



IRVINE UNIFIED SCHOOL DISTRICT

NUTRITION SERVICES

July 1, 2025

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. ALL on-campus students will receive a **free** breakfast and lunch meal throughout the 2025-26 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 at 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).

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.N.
Director, Nutrition Services

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW, Mail Stop 9410
Washington, D.C. 20250-9410;

fax:

202-690-7442; or

email:

Program.Intake@usda.gov.

This institution is an equal opportunity provider.

Healthy Choices

in our cafeterias

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

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

nutrition@iusd.org



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



Welcome!

The LINQ Connect® app makes school payments a breeze.

Families can easily add money to meal accounts, pay for school fees (like yearbooks, tech fees, club dues—you name it!), check out breakfast and lunch menus, and even set purchase limits to help curb those extra snack splurges — all that, right from your phone.

Ready to get started? Here's how:

1. DOWNLOAD

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

2. REGISTER

Open the app and tap "Register" to create your account.

3. CONFIRM EMAIL

Check your inbox for a quick verification email and click the link to confirm.

4. LOG IN

Once you're verified, log in using your email and password—and you're in!



APPLE STORE



GOOGLE PLAY STORE

Where can I get the LINQ Connect app?

You can download LINQ Connect from the [App Store \(for iOS\)](#) or [Google Play \(for Android\)](#). Easy peasy.

Is the LINQ Connect App Free?

Yep! LINQ Connect is totally free for families and staff in districts that use it as their payment platform.

If I don't need to pay for the app, why am I seeing a convenience fee charge?

Most features in the app—like checking menus, getting balance updates, setting purchase limits, and reading school announcements—are totally free. A small convenience fee only kicks in when you actually make a payment, and that's just to help cover the cost of providing the service.

I already use LINQ Connect. Do I need to create a new account for the new school year?

No, just log in using your existing credentials.

I currently use LINQ Connect and I have saved payment information and Auto Pay settings enabled. Will I have to set these up again?

All your saved info (students, staff, payment details, Auto Pay settings, and purchase limits) stays on your account. That said, it's always smart to double-check that everything is still up to date.

What types of school payments can I make with LINQ Connect?

With LINQ Connect, you can take care of meal account payments, school fees (like field trips, tech fees, or yearbooks), and even shop school store items—if your district offers them. Just tap into your To Do's or School Store in the app to see what's available.

How do I set up Auto Pay for meal accounts?

Auto Pay is a total time-saver. Here's how to set it up in the app:

1. Log into the LINQ Connect app.
2. Go to your **Meal Account** section.
3. Tap **Auto Pay** and follow the prompts to set your funding rules (like when balance drops below \$10, add \$25).
4. Choose your saved payment method—or add a new one—and confirm.

Boom! Done. No more surprise “low balance” alerts before the school bell rings.

Can I set purchase limits for my student’s meal account?

Yes, you can! Whether it’s limiting how many snacks are bought or setting a daily cap, you’re in control.

To set purchase limits:

1. Open the LINQ Connect app.
2. Tap on your student’s name. (you’ll have to do this for each student)
3. Go to **Purchase Limits** and select “set up now”
4. Set daily or weekly limits and even restrict à la carte items if you’d like.

Your kid might side-eye you over it, but your budget will thank you.

Can I get low balance alerts?

Totally. You can turn on balance notifications to stay in the loop:

1. Open the LINQ Connect app.
2. Tap on your student’s name. (you’ll have to do this for each student)
3. Go to **Payment Reminder** and select “edit”
4. Choose when you want to be notified—like when the balance hits \$5.

Now you’ll know exactly when it’s time to reload (and avoid those awkward lunchtime “my account is empty” moments).

There are so many apps. Can I connect LINQ Connect to other platforms my child’s school uses?

Totally get it—it’s a jungle of school apps out there. But payment options are set by your district. That means only the fees and items your school adds to LINQ Connect will show up in the app.

Other

Need a Refund or Your Student's Moving On?

If your student is graduating or leaving the district—or you just need a refund—reach out directly to your school district. They’ve got you covered.

Can I Have My Own LINQ Connect Account—Separate from Other Family Members?

Absolutely. Just create a new account with your own email address.

If you’ve shared your password with someone else in the past, go ahead and update it for security. Once your student is linked to your account, you’ll be able to:

- View account balances
- Add funds
- Keep your financial info private (just note: student balances are visible to anyone who has access to that student on their own LINQ Connect account)

When Should I Contact the School District?

Here's when it's best to get in touch with your student's school district:

- You'd like a refund
- You have questions about a specific fee or charge
- You're unsure about your student's meal activity or service
- You want to restrict certain purchases due to allergies or dietary needs
- You have questions about your free or reduced-price meal application
- You need help with anything related to your student's meal account

When should I contact LINQ Support team?

Here's when it's best to get in touch with LINQ:

- You're having difficulty linking a student or staff account
- You're unable to log into your LINQ Connect account
- You've received an error while making a payment and are unable to proceed

Need Help or Have Questions?

We're here for you. Contact our Family Support team:

💬 Web chat at linqconnect.com (FASTEST!)

✉ Email: Support@linqconnect.com

📞 Call us at (844) 467-4700

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. ALL on-campus students will receive a **free** breakfast and lunch meal throughout the 2025-26 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.

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	\$28,953	\$2,413	\$1,207	\$1,114	\$557
2	\$39,128	\$3,261	\$1,631	\$1,505	\$753
3	\$49,303	\$4,109	\$2,055	\$1,897	\$949
4	\$59,478	\$4,957	\$2,479	\$2,288	\$1,144
5	\$69,653	\$5,805	\$2,903	\$2,679	\$1,340
6	\$79,828	\$6,653	\$3,327	\$3,071	\$1,536
7	\$90,003	\$7,501	\$3,751	\$3,462	\$1,731
8	\$100,178	\$8,349	\$4,175	\$3,853	\$1,927
For each additional family member add	\$10,175	\$848	\$424	\$392	\$196

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 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, 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.

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

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.

NONDISCRIMINATION 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, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW, Mail Stop 9410
Washington, D.C. 20250-9410;

fax:

202-690-7442; or

email:

Program.Intake@usda.gov.

This institution is an equal opportunity provider.

