



# IRVINE UNIFIED SCHOOL DISTRICT

## NUTRITION SERVICES

July 1, 2024


Dear Parents/Guardians:

The Nutrition Services Department is excited to share that the State of California has committed to continue serving free meals to all students on campus this upcoming school year. This commitment continues the program initiated by the United States Department of Agriculture (USDA), which provided free meals to all students during the pandemic. Therefore, ALL students will receive **free** meals throughout the 2024-25 school year.

Please note that Nutrition Services will continue to charge students full-price for an additional second meal or for a la carte items. Check your student's school schedule for serving times. Breakfast is served during morning recess at elementary schools and during the first break at secondary schools. Breakfast is also served before school at high schools.

### **Free and Reduced-Price Meal Applications**

While meals are free for all students, families are still encouraged to complete a free or reduced-price meal application to ensure your students receive additional benefits to which they may be entitled. If approved, these applications may qualify families for discounted college application fees, discounted Advanced Placement (AP) test fees, discounted school events, and discounted utilities through gas, electricity, internet, or phone providers. These applications also benefit schools by providing increased funding through the Local Control Funding Formula, including funding for support staff, computers and other technology.

The application for free or reduced-price meals is available online by visiting the Parent Portal at [my.iusd.org](https://my.iusd.org) and clicking on the orange Titan icon  or at [lingconnect.com](https://lingconnect.com). The fastest and easiest way to apply for meal benefits is through our online application. If you choose to complete a paper application, these are available in the Nutrition Services office (3387 Barranca Parkway, Irvine), your school's office, and the District Office (5050 Barranca Parkway, Irvine).

### **Health and Safety Planning**

We want to assure families that Nutrition Services is taking extra steps to help ensure that our students' experience with us is healthy and safe, following all Federal, State and County guidelines for school food service. This includes:

- At this time, all salad bars will continue to be closed during the 2024-25 school year. However, students will be served an array of fresh fruit and vegetables packaged by our Central Kitchen and local produce company.
- No change will be given in our cafeterias at any grade level. All extra monies will be deposited to students' accounts.

[IUSD.org/nutrition](https://iusd.org/nutrition) will be updated regularly with current information and menus. Please check back regularly.

Nutrition Services looks forward to providing healthy and nutritious meals and snacks to our students in the new school year.

Sincerely,

Jill Hartstein, M.S., R.D.  
Director, Nutrition Services

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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 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.

# Healthy Choices

in our cafeterias

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## BREAKFAST MEALS

- Include an entree or grain option, milk, and fruit/juice/vegetable
- Students must take a fruit/juice/vegetable with all breakfast meals
- All grains offered must be Whole Grain Rich
- All meals adhere to weekly sodium limits set by the USDA as well as strict limits on saturated fat and portion size

## LUNCH MEALS

- Include an entree, milk, vegetables and fruit/juice
- Entrees typically include a protein and whole grain in each serving
- Students **MUST** select a fruit or vegetable with a meal
- All grains offered must be Whole Grain Rich
- All meals adhere to weekly sodium limits set by the USDA as well as strict limits on saturated fat and portion size

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**1st MEALS ARE FREE. If a 2nd meal is purchased, they are priced as follows:**

### ELEMENTARY SCHOOL:

BREAKFAST \$2.00

LUNCH \$3.25

### MIDDLE & HIGH SCHOOLS:

BREAKFAST \$2.75

LUNCH \$4.25

This institution is an equal opportunity provider.



## CONTACT US

3387 Barranca Parkway, Irvine, CA 92627

949-936-6520

[iusd.org/nutrition](http://iusd.org/nutrition)

[nutrition@iusd.org](mailto:nutrition@iusd.org)



[@iusd\\_nutritionsvcs](https://www.instagram.com/iusd_nutritionsvcs)

## SCHOOL PAYMENTS AND FEES

# EASY AS 1, 2, 3



### Visit Our Website

Go to [linqconnect.com](https://linqconnect.com).  
Access from any computer,  
tablet or mobile device.



