin-GAP or FDPIR benefits are received you **MUST** include the **case number**.
  - Your children are eligible for free meals if ANY household member (child or adult) participates in one of the assistance programs listed above.
  - If you have listed a case number in this section skip Step 3 and go to Step 4.
6. **STEP 3 REPORT INCOME FOR ALL HOUSEHOLD MEMBERS (Adults)**
  - List ALL other members in the household and their GROSS (before taxes) MONTHLY income from all their jobs.
  - If income received is other than monthly state how often income is received; weekly, bi-weekly, twice a month or yearly.
  - Record under the appropriate column, any other monthly incomes that are received for each household member.
  - You must include the last four digits of your social security number OR check box for NO SSN if you don't have one.
7. **STEP 4 Contact Information and Adult Signature (Required on all applications)**
  - You must sign your name
  - Write today's date.
  - Provide your address and contact phone number.
8. **Optional – Children's Ethnic and Racial identities**
  - Racial and ethnic data is optional.

## **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 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.

## **NON-DISCRIMINATION STATEMENT**

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](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) fax: (202) 690-7442
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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