HOW TO APPLY FOR FREE- AND REDUCED-PRICE MEALS

Complete one application per household. Please print clearly with a pen or complete online at linacconnect.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 FDIPIR, 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.

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 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.

QUESTIONS OR ASSISTANCE

Please contact the IUSD Nutrition Services office at nutrition@iusd.org or 949-936-6520.

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.N.
Director, Nutrition Services
Irvine Unified School District

Household Application for Free and Reduced Price School Meals

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

APPLY ONLINE:
RETURN TO (School/District Name):
ADDRESS:

STEP 1

List ALL children, infants, and students up to and including grade 12. Attach another sheet of paper if you need space for more names.

List ALL children in the household. Do not forget to list infants, children attending other schools, children not in school, and children not applying for benefits. This includes children not related to you in your household.

Child's First Name	MI	Child's Last Name	Grade	Foster Child	Migrant	Runaway	Homeless	If you checked any of these boxes, please refer to the Application Instruction's Step 1: Part C & Part D.
				☐	☐	☐	☐	
				☐	☐	☐	☐	
				☐	☐	☐	☐	
				☐	☐	☐	☐	

STEP 2

Do any household members (including you) participate in: SNAP, TANF, or FDPIR?

☐ NO → Go to STEP 3.

☐ YES → Write case number here and proceed to STEP 4.

CASE NUMBER (NOT EBT NUMBER):

Write only one case number in this space.

STEP 3

List ALL household members and income for each member (before taxes and deductions)

A. All Adult Household Members (Anyone who is living with you and shares income and expenses, even if not related, including you.)
List all Adult Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they receive income, report total gross income (before taxes and deductions) for each source in whole dollars (no cents) 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 Adult Household Members (First and Last)	Earnings from Work	How often received?					Public Assistance, Child Support, Alimony	How often received?				Pensions, Retirement, Social Security, SSI, VA Benefits, All Other	How often received?			
		Weekly	Every 2 Weeks	2x Month	Monthly	Annual		Weekly	Every 2 Weeks	2x Month	Monthly		Weekly	Every 2 Weeks	2x Month	Monthly
	\$						\$					\$				
	\$						\$					\$				
	\$						\$					\$				
	\$						\$					\$				
	\$						\$					\$				

Total Household Members (Children and Adults)

Last Four Numbers of Social Security Number of Primary Wage Earner or other Adult Household Member (If Applicable)

Check if no Social Security Number

B. Child Income

Sometimes children in the household earn or receive income.
Include the TOTAL income (before taxes and deductions) received by ALL children listed in STEP 1 here.

Child Income

STEP 4

Contact information and adult signature. RETURN COMPLETED FORM TO YOUR CHILD'S SCHOOL: Insert school address here

"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 (confirm) 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."

Print Name of Adult Signing the Form	Signature of Adult	Today's Date			
Mailing Address (if available)	City	State	Zip	Phone (optional)	Email (optional)

Return completed form to your child's school.

SOURCES AND EXAMPLES OF INCOME

For additional information on income, please refer to the instructions that accompany this application.

Sources of Income			Examples of Income for Children
Earnings from Work - Salary, wages, cash bonuses, tips, commissions - Net income from self-employment (farm or business) If you are in the U.S. Military: - Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances) - Allowances for off-base housing, food, and clothing	Public Assistance/Alimony/Child Support - Unemployment benefits - Workers' compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government - Alimony payments - Child support payments - Veterans benefits - Strike benefits	Pensions/Retirement/All other sources of income - Social Security/Disability (including railroad retirement and black lung benefits) - Private Pensions or disability benefits - Income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household	- A child has a regular full or part-time job where they earn a salary or wages - A child is blind or disabled and receives Social Security benefits - A parent is disabled, retired, or deceased, and their child receives Social Security benefits - 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

OPTIONAL

Children's ethnic and racial identities. This information is kept confidential and may be protected by the Privacy Act of 1974.

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 (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race) ☐ Not Hispanic or Latino

Race (check one or more): ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

Return this completed form to your child's school. ***Do not mail, fax, or email completed applications to the U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights.**

DO NOT FILL OUT

For school use only.

Annual Income Conversion: Weekly $\times 52$, Every 2 Weeks $\times 26$, Twice a Month $\times 24$, Monthly $\times 12$. Do not annualize income to determine eligibility unless more than one income frequency is listed.

Total Income		How often?					Household size	Categorical Eligibility	Eligibility		
		Weekly	Every 2 Weeks	2x Month	Monthly	Annual		☐	Free	Reduced	Denied
		☐	☐	☐	☐	☐		☐	☐	☐	☐
Determining Official's Signature		Date		Confirming Official's Signature		Date		Verifying Official's Signature		Date	

Use of Information Statement

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met. Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, 'Check if no Social Security Number.' Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

The contact information below is solely to file a complaint of discrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

*MAIL: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

FAX: (833) 256-1665 or (202) 690-7442; or
EMAIL: program.intake@usda.gov

***Do not mail applications to this address, only complaints of discrimination.**

Return completed form to your child's school.

This institution is an equal opportunity provider.

How To Apply for Free and Reduced Price School Meals

Please use these instructions to help you fill out the application for free and reduced price school meals. You only need to submit one application per household, **even if your children attend more than one school in the**

The application must be filled out completely to determine the eligibility of your child(ren) 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

Please use a pen (not a pencil) when filling out the application and do your best to print clearly.

Step 1: List ALL children, infants, and students up to and including grade 12

Tell us how many infants/toddlers, children not in school, and elementary/middle/high school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a formal foster arrangement through a court or state/local agency, or qualify as homeless, migrant, or runaway youth;
- Students attending (regardless of age)

A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper (or a second application if completing electronically) with all required information for the additional children. This also applies to adults in Step 3. "MI" is short for middle initial. Print the first letter of each child's middle name in the box.

B) Is the child a student? If "Yes," write the grade level of the student in the "Grade" column to the right.

C) Do you have any foster children? 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**.

Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to Step 3. Note: Adopted children are not considered foster children. A foster child is a minor child who has been taken into state custody and placed with a state-licensed adult, who cares for the child in place of their parent or guardian.