### Create A Free Account

Our user-friendly portal  
makes signing up easy  
and quick.



### Add Funds & Apply

Add funds securely to  
student accounts and apply  
for free and reduced meals.

**MOBILE APP  
ALSO AVAILABLE**



Google Play



Apple Store



**LINQ Connect**

LINQ Connect is a secure, online portal that allows families to:

- Make an online payment to their student's meal account
- Remotely monitor their student's accounts
- Set up automatic recurring payments
- Set up low balance email message alerts
- View and purchase fees assigned to their student in the Online Store
- Submit an online application for free and/or reduced meals
- View online breakfast and lunch menus

### NEED ADDITIONAL SUPPORT?

[support@linqconnect.com](mailto:support@linqconnect.com)

<https://linqconnect.com>

## How do I get started? It's as easy as 1, 2, 3:

### 1. Register

Create an account at <https://linqconnect.com> and selecting **Register**.

### 2. Verify your Account

Verify your account by clicking on the email verification link sent to your email address.

### 3. Sign In

Now you can sign in at <https://linqconnect.com> using your email and password.

## Where do I go to access the updated portal?

Go to [linqconnect.com](https://linqconnect.com) to get started with the new parent payment portal. Use your existing Titan Family Portal username and password to access your account in LINQ Connect.

## I just registered and when I try to log in it says, "Invalid email or password"?

Your account will not be active until you have verified your email address and password. Check your email for the verification link.

## When I log in, I do not see my student's account?

You will need to add your student to your LINQ Connect account. Click on **+** then **Type** and complete the information to link your student. You will need to complete this process for each student you wish to add.

## **What if I have several student's in different districts?**

You can add as many children student's as you need, as long as they attend a school district utilizing LINQ Connect for their meal payment account.

## **How can I update my email address and password?**

In the upper right-hand corner, click on the Profile icon, then select your account name. To change your email address, select the **Update Email** button. To update your password, click on **Update Password**.

## **Can I access my account through any browser?**

You can access your account through any browser except Internet Explorer, which is no longer supported.

## **Can I access my account through a mobile app?**

Yes, you will need to download the new LINQ Connect app in the Apple Store available soon or Google Play Store available now. The app can be downloaded now and will go live on May 23rd.

# **TITAN Family Portal (Returning Parents)**

## **What do I need to do if I am currently using Titan Family Portal through a browser?**

If you use the site on a computer, it will automatically redirect you to the new URL. If you use the mobile app, you will need to download the new LINQ Connect app in the Apple Store or Google Play Store.

## **Will my balance from Titan Family Portal crossover to the new LINQ Connect?**

Go to [linqconnect.com](http://linqconnect.com) to get started with the new parent payment portal. Use your existing Titan Family Portal username and password to access your account in LINQ Connect.

## **What if I don't remember my username or password?**

You will complete your username and click "forgot password". Your username is your email address you receive any notifications from.



# Meal Payments

## How do I add money/make a payment to my student's account?

Once you have added your child to your LINQ Connect account, you can add money by clicking the **Add Money to Account** button on the dashboard or by clicking the **Meal Accounts** button on the student card. You can choose to either **Add to Balance** or set up a **New Recurring Payment with Auto Pay**.

If you select **Add to Balance**, the funds will be immediately available on your student's account upon completion of the transaction.

If you select **New Recurring Payment with Auto Pay**, you will be setting up a future automatic payment for the specified amount, frequency, day, and starting date that you choose.

## Can I set up automatic meal payments?

Yes. Click on **Auto Pay**. Enter the Payment Amount for each student, Frequency, Day, Starting Date, Billing Address, Payment Method, and click **Save**.

## How can I cancel or change my automatic meal payments?

Go to the **Meal Accounts** page and click on the trash can icon on the **Auto Pay** card.

## Can I transfer my funds from one student's account to another?

If your school district has added the transfer funds feature, you can transfer funds between accounts. To determine if you have access, navigate to the **Transfer Balances** card on the **Meal Accounts** page. If you see your student's name, you're able to transfer funds within the district. Funds can only be transferred for students within the same school district.

## Is there a minimum payment amount?

Your district sets the minimum amount per transaction. Please contact your school district for further information.

## How do I customize my minimum payment amount?

Go to your **District Portal** and select **Configuration** and navigate to **District** and **District Management** and select **LINQ Connect**.

## Can I set spending limits on my student's account?

You can set specific spending limits on your student's account only if your school district has added the spending limits feature. To determine if you have access, navigate to the **Spending Limits** card on the **Meal Accounts** page and locate your child's name. Click on the pencil icon to the right to set a spending limit.

## If I have more than one child in the district, can I deposit money one time and have the amount divided evenly among each of my student's accounts?

Yes, if your district has "Shared Accounts" for its students and you've requested this for your student. To determine if your student has been set up for shared accounts, select any payment option. If siblings are sharing an account, you'll see all your student's names listed next to the deposit amount. You can then enter the deposit amount—funds added will be shared between accounts until the funds have been depleted.

## Can I receive a notification when my student's account balance is low?

Yes. The system is defaulted to send an email reminder when the balance falls below \$5.00. You can change the Payment Reminder by editing the dollar amount on the **Payment Reminder** card on the Meal Accounts page.

## What happens to the money in my student's account at the end of the school year?

Your account balance moves with your student from grade to grade and school to school (within the district).

## How can I remove a student from my LINQ Connect account?

Open the student card and click on the three dots in the bottom right-hand corner, where you can select Remove.

## School Fees

### Where do I find fees assigned to my student's account?

Fees assigned to your student will display on their student card on the Dashboard. Optional fees, such as sports tickets, can be added to your cart from the Online Store.



## Why can't I see assigned fees in LINQ Connect?

You will only see assigned fees if your district is using the Fee Management module. Only unpaid assigned fees display on your child's student card and dashboard.

## How do I view items in the Online Store?

There are two ways to do this. The first way is to select **Fees** on the student card. The second way is to select **Store** from the Navigation panel.

## Where can I download forms that are attached to fees (e.g., permission slips)?

There are two ways to access forms and links. First, go to the Online Store and select the **Fee**. Forms will be listed by name at the bottom of the screen. Click on a form to download it to your device. Second, you can select **Forms** from the Navigation panel and you'll see a complete library of forms and links.

# Meal Applications

## How can I apply for free/reduced meals online?

### 1. Apply

Go to <https://linqconnect.com> and click **Start Meal Application**.

### 2. Log In

If you have already registered for a LINQ Connect account and have logged in, you can click on **Start Meal Application**.

## What Is the web address for meal applications?

Please utilize <https://linqconnect.com> for your meal applications.

## How will I find out the status of my free/reduced meal application?

The district will notify you within 10 school days, either by email or letter. If you have not received a notice, please contact the school district's child nutrition department directly. You can access your eligibility letter once your district has processed the application within the Notification bell in the upper right corner of the dashboard.

## School Menus

### Can I see my student's school menu online?

Yes, if the school is using TITAN Menu Planning. From the login screen on [linqconnect.com](https://linqconnect.com), enter your district's name into [Check District Menu](#).

## Feed it Forward

### How can I deposit funds to the Feed it Forward program?

On the [Meal Accounts](#) page, scroll to the [Feed it Forward](#) section and select an available district and will help support your district in funding meals for those who cannot. Please note this is separate from your student(s) having an account balance.

## Payment Types

### I made an online meal payment. How long will it take before the funds will be available in my child's account?

If you selected [Add Money to Account](#), the funds will be available immediately in your student's account upon completing the payment transaction.

If you selected [Add Auto Pay](#), the funds will be available the following day from the day is scheduled to run. For example, if the payment is to be made every Monday, the funds will be available Tuesday morning.