D) Are any children homeless, migrant, or runaway? 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 complete all steps of the application. Homeless, Migrant, Runaway status must be confirmed with the appropriate program staff. If the school district cannot confirm your student's homeless, migrant, or runaway status, then the school district will contact you to complete an income-based application. You may choose to provide income information now in order to prevent the school district from potentially needing to contact you later.

Step 2: Do any household members currently participate in SNAP, TANF, or FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP) or
- Temporary Assistance for Needy Families (TANF) or
- The Food Distribution Program on Indian Reservations (FDPIR).

A) If no one in your household participates in any of the above listed programs:

- Check “No” in **Step 2** and go to **Step 3**.

B) If anyone in your household participates in any of the above listed programs:

- Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact:
 - Go to **Step 4**.

Step 3: List ALL household members and income for each member

How do I report my income?

- Use the lists titled “**Sources of Income**” & “**Examples of Income for Children**,” on the back side of the application form 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 and deductions.
 - 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 amounts taken from your pay.
- Write a “0” in any fields where there is no income to report. Any income fields left empty or blank will also 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.
- Mark how often each type of income is received using the check boxes to the right of each field.

3.A. Report income earned by adults

Who should I list here?

- 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**.

Step 3: List ALL household members and income for each member

1) List adult household members' names.

Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Include college students, unless they are declared independently on taxes (all college students are considered adults). Do not list any household members you listed in Step 1.

2) List earnings from work.

List 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 or farm owner, you will report your net income. Net income is your income after taxes and deductions have been subtracted.

- **What if I have multiple jobs?** List each job separately by entering your name and income from each job on a new line. Add an additional sheet of paper if necessary.
- **What if I am self-employed?** List income from your business as a net amount. This net amount is calculated by subtracting the total operating expenses of your business from its gross receipts (revenue). Gross receipts or revenue are all the income earned from the sale of any products or services offered.

If a child listed in **Step 1** has income, follow the instructions in **Step 3, Part B.**

3) List income from public assistance/child support/alimony.

List all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. 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.

4) List income from pensions/retirement/all other income.

List all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

- **What if I receive income from multiple sources in this category?** List each source separately by entering your name and income from each source on a new line. Add an additional sheet of paper if necessary.

5) List total household size.

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.

6) Provide the last four digits of your Social Security Number.

An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. 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 Social Security Number."

3.B List income earned by children

List all income earned or received by children.

List 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.

- **What is Child Income?** Child income is money received from outside your household that is paid **DIRECTLY** to your children. Many households do not have any child income.

Step 4: Contact information and adult signature

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the statements on the back of the application.

A) Provide your contact information. Write your current mailing address in the fields provided, if this information is available. If you have no permanent address, that is okay. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.	B) Print and sign your name and write today's date. Print the name of the adult signing the application and that person signs in the box "Signature of adult."	C) Mail completed application to:
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Optional

Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals. This information is requested solely for the purpose of determining the State's compliance with Federal civil rights laws, and your response will not affect consideration of your application, and may be protected by the Privacy Act. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner.

Please return the application directly to your child's SCHOOL. DO NOT mail, fax, or email completed applications or questions about applications to the USDA Office of the Assistant Secretary for Civil Rights or your child's eligibility for free or reduced-price meals will be delayed.

Solicitud de comidas escolares sin costo y a precio reducido para hogares

Complete una solicitud por hogar. Use bolígrafo (no use lápiz).

PRESENTE SU SOLICITUD EN LÍNEA:
DEVUÉLVALA A (nombre de la escuela o del distrito):
DIRECCIÓN:

PASO 1 Enumere a TODOS los niño/as, bebés y estudiantes de hasta 12º grado. Adjunte otra hoja si necesita espacio para más nombres.

Enumere a TODOS los niño/as del hogar. No olvide mencionar a los bebés, los niño/as que asisten a otras escuelas, los niño/as que no asisten a la escuela y los niño/as que no solicitan beneficios. Esto incluye a los niño/as que no tienen parentesco con usted y viven en su hogar.

El primer nombre del niño/a	MI	Apellido(s) del niño/a	Grado	Foster child	Migrante	Huyó del hogar	Sin hogar

Si marcó alguna de estas casillas, consulte las instrucciones de la solicitud, Paso 1: Parte C y Parte D.

PASO 2 ¿Algún miembro del hogar (incluido usted) participa en el Programa de Asistencia Nutricional Suplementaria (SNAP, por sus siglas en inglés), el Programa de Asistencia Temporal para Familias Necesitadas (TANF, por sus siglas en inglés), o el Programa de Distribución de Alimentos en las Reservas Indígenas (FDPIR, por sus siglas en inglés)?

☐ NO → Continúe al PASO 3. ☐ SÍ → Escriba el número de caso aquí y continúe al PASO 4.

NÚMERO DE CASO (NO EL NÚMERO DE TRANSFERENCIA ELECTRÓNICA DE BENEFICIOS [EBT, por sus siglas en inglés]):

Escriba solo un número de caso en este espacio.

PASO 3 Enumere a TODOS los miembros del hogar y los ingresos de cada uno de ellos (antes de impuestos y deducciones)

A. Todos los miembros adultos del hogar (cualquier persona, aunque no sea pariente, que viva con usted y comparta ingresos y gastos, incluyendo usted mismo). Enumere a todos los miembros adultos del hogar que no se hayan mencionado en el PASO 1 (incluido usted), aunque no reciban ingresos. Para cada miembro del hogar que se haya enumerado, si recibe ingresos, indique los ingresos brutos totales (antes de impuestos y deducciones) de cada fuente únicamente en cantidades redondeadas (sin centavos). Si no recibe ingresos de ninguna fuente, escriba "0". Si escribe "0" o deja algún campo en blanco, certifica (garantiza) que no hay ingresos que declarar.

Nombre de los miembros adultos del hogar (nombre y apellido)	Ingresos del trabajo	¿Con qué frecuencia se reciben?					Asistencia pública, pensión alimenticia, manutención	¿Con qué frecuencia se reciben?				Pensiones, jubilación, seguridad social, Seguridad de Ingreso Suplementario (SSI, por sus siglas en inglés), beneficios de la Administración de Veteranos (VA, por sus siglas en inglés), todos los demás ingresos	¿Con qué frecuencia se reciben?			
		Semanalmente	Cada 2 semanas	2 veces al mes	Mensualmente	Anualmente		Semanalmente	Cada 2 semanas	2 veces al mes	Mensualmente		Semanalmente	Cada 2 semanas	2 veces al mes	Mensualmente
	\$						\$					\$				
	\$						\$					\$				
	\$						\$					\$				
	\$						\$					\$				
	\$						\$					\$				

Total de miembros del hogar (niño/as y adultos)

Marque si no tiene número de Seguro Social

Consulte la lista de las fuentes de ingresos al reverso de la solicitud.