### Is there a fee or service charge for making online payments?

Yes, you can find the processing fee during checkout.

### How do I add a payment method?

Go to [Profile > Payment Methods](#), then select [Add New Payment Method](#).

### What credit cards/methods of payment can I use?

Go to the [Payment Methods](#) card on your profile and select [New Payment Method](#) to identify which methods you can use.

## When entering my Payment Method, it asks for a “Description”— what do I put?

This is a free form field, and you can name it anything. For example, you can name it “Household Credit Card” or “Chase Credit Card.”

## I am trying to enter my credit card information and it keeps saying “Invalid Card”—what am I doing wrong?

The system will not allow you to continue if any required items are missing. Check to see that you have entered the following:

1. Check to see that the credit card information is correct.
2. Make sure the type of card you are entering is accepted. For example, American Express or Discover may not be accepted.

## I am trying to make a payment but the “Confirm and Pay” button is gray, and I can’t continue?

The system will not allow you to continue if any required items are missing. Check to see that you have entered the following correctly:

1. Billing address
2. Credit card information

## How can I see activity on my student’s account?

Click on **History** to view previous transaction history.

## Why is there a “pending” charge on my bank statement after my card was declined?

It is common practice in the banking industry to hold the transaction fee on online payments. The fee may temporarily appear on your bank statement, but the fee will automatically be removed in approximately 1-8 banking days. If you have any questions about this fee, please contact your credit card company directly.

# The LINQ Connect App

## How do I get started?

### 1. Download

Download the LINQ Connect app from the App Store or Google Play.

### 2. Register

Create an account by selecting **Register**.

### 3. Confirm Email

Confirm your account by clicking the verification link sent to your email.

### 4. Log In

Log into the LINQ Connect app using your email and password.



[Apple Store](#)



[Google Play Store](#)

## What do I need to update if I use the mobile app to access the account for my student?

You will need to download the new LINQ Connect app in your app store available now in the Google Play Store and Apple Store. If you use the website, you will automatically be redirected. The app can be downloaded now and will go live on May 23rd.

## Can I see my child's school menus on the app?

Yes, if the school is using TITAN Menu Planning. Go to **Menus** and enter your district's name to view their meal menus.

# Security

## Is my information safe?

Yes, your information is safe and secure. LINQ follows the highest level of Payment Card Industry Data Security Standards (PCI-DSS) to protect your information.

## How can I be sure my information is safe?

LINQ Connect is protected by 256-bit SSL encryption between all browsers and our centralized data center.

## What do I need to if I need a refund or when my student graduates or leaves the district?

If you are needing a refund or your student is graduating or leaving the district, the parents/guardian will need to contact their district directly.

## When should I contact the Child Nutrition Department of my student's school district?

- If you would like a refund
- If you have a question about your child's meal service or activity on their account
- If you would like to restrict your student from purchasing items due to allergens or restrictions
- If you have questions related to your student's meal account

## My spouse and I are no longer together. Can we both have access to LINQ Connect to view our student's accounts, but with separate accounts and logins?

Yes. Simply set up a new account with your email address. When you link your student to your account, you can then view account balances and deposit funds separately. Your financial information will only be visible to you. However, available student balances will be visible to any guardian or family member who has access to your student through LINQ Connect.

## Who do I reach out to if I have questions or need help?

You can reach out to [Support@linqconnect.com](mailto:Support@linqconnect.com)

# NUTRITION SERVICES

Dear Parent/Guardian:

The Irvine Unified School District participates in the National School Lunch Program and/or School Breakfast Program by offering nutritious meals every school day. The State of California has committed to continue serving free meals to all students on campus this upcoming school year. This commitment continues the program initiated by the United States Department of Agriculture (USDA), which provided free meals to all students during the pandemic. Therefore, ALL students will receive **free** meals throughout the 2024-25 school year.

While meals are free for all students, families are encouraged to complete a free or reduced price meal application to ensure your students receive additional benefits to which they may be entitled. If approved, these applications may qualify families for discounted college application fees, discounted Advanced Placement (AP) test fees, discounted school events, and discounted utilities through your gas, electricity, internet, or phone providers. These applications also benefit your school by providing supplemental funding through the Local Control Funding Formula, and funding support staff, computers and technology. You do not have to be United States citizens to qualify for free meals. For a simple and secure method to apply, use our online application at [LINQConnect.com](https://LINQConnect.com).

## 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.

Household Size	Year	Month	Twice Per Month	Every Two Weeks	Week
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
<b>For each additional family member add</b>	\$9,953	\$830	\$415	\$383	\$192

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## 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.

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## DIRECT CERTIFICATION

An application is not required if the household receives a notification letter indicating all children are automatically certified for free meals. If you did not receive a letter, please complete an application.

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## 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.

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## 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.

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## HOMELESS, MIGRANT, RUNAWAY, AND 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 949-936-7501.

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## 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.

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## 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 to the following: Tammy Blakely, Education Services, Irvine Unified School District, 5050 Barranca Parkway, Irvine, CA 92604, 949-936-5079.

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## 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 continue to receive free meals, however they will not have a qualifying letter for any additional services if we do not have an application on file. School officials are not required to send a reminder or expired eligibility notices.



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## NONDISCRIMINATION 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, 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](mailto:program.intake@usda.gov)

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## HOW TO APPLY FOR FREE- AND REDUCED-PRICE MEALS

Complete one application per household. Please print clearly with a pen or complete online at [linaconnect.com](http://linaconnect.com). Incomplete, illegible, or incorrect information will delay processing.

1. **STUDENT INFORMATION**—Include **all students** who attend Irvine Unified 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.
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.
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.

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.

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.

Enter the total household size (children and adults). This number **must** equal the listed household members from STEP 1 and STEP 3.

Enter the last four digits of your Social Security number (SSN). If no adult household member has a SSN, check the **NO SSN** box.

4. **CONTACT INFORMATION AND 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.

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#### 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.

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#### 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 SSN of the adult household member who signs the application. The last four digits of the SSN 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 an SSN by selecting the checkbox. 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.

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#### QUESTIONS OR ASSISTANCE

Please contact the IUSD Nutrition Services office at [nutrition@iusd.org](mailto:nutrition@iusd.org) or 949-936-6520.

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#### SUBMIT

Please submit a complete application to your child's school cafeteria, the district office, or the Nutrition Services Office at 3387 Barranca Parkway, Irvine, CA 92606. You will be notified if your application is approved or denied for free or reduced-price meals.

Sincerely,

Jill Hartstein, M.S., R.D.  
Director, Nutrition Services  
Irvine Unified School District

# 2024-2025 Application for Free and Reduced Price School Meals

Complete one application per household. Please use black or blue pen (not a pencil).

## STEP 1 List ALL IUSD STUDENTS up to and including grade 12 (if more spaces are required for additional

Child's First Name	MI	Child's Last Name	Birthdate (MM/DD/YY)	IUSD School Name	Grade	Foster Child	Homeless, Migrant, Runaway
						<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"/>

Children in **Foster care** and children who meet the definition of **Homeless, Migrant** or **Runaway** are eligible for free meals. Read **Step 1** on the reverse side for more information.

Check all that apply

## STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, FDIPIR? If NO, go to STEP 3.

If YES > Write a case number here: **Case Number:** \_\_\_\_\_ then go to STEP 4 (Do not complete Step 3)

Write only one case number in this space.

## STEP 3 Report Income for ALL Household Members (Skip this step if you answered 'YES' to STEP 2)

**Definition of Household Member:** "Anyone who is living with you and shares income and expenses, even if not related." Are you unsure what income to include here? Flip the page and review the charts titled "Sources of Income" for more information. The "Sources of Child Income" chart will help you with the Child Income section. The "Sources of Adult Income" chart will help you with the All Household Members section.