B. Ingresos de los niño/as

A veces los niño/as del hogar obtienen o reciben ingresos. Incluya aquí los ingresos TOTALES (antes de impuestos y deducciones) recibidos por TODOS los niño/as que se hayan enumerado en el PASO 1.

PASO 4 Información de contacto y firma del adulto. DEVUELVA EL FORMULARIO COMPLETADO A LA ESCUELA DE SU NIÑO/A: Escriba aquí la dirección de la escuela

"Certifico (garantizo) que toda la información que aparece en esta solicitud es verdadera y que se declararon todos los ingresos. Entiendo que esta información se proporciona en relación con la recepción de fondos federales y que los funcionarios de la escuela pueden verificar (confirmar) la información. Soy consciente de que si proporciono información falsa intencionalmente, mis niño/as pueden perder los beneficios de comidas y se me podría procesar de acuerdo con las leyes estatales y federales aplicables."

Nombre en letra de imprenta del adulto que firma el formulario	Firma del adulto	Fecha de hoy
Dirección postal (si está disponible)	Ciudad	Estado
Código postal	Teléfono (opcional)	Correo electrónico (opcional)

Devuelva el formulario completado a la escuela de su niño/a.

Fuentes de ingresos			Ejemplos de ingresos de los niño/as	
Ingresos del trabajo	Asistencia pública/manutención/pensión alimenticia	Pensiones/jubilación/todas las demás fuentes de ingresos	Un niño/a tiene un empleo regular de tiempo completo o medio tiempo en el que gana un sueldo o salario.	
- sueldos, salarios, bonos en efectivo, propinas, comisiones - ingresos netos del trabajo por cuenta propia (agrícola o empresarial) Si forma parte de las Fuerzas Armadas de EE. UU.: - pago básico y bonos en efectivo (NO incluya pago por combate, asignación familiar suplementaria de subsistencia [FSSA, por sus siglas en inglés] ni subsidios para vivienda privada) - subsidios para alojamiento fuera de la base, comida y vestimenta	- beneficios por desempleo - compensación para los trabajadores - Seguridad de Ingreso Suplementario (SSI) - asistencia en efectivo del estado o el gobierno local - pagos de manutención - pagos de pensión alimenticia - beneficios para veteranos - beneficios por huelga	- seguridad social, discapacidad (incluidos los beneficios de jubilación de los empleados ferroviarios y beneficios de los mineros de carbón) - pensiones privadas o beneficios por discapacidad - ingresos procedentes de fideicomisos o herencias - anualidades - ingresos por inversiones - intereses devengados - ingresos por arrendamiento - pagos regulares en efectivo provenientes de fuentes externas	- Un niño/a es ciego o discapacitado, y recibe beneficios del Seguro Social. - El padre o la madre tiene una discapacidad, se jubiló o falleció, y su niño/a recibe beneficios del Seguro Social.	
			Un amigo o un miembro de la familia extendida proporciona dinero al niño/a regularmente para sus gastos.	
			Un niño/a recibe regularmente ingresos de un fondo de pensión privado, anualidad o fideicomiso.	

OPCIONAL

Identidades étnicas y raciales de los niño/as. Esta información es confidencial y es posible que esté protegida por la Ley de Privacidad de 1974.

Estamos obligados a pedir información sobre la raza y el origen étnico de sus niño/as. Esta información es importante y ayuda a garantizar que sirvamos plenamente a nuestra comunidad. Responder esta sección es opcional y no afecta la elegibilidad de sus niño/as para recibir comidas sin costo o a precio reducido.

Origen étnico (marque una opción): ☐ Hispano o latino (una persona de cultura u origen cubano, mexicano, puertorriqueño, sudamericano o centroamericano, o de otra cultura u origen español, independientemente de la raza) ☐ Ni hispano ni latino

Raza (marque una o más opciones): ☐ Indígena americano o nativo de Alaska ☐ Asiático ☐ Negro o afroamericano ☐ Nativo de Hawái o de otras islas del Pacífico ☐ Blanco

Devuelva este formulario completado a la escuela de su niño/a. ***No envíe por correo postal, fax o correo electrónico las solicitudes completadas a la Oficina del Secretario Adjunto de Derechos Civiles del Departamento de Agricultura de los EE. UU.**

NO LLENAR

Solo para uso de la escuela.

Annual Income Conversion: Weekly × 52, Every 2 Weeks × 26, Twice a Month × 24, Monthly × 12. Do not annualize income to determine eligibility unless more than one income frequency is listed.

Total Income		How often?					Household size		Eligibility	
		Weekly	Every 2 Weeks	2x Month	Monthly	Annual			Free	Reduced
		☐	☐	☐	☐	☐			☐	☐
									Denied	
									☐	☐
Determining Official's Signature		Date		Confirming Official's Signature		Date		Verifying Official's Signature		Date

Declaración sobre el uso de la información

La Ley Nacional de Almuerzos Escolares Richard B. Russell exige que utilicemos la información de esta solicitud para determinar qué personas reúnen los requisitos para recibir comidas sin costo o a precio reducido. Solo podemos aprobar formularios completos. Es posible que compartamos su información de elegibilidad con programas educativos, de salud y de nutrición para ayudarles a proporcionar los beneficios del programa para su hogar. Los inspectores y las fuerzas del orden público también pueden usar su información para asegurarse de que se cumplan las reglas del programa.

Asegúrese de proporcionar los cuatro últimos dígitos del número de Seguro Social del adulto del hogar que firma la solicitud. Si el adulto no tiene este número, seleccione la caja al lado de "Marque si no tiene número de Seguro Social". Las solicitudes para un niño/a de acogida temporal no necesitan incluir un número de Seguro Social. Las solicitudes para los niño/as de hogares que reciben el Programa de Asistencia Nutricional Suplementaria (SNAP), el Programa de Asistencia Temporal para Familias Necesitadas (TANF) o el Programa de Distribución de Alimentos en las Reservas Indígenas (FPIR) no necesitan incluir un número de Seguro Social. Algunos niño/as reúnen los requisitos para recibir comidas sin costo sin necesidad de presentar una solicitud. Comuníquese con su escuela para recibir comidas sin costo para un *foster child* y para niño/as sin hogar, migrante o que huyó del hogar.

La información de contacto que aparece más adelante es únicamente para presentar una queja por discriminación.

De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta entidad está prohibida de discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación sexual), discapacidad, edad, o represalia o retorsión por actividades previas de derechos civiles.

La información sobre el programa puede estar disponible en otros idiomas que no sean el inglés. Las personas con discapacidades que requieren medios alternos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas americano (ASL), etc.) deben comunicarse con la agencia local o estatal responsable de administrar el programa o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comuníquese con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe llenar un formulario AD-3027, formulario de queja por discriminación en el programa del USDA, el cual puede obtenerse en línea en: <https://www.usda.gov/sites/default/files/documents/ad-3027s.pdf>, de cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida a USDA. La carta debe contener el nombre del demandante, la dirección, el número de teléfono y una descripción escrita de la acción discriminatoria alegada con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) sobre la naturaleza y fecha de una presunta violación de derechos civiles. El formulario AD-3027 completado o la carta debe presentarse a USDA por:

*Correo: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Fax: (833) 256-1665 o (202) 690-7442, o
Correo electrónico: program.intake@usda.gov.

***No envíe solicitudes a esta dirección; solo quejas por discriminación.**

Devuelva el formulario completado a la escuela de su niño/a.

Esta institución es un proveedor que ofrece igualdad de oportunidades.



Cómo solicitar comidas escolares sin costo y a precio reducido

Siga estas instrucciones para ayudarse a completar la solicitud de comidas escolares sin costo y a precio reducido. Solo es necesario presentar una solicitud por hogar, **incluso si sus niños/as asisten a más de una escuela en el**

La solicitud debe completarse en su totalidad para determinar la elegibilidad de su(s) niños/as para recibir comidas escolares sin costo o a precio reducido. ¡Siga estas instrucciones en orden! Todos los pasos de las instrucciones son los mismos que los de su solicitud. Si en algún momento no está seguro de qué hacer a continuación, comuníquese con

Use un bolígrafo (no un lápiz) al completar la solicitud y haga todo lo posible por escribir con letra de imprenta clara.

Paso 1: Enumere a TODOS los niños/as, bebés y estudiantes de hasta 12º grado

Díganos cuántos bebés, niños/as pequeños, niños/as que no van a la escuela y estudiantes de primaria, secundaria o preparatoria viven en su hogar. **NO** tienen que ser familiares suyos para formar parte de su hogar.

¿A quién debo mencionar aquí? Cuando complete esta sección, incluya a **TODOS** los miembros de su hogar que son:

- niños/as de 18 años o menos y reciban sustento con los ingresos del hogar;
- niños/as bajo su cuidado en virtud de un acuerdo formal de cuidado *foster* a través de un tribunal o de una agencia estatal o local, o que cumplan los requisitos para ser considerados menores sin hogar, migrantes o que huyeron del hogar;
- estudiantes que asisten, independientemente de su edad, a

A) Mencione el nombre de cada niño/a. Escriba en letra de molde el nombre de cada niño/a. Use una línea de la solicitud para cada niño/a. Cuando anote los nombres, escriba una letra en cada casilla. Deténgase si se queda sin espacio. Si hay más niños/as presentes que líneas en la solicitud, adjunte una segunda hoja de papel (o una segunda solicitud si se completa electrónicamente) con toda la información requerida para los niños/as adicionales. Esto también se aplica a los adultos en el Paso 3. "MI" es la abreviatura de la inicial del segundo nombre. Escriba en el recuadro la primera letra del segundo nombre de cada niño/a.

B) ¿El niño/a es estudiante? En caso afirmativo, escriba el grado del alumno en la columna "Grado" de la derecha.

C) ¿Tiene algunos niños/as que son *foster children*? Si alguno de los niños/as que aparecen en la lista es un *foster child*, marque la casilla "*foster child*" junto al nombre del niño/a. Si **SOLO** solicita para niños/as que son *foster children*, después de terminar el **Paso 1**, continúe al **Paso 4**.

Los niños/as que son *foster children* que viven con usted pueden considerarse miembros de su hogar y deben incluirse en la solicitud. Si presenta una solicitud tanto para niños/as que son *foster children* y que no son *foster children*, continúe al Paso 3.

Nota: Los niños/as adoptados no se consideran un *foster child*. Un *foster child* es un niño/a menor de edad bajo custodia estatal que se asigna a un adulto autorizado por el estado y que cuida al niño/a en lugar de su padre, madre o tutor legal.

D) ¿Hay niños/as sin hogar, migrantes o que huyeron del hogar? Si cree que alguno de los niños/as incluidos en esta sección cumple con esta descripción, marque la casilla "sin hogar, migrante o huyó del hogar" junto al nombre del niño/a y complete todos los pasos de la solicitud. La condición de sin hogar, migrante o huyó del hogar debe confirmarse con el personal del programa correspondiente. Si el distrito escolar no puede confirmar que el estudiante en esta solicitud tiene la condición de sin hogar, migrante o huyó del hogar, entonces el distrito escolar se comunicará con usted para completar una solicitud basada en los ingresos. Puede elegir proporcionar la información sobre sus ingresos ahora para evitar que el distrito escolar tenga que comunicarse con usted más adelante.

Paso 2: ¿Algún miembro del hogar participa actualmente en SNAP, TANF o FDPIR?

Si algún miembro de su hogar (incluido usted) participa actualmente en uno o varios de los programas de asistencia que se mencionan a continuación, sus niños/as tienen derecho a recibir comidas escolares sin costo:

- El Programa de Asistencia Nutricional Suplementaria (SNAP, por sus siglas en inglés) o
- Programa de Asistencia Temporal para Familias Necesitadas (TANF, por sus siglas en inglés) o
- El Programa de Distribución de Alimentos en las Reservas Indígenas (FDPIR, por sus siglas en inglés).