**A. Child Income**  
Sometimes Children in the household earn income. Please include the TOTAL income earned by all Household Members listed in STEP 1 here.

Child income: \$ \_\_\_\_\_ How Often?  Weekly  Bi-Weekly  2xMonth  Monthly

**B. All Household Members (including yourself)**  
List all Adult and Child Household Members not listed in STEP 1 (including yourself) **even if they do not receive income.** For each Household Member listed, if they do receive income, report total income for each source in whole dollars only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Household Members (First and Last)	Gross Earnings from Work (before taxes)	How often?				Public Assistance / Child Support / Alimony	How often?				Pensions / Retirement / All Other Income	How often?					
		Weekly	Bi-Weekly	2xMonth	Monthly		Weekly	Bi-Weekly	2xMonth	Monthly		Weekly	Bi-Weekly	2xMonth	Monthly		
	\$																
	\$																
	\$																
	\$																
	\$																

Total Household Members (Children and Adults)

Last four digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member **XXX XX**     Check if no SSN

## STEP 4 Contact Information and Adult Signature Return completed form to IUSD Nutrition Services Office, 3387 Barranca Parkway, Irvine, CA 92606

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.

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Daytime Phone / Email \_\_\_\_\_

Signature of adult completing form (Required) **X** \_\_\_\_\_ Printed name of adult completing form \_\_\_\_\_ Date \_\_\_\_\_

## Optional Children's Racial and Ethnic 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):  Hispanic or Latino  Not Hispanic or Latino

Race (check all that apply):  American Indian or Alaskan Native  Asian  Black or African American  Native Hawaiian or other Pacific Islander  White  Other

**California Education Code Section 49577(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."**

# HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in IUSD. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact IUSD Nutrition Services at 949-936-6520 or nutrition@iUSD.org.

## STEP 1: LIST ALL IUSD STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many school students live in your household. They do NOT have to be related to you to be a part of your household. When filling out this section, please include ALL members in your household who are:  
 1. Children age 18 or under AND are supported with the household's income; 2. In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth; 3. Students attending IUSD, regardless of age.

<b>A) List each child's name.</b> Use one line of the application for each child. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.	<b>B) Enter the child's birthdate.</b>	<b>D) Do you have any foster children?</b> If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing STEP 1, go to STEP 4. <u>Foster children who live with you may count as members of your household and should be listed on your application.</u> If you are applying for both foster and non-foster children, go to STEP 3.	<b>E) Are any children homeless, migrant, or runaway?</b> If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and <u>complete all steps of the application.</u>
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## STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?

<b>If anyone in your household currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:</b> <ul style="list-style-type: none"> <li>● The Supplemental Nutrition Assistance Program (SNAP) or CalFresh</li> <li>● Temporary Assistance for Needy Families (TANF) or CalWORKS</li> <li>● The Food Distribution Program on Indian Reservations (FDPIR)</li> </ul>	<b>A) If no one in your household participates in any of the listed programs, leave STEP 2 and go to STEP 3.</b>  <b>If anyone in your household participates in any of the listed programs:</b> <ul style="list-style-type: none"> <li>● Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you do not know your case number, contact the California Department of Social Services at <a href="http://www.cdss.ca.gov">www.cdss.ca.gov</a></li> <li>● Go to STEP 4. Do not complete STEP 3.</li> </ul>
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## STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

- Use the charts titled "Sources of Adult Income" and "Sources of Child Income" below 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. Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amount taken from your pay.
- Any income fields left empty or blank will be counted as a zero. 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.

### 3.A REPORT INCOME EARNED BY CHILDREN

**Report all income earned or received by children.** Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

### 3.B REPORT INCOME EARNED BY ADULTS

When filling out this section, please include ALL adult members in your household 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:**

- \* People who live with you but are not supported by your household's income AND do not contribute income to your household.
- \* Infants, children, and students already listed in STEP 1.