A) Si ningún miembro de su hogar participa en ninguno de los programas indicados anteriormente:

- Marque "No" en el **Paso 2** y continúe al **Paso 3**.

B) Si algún miembro de su hogar participa en alguno de los programas mencionados:

- Escriba un número de caso para SNAP, TANF o FDPIR. Solo necesita proporcionar un número de expediente. Si participa en uno de estos programas y no conoce su número de caso, comuníquese con:
- Continúe al **Paso 4**.

Paso 3: Mencione a TODOS los miembros del hogar y los ingresos de cada miembro

¿Cómo informo mis ingresos?

- Use las listas tituladas "**Fuentes de ingresos**" y "**Ejemplos de ingresos para niños/as**" que aparecen en página 2 del formulario de solicitud, para determinar si su hogar tiene ingresos que declarar.
- Informe todas las cantidades en la sección de SOLO INGRESOS BRUTOS. Informe sobre todos los ingresos en dólares redondeados. No incluya centavos.
 - Los ingresos brutos son los ingresos totales percibidos **antes** de impuestos y deducciones.
 - Muchas personas piensan que los ingresos son la cantidad que "se llevan a casa" y no la cantidad total "bruta". Asegúrese de que los ingresos que declara en esta solicitud NO se han reducido para pagar impuestos, primas de seguros o cualquier otra cantidad que se le haya descontado de su salario.
- Escriba un "0" en los campos en los que no haya ingresos que declarar. Cualquier campo de ingresos que se deje vacío o en blanco también se contará como un cero. Si escribe "0" o deja algún campo en blanco, usted certifica (garantiza) que no hay ingresos que declarar. Si los funcionarios locales sospechan que sus ingresos familiares se declararon incorrectamente, se investigará su solicitud.
- Marque la frecuencia con la que recibe cada tipo de ingreso utilizando las casillas de verificación situadas a la derecha de cada campo.

3.A. Informe de los ingresos obtenidos por los adultos del hogar

¿A quién debo mencionar aquí?

- Al completar esta sección, incluya a TODOS los miembros adultos de su hogar que vivan con usted y compartan ingresos y gastos, aunque no sean familiares y aunque no perciban ingresos propios.
- **NO incluya:**
 - Personas que viven con usted, pero no reciben sustento con los ingresos de su hogar Y no aportan ingresos a su hogar.
 - Bebés, niños/as y estudiantes ya mencionados en el **Paso 1**.

Paso 3: Mencione a TODOS los miembros del hogar y los ingresos de cada miembro

1) Mencione los nombres de los miembros adultos del hogar.

Escriba el nombre de cada miembro del hogar en las casillas "Nombres de los miembros adultos del hogar (nombre y apellido)". Incluya a los estudiantes universitarios, a menos que declaren sus impuestos de manera independiente (todos los estudiantes universitarios se consideran adultos). No incluya a ninguno de los miembros del hogar mencionados en el Paso 1.

2) Mencione los ingresos por trabajo.

Indique todos los ingresos por trabajo en el campo "Ingresos por trabajo" de la solicitud. Se trata generalmente del dinero recibido por empleos. Si trabaja por cuenta propia o es propietario de una granja, declarará sus ingresos netos. Los ingresos netos son los ingresos después de restar los impuestos y las deducciones.

- **¿Y si tengo varios trabajos?** Mencione cada trabajo por separado escribiendo su nombre y los ingresos de cada uno en una línea nueva. Agregue una hoja de papel adicional si es necesario.
- **¿Qué pasa si trabajo de manera autónoma?** Indique los ingresos de su empresa como importe neto. Este importe neto se calcula restando los gastos totales de su empresa de sus recibos brutos (ingresos). Los ingresos brutos son todos los ingresos obtenidos por la venta de cualquier producto o servicio ofrecido.

Si uno de los niños/as mencionados en el **Paso 1** tiene ingresos, siga las instrucciones del **Paso 3, Parte B.**

3) Mencione los ingresos procedentes de asistencia pública, pensión alimenticia, manutención de menores.

Indique todos los ingresos que apliquen en el campo de "Asistencia pública, pensión alimenticia, manutención" de la solicitud. No informe el valor en efectivo de ninguna prestación de asistencia pública que NO aparezca en el cuadro. Si los ingresos provienen de la manutención de menores o de una pensión alimenticia, declare únicamente los pagos ordenados por el tribunal. Los pagos informales pero regulares deben consignarse como "otros" ingresos en la siguiente parte.

4) Mencione los ingresos procedentes de pensiones, jubilaciones u otros ingresos.

Mencione todos los ingresos aplicables en el campo "Pensiones, jubilación, seguridad social, Seguridad de Ingreso Suplementario (SSI, por sus siglas en inglés), beneficios de la Administración de Veteranos (VA, por sus siglas en inglés), todos los demás ingresos" de la solicitud.

- **¿Qué ocurre si recibo ingresos de varias fuentes en esta categoría?** Mencione cada categoría por separado introduciendo su nombre y los ingresos de cada uno en una línea nueva. Agregue una hoja de papel adicional si es necesario.

5) Mencione la cantidad de miembros del hogar.

Introduzca el número total de miembros del hogar en el campo "Total de miembros del hogar (niños/as y adultos)". Este número DEBE ser igual al número de miembros del hogar que se mencionan en el **Paso 1** y el **Paso 3**. Si hay algún miembro de su hogar que no haya incluido en la solicitud, regrese a la solicitud y agréguelo. Es muy importante incluir a todos los miembros del hogar, ya que esto influye su derecho a recibir comidas sin costo y a precio reducido.

6) Indique los cuatro últimos dígitos de su número del Seguro Social.

Un miembro adulto del hogar debe introducir los cuatro últimos dígitos de su número del Seguro Social en el espacio proporcionado. Usted es elegible para solicitar beneficios incluso si no tiene un número del Seguro Social. Si ningún miembro adulto del hogar tiene número del Seguro Social, deje este espacio en blanco y marque la casilla a la derecha que dice "Marque si no tiene número del Seguro Social".

3.B Indique los ingresos obtenidos por los niños/as

Enumere todos los ingresos obtenidos o recibido por los niños/as.

Enumere los ingresos brutos combinados de TODOS los niños/as mencionados en el **Paso 1** de su hogar en la casilla "Ingresos de los niños/as". Solo cuente los ingresos de un *foster child* si solicita para ellos junto con el resto de los miembros del hogar.

- **¿Qué son los ingresos de los niños/as?** Los ingresos de los niños/as son dinero recibido fuera de su hogar que se paga DIRECTAMENTE a los niños/as. Muchos hogares no tienen ingresos de los niños/as.

Paso 4: Información de contacto y firma del adulto

Todas las solicitudes deben ir firmadas por un adulto del hogar. Al firmar la solicitud, dicho adulto del hogar garantiza que la información incluida está completa y es verdadera. Antes de completar esta sección, asegúrese también de leer las instrucciones que aparecen en la página 2 de la solicitud.

A) Proporcione su información de contacto. Escriba su dirección postal actual en los campos previstos, si tiene esta información. Si no tiene dirección permanente, está bien. Compartir un número de teléfono, una dirección de correo electrónico, o ambos, es opcional, pero nos ayuda a localizarle rápidamente si necesitamos comunicarnos con usted.

B) Escriba y firme con su nombre y la fecha de hoy. Escriba en letra de molde el nombre del adulto que firma la solicitud y esa persona debe firmar en la casilla "Firma del adulto".

C) Envíe por correo la solicitud completa a:

Opcional

Comparta las identidades raciales y étnicas de los niños/as (opcional). En la página 2 de la solicitud, le pedimos que comparta información sobre la raza y el origen étnico de los niños/as. Este campo es opcional y no afecta la elegibilidad de sus niños/as para recibir comidas sin costo o a precio reducido. Esta información se solicita únicamente con el fin de determinar el cumplimiento por parte del estado de las leyes federales de derechos civiles y su respuesta no afectará a la consideración de su solicitud, y puede estar protegida por la Ley de Privacidad. Al proporcionar esta información, nos ayudará a garantizar que este programa se administre de forma no discriminatoria.

Devuelva la solicitud directamente a la ESCUELA de su niño/a. NO envíe por correo, fax, ni correo electrónico las solicitudes completas o preguntas sobre las solicitudes a la Oficina del Secretario Adjunto de Derechos Civiles del Departamento de Agricultura de los Estados Unidos (USDA, por sus siglas en inglés) o se retrasará la elegibilidad de su niño/a para recibir comidas sin costo o a precio reducido.

Unpaid Meal Charge Policy – 2025-26

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.

Irvine Unified School District offers free breakfast and lunch to all enrolled students under the California Universal Meals Program and CEP at applicable schools. Regardless of a student's eligibility status, each student can receive breakfast and lunch each school day.

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. 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.

In addition to the free meals offered, students may purchase second meals or a la carte items that are not part of the free, reimbursable meal. The cafeteria records payments received through the Point-of-Sale system and tracks meals purchased to each student. Students must bring cash or have money on their student account to purchase second meals or a la carte items. Meal charges into the negative are not permitted.

Students will be served regular reimbursable meals, regardless of meal debt.

Payments

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.
 - 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

At the beginning of the school year, parents/guardians shall be notified in writing of the district's meal payment policies by posting this policy on the district's website. All Nutrition Services staff shall also be trained on this policy.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW, Mail Stop 9410
Washington, D.C. 20250-9410;

fax:

202-690-7442; or

email:

Program.Intake@usda.gov.

This institution is an equal opportunity provider.

MEAL COUNT AND COLLECTION PROCEDURE: 2025-26

For accurate program oversight, the following meal counting & claiming procedures have been implemented.

This School Food Authority (SFA) operates under the California Universal Meals Program. All students may receive one breakfast and one lunch for free each school day, regardless of their eligibility status. Because our SFA is participating in the California Universal Meals Program, we no longer collect money from students at meal service time as payment for reimbursable meals, nor are we collecting from students on any unpaid meal debts.

Our SFA participates in the:

- National School Lunch Program
- School Breakfast Program

Eligibility Methods

This SFA uses the following eligibility methods for student meal benefits across the SFA:

Standard Meal Counting & Claiming (Meal Application)	Alderwood Elementary, Beacon Park K-8 School, Bonita Canyon Elementary, Brywood Elementary, Cadence Park K-8 School, Canyon View Elementary, College Park Elementary, Culverdale Elementary, Cypress Village Elementary, Deerfield Elementary, Eastshore Elementary, Eastwood Elementary, Greentree Elementary, Irvine High School, Jeffrey Trail Middle School, Lakeside Middle School, Loma Ridge Elementary, Meadow Park Elementary, Northwood Elementary, Northwood High School, Oak Creek Elementary, Plaza Vista K-8 School, Portola High School, Portola Springs Elementary, Rancho San Joaquin Middle School, Santiago Hills Elementary, Sierra Vista Middle School, South Lake Middle School, Solis Park K-8 School, Springbrook Elementary, Stone Creek Elementary, Stonegate Elementary, Turtle Rock Elementary, University High School, University Park Elementary, Venado Middle School, Vista Verde K-8 School, Westpark Elementary, Woodbridge High School, Woodbury Elementary
Community Eligibility Provision (CEP)	Creekside High School

Eligibility

This SFA uses the following eligibility procedures for student meal benefits across the SFA.

1. The SFA utilizes the USDA prototype applications for free and reduced-price meals.
2. The SFA utilizes the state prototype letter to households for free and reduced-price meals applications
3. The SFA utilizes the current year's state agency income eligibility guidelines for free and reduced-price meal applications.
4. Applications are distributed to households via email and posted online. Paper applications are also available at the front office of each school and on the SFA website. Overt identification is prevented by making meal applications available to all families regardless of eligibility status.
5. Applications are distributed to families at the beginning of the school year and are always available online or in the front office throughout the year.