<b>A) List adult household members' names.</b> Print the name of each household member in the boxes marked "Name of Adult Household Members (First and Last)." <u>Do not list any household members you listed in STEP 1.</u>	<b>B) Report earnings from work.</b> Report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business, you will report your net income. This is calculated by subtracting the total operation expenses of your business from its gross revenue.	<b>C) Report all income from public assistance/child support/alimony.</b> <u>Do not report the cash value of any public assistance benefits NOT listed on the chart.</u> 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.	<b>D) Report all income from pensions/retirement/all other income.</b> Report all income that applies.	<b>E) Report total household size.</b> Enter the total number of household members in the field "Total Household Members (Children and Adults)." 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.	<b>F) Provide the last four digits of your Social Security Number.</b> An adult household member must enter the last four digits of their Social Security Number in the space provided. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."
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	Income Types	Examples		Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / Other Income
Sources of Child Income	Earnings from work	A child has a regular full or part-time job where they earn a salary or wages	Sources of Adult Income	- Salary, wages, cash bonuses - Net income from self-employment <b>U.S. Military:</b> - Basic pay & cash bonuses (DO NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing	- Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - State / Federal cash assistance - Alimony payments - Child support payments - Veteran's benefits - Strike benefits	- Social Security - Private Pensions or disability benefits - Regular income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside source
	Social Security	- A child is blind or disabled and receives Social Security Benefits - A parent is disabled, retired, or deceased, and their child receives Benefits				
	Income from any other source	- A friend or extended family member regularly gives a child spending money - A child receives regular income from a private pension fund, annuity, or trust				

## STEP 4: All applications must be signed by an adult member of the household. This application may be returned to your student's school or the Nutrition Services Office, 3387 Barranca Pkwy.

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 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, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules. 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](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

### **Unpaid Meal Charge Policy – 2024-25**

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the Nutrition Services Department and ultimately the District's general fund. The goals of this standard of practice are to establish a consistent department policy regarding charges and collection of charges.

All students will be allowed to purchase one reimbursable meal per serving period, regardless of eligibility status or account balance, at no charge.

#### **Free or Reduced-Price Meal Program:**

The State of California has committed to continue serving free meals to all students on campus this upcoming school year. This commitment continues the program initiated by the United States Department of Agriculture (USDA), which provided free meals to all students during the pandemic. Therefore, ALL students will receive **free** meals throughout the 2024-25 school year.

While meals are free for all students, families are still encouraged to complete a free or reduced-price meal application to ensure that students receive additional benefits to which they may be entitled. Applications are accepted at any time throughout the year.

- Parents are encouraged to apply online by visiting [LINQConnect.com](https://LINQConnect.com). Online Applications are usually processed within 24 business hours.
- Parents can also apply by completing a paper application. Paper applications may take up to 10 school days to process.

#### **Procedures:**

If a student does not have money to complete a purchase, the following steps will be taken:

- Second meals (i.e. a second slice of pizza or a second breakfast meal) will not be allowed without sufficient funds.
- No a la carte items may be charged.

Students will not be allowed to charge into the negative.

If an adult or staff member does not have enough money to complete a purchase, their purchase will not be allowed without sufficient funds.

Payments to Nutrition Services may be made via the following:

- Parents are encouraged to make payments through our online payment company, Linq, at [LINQConnect.com](https://LINQConnect.com).

- LINQ Connect allows parents to pay online for a fee of 3.95% of the transaction, with a minimum charge of \$2.85 per transaction. Parents may monitor the balance in their child's account at no charge.
- Parents and/or students may pay by cash or check at each school site.
  - Checks should be made payable to IUSD Nutrition Services

### Policy Communication

- Families receive a written copy of the Unpaid Meal Charge Policy at the beginning of each school year or when the family transfers to the District.
- School Administration receives a written copy of the Unpaid Meal Charge Policy at the beginning of each school year.
- Nutrition Services staff receives training and reviews the policy at the beginning of year meeting. All new hires will receive training during their new hire orientation.