Procedures

6. Applications are accepted from all households at the beginning of the school year and throughout the year via multiple methods. Families are welcome to submit in person or via mail to the Nutrition Services office, to the cafeteria, or to the front office of the school. Families may also submit the application online. Overt identification is prevented by accepting meal applications from all families regardless of eligibility status. Overt identification is also prevented by treating all application submissions in a confidential manner.
7. If a new eligibility determination has not been made, on the 31st operating day of the new school year, the POS system changes the eligibility category of students from free or reduced-price to paid.
8. The SFA utilizes the state prototype public media release.
9. The SFA utilizes the state prototype letter to households for direct certification.
10. Direct Certification matching is completed monthly and notification letters are made available to families.
11. Extended Eligibility: The Point of Sale system automatically extends eligibility to all siblings and other students living at the same household.
12. SFA Roles and Responsibilities:

a. Determining Official	IUSD Nutrition Services
b. Confirming Official	LINQ School Nutrition Point of Sale
c. Verifying Official	Jill Hartstein, Director, Nutrition Services
d. Direct Certification Official	Jill Hartstein, Director, Nutrition Services
e. District Homeless Liaison	Natalie Hamilton, Director, Mental Health & Wellness
f. District Migrant Liaison	Natalie Hamilton, Director, Mental Health & Wellness
g. District Foster Liaison	Natalie Hamilton, Director, Mental Health & Wellness

Benefit Issuance Procedure

1. All drops, transfers, and newly enrolled students are reported automatically and updated within the POS by the student information system. These electronic systems are synced daily via an automated system.
2. All staff responsible for issuing benefits are notified of changes in eligibility automatically through the point-of-sale (POS) system which is automatically updated when eligibility status changes.
3. All changes due to verification are reported automatically and updated within the POS by the POS system as the benefit issuance and the eligibility determination system are the same.

Payment for Meals

1. Under the California Universal Meals Program, breakfast and lunch are available at no charge to all enrolled students, regardless of eligibility status. Because our SFA is participating in the California Universal Meals program, we no longer collect money from students at meal service time, nor are we collecting unpaid meal debts.
2. Meal charges are not allowed for a la carte items and/or second meals.
3. Meal payments are accepted in the meal service line, in the front office, and online via the parent payment portal, [LinqConnect.com](https://linqconnect.com). Prepayment is advertised to parents in the front office, in the cafeteria, and via the website.

4. Adult meal prices are set according to the Adult Meal Pricing tool, annually. Payments can be made in the meal service line and/or via the online payment portal. Prepayment is encouraged.
5. Payment Sources:

Meal Type	Method of Payment (if applicable)
Students - First Meals	N/A - CA Universal Meals
Students - Second Meals	Students pay for second meals in the meal service line or through pre-paid student accounts
Students - A la carte	Students pay for a la carte in the meal service line or through pre-paid student accounts
Adult Meals	Staff pay for meals in the meal service line or through pre-paid <u>cafeteria</u> accounts
Adult - A la carte	Staff pay for a la carte in the meal service line or through pre-paid <u>cafeteria</u> accounts

Medium of Exchange Used

Medium of Exchange at Point of Service	Program	Primary Method(s) Used
	SBP	PIN/ID in POS
	NSLP	PIN/ID in POS

Medium of Exchange Procedure

1. The computerized point of service system used is LINQ School Nutrition.
2. The PIN cannot be used twice because it is coded within the POS to prevent duplicate meals. If a PIN is entered twice during the meal service, an alert will pop up stating "meal previously served." The second meal will be deleted or charged as an a la carte transaction. The student's name and photo pop up on the computer screen when the student enters their PIN. This is done to prevent the medium of exchange from being utilized by an unauthorized person.
3. The medium of exchange is a PIN/ID Number, which is distributed to all students by Nutrition Services. All students are given a meal regardless of eligibility status.
4. If a student forgets their PIN/ID/name, Nutrition Services staff will perform a search to lookup the student within the POS. If a PIN/ID has been stolen, or is suspected of misuse by an unauthorized person, then Nutrition Services will assign a new PIN/ID to the student.
5. The cashier collects the PIN/ID at the Point of Service. The student enters the PIN into a keypad linked to the POS computer system.
6. Cash is collected in the meal service line.
7. Students and adults may use prepaid meal accounts to pay for meals.
8. Negative balance charges are not allowed in the meal service line.

Accuracy of Counts

1. The point of service for lunch and breakfast is at the end of the meal service line. Nutrition Services staff are responsible for recording meal counts once a reimbursable meal has been selected.
2. Offer vs Serve
 - o Offer versus Serve is utilized in our SFA. For breakfast, at least 4 food items are offered, and students must select a minimum of 3 items, including ½ cup of fruit and/or vegetable. For lunch, at least 5 components are offered, and students must select a minimum of 3 components, including ½ cup of fruit and/or vegetable.
3. The person trained to monitor the point of service is responsible for counting the number of meals served. The point of service for breakfast and lunch is at the end of the meal service line. If any student takes a meal that does not meet reimbursable meal standards under offer versus serve, staff will encourage the student to select additional food items/components. If the student does not wish to add sufficient food items to comprise a reimbursable meal, the meal is not counted for reimbursement.
4. Nutrition Services staff utilize the food item counts recorded on the menu production record as a balance point to the reimbursable meal count at the point of service. The amount of food served on the menu production record is compared with the number of meals counted at the point of service. The balance point functions as an indicator to help staff understand the accuracy of the point of service meal count. The balance point is never used as the reimbursable meal count.
5. The age grade groups for menu planning are K-6 (including PK), K-8, 7-8, 9-12 for lunch; and K-6 (including PK), K-8, 7-8, 9-12 for breakfast.
6. Adults may purchase a meal. A la carte sales are also available to students and adults. Adult meals and a la carte sales for students and adults are tracked through the POS. Adult meals and a la carte sales are not claimed for reimbursement.
7. Dropped, or otherwise damaged and unservable, meals are tracked through the POS and are not claimed for reimbursement.
8. Second meals are tracked through the POS. Second meals are not claimed for reimbursement.
9. Field trip meals are claimed for reimbursement in the appropriate student eligibility category. Field trip meals are ordered and prepared prior to students leaving campus. A roster is sent along with meals. Teachers are advised to check off the roster as meals are served to obtain an accurate meal count at the time of service. The roster is returned to the cafeteria after the field trip along with any leftover meals. A balance point reconciliation based on leftover food items is completed to ensure the meal count does not exceed the number of meals served. Meals are then added to the daily meal count for the appropriate service date and claimed in the appropriate student eligibility category.
10. Backup System: If the electronic system fails, then paper rosters are utilized.
11. All of the above answers apply to breakfast and lunch.

Reports and Internal