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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](mailto:program.intake@usda.gov)  
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## **MEAL COUNT AND COLLECTION PROCEDURE: 2024-25**

The State of California has committed to continue serving free meals to all students on campus this upcoming school year. This commitment continues the program initiated by the United States Department of Agriculture (USDA), which provided free meals to all students during the pandemic. Therefore, ALL students will receive **free** meals throughout the 2024-25 school year.

While meals are free for all students, families are still encouraged to complete a free or reduced-price meal application to ensure students receive additional benefits to which they may be entitled. If approved, these applications may qualify families for discounted college application fees, discounted Advanced Placement (AP) test fees, discounted school events, and discounted utilities through gas, electricity, internet, or phone providers. The applications also benefit schools by providing increased funding through the Local Control Funding Formula, including funding for support staff, computers and other technology.

### **Eligibility for Free and Reduced Price Meals**

Irvine Unified School District uses a list of CalWORKS, Food Stamp, MediCAL recipients provided by the CALPADS database to directly certify students for free and reduced price meals. Parents or guardians of eligible students are sent a letter informing them of their eligibility prior to the start of school and periodically throughout the year.

Applications for Free and Reduced Price Meals are available online at [LINQConnect.com](https://www.linqconnect.com). Hard copies of the applications for Free and Reduced Price Meals are available throughout the year at the school office, the District Office and the Nutrition Services Office. Applications are made available through the Reregistration Website, which ensures that each student receives an application and prevents overt identification. Parents may request that an application be mailed to their home. The CDE prototype of the Public Release is used.

Applications may be returned to the school site office, school cafeteria or the District Nutrition Services office. Applications are on file at the District Nutrition Services office where they are processed using TITAN School Solutions software and income guidelines provided by the CDE. The information is uploaded to the TITAN School Solutions program, which tracks student eligibility for each school site. Applications are approved or denied, filed by school, and kept on file at the Nutrition Services Office for three (3) years. Parents or guardians are notified by e-mail or US Postal Service of the determination of their application.

### **Payment for Meals**

First meals are free at breakfast and lunch for all students on campus.

If students would like to purchase second meals or a la carte items, they may pay cash or place money on their account. Full-price second breakfast meals are \$2.00 at elementary and \$2.75 at middle and high schools. Full price second lunch meals are \$3.25 at elementary schools and \$4.25 at middle and high schools.

Prepayment may be made through an online payment system at [LINQConnect.com](https://www.linqconnect.com) or students and/or parents may drop off prepayments at the school office or cafeteria. Money will be posted to the student's account within 24 business hours.



If a student does not have money to purchase a second meal or a la carte items, the student will only be allowed to purchase one free reimbursable meal per serving period.

**No second meals may be charged at either serving period. No a la carte items may be charged.**

**Point of Service – Accuracy of Count**

At serving time, the student enters his/her Personal Identification Number (PIN) or permanent student ID Number on the pin pad at the end of the serving line. The cashier uses the Point of Sale (POS) terminal to record the meal purchased. Only one meal per student per day is claimed for reimbursement.

Student Workers' earned meals are recorded separately on the computer and claimed by their eligibility category. Student Workers may only earn one meal per day.

Adult purchases are tallied separately and reported under "Adult Sales" in the computer.

Dropped meals are replaced but are not claimed for reimbursement.

Meals for field trips are claimed for reimbursement. Students' names are provided for each meal issued.

Edit checks are completed by the Specialist in the Nutrition Services Office.

Site monitoring is completed by the Nutrition Office Staff by February 1.

To ensure all sites are in compliance, ongoing staff training is conducted.

If a POS terminal goes down during meal service, the cashier records the students' PINs, names, and items to be charged to each account (i.e.: lunch, milk, etc.). When the terminal is back up and running, these charges are entered into the POS.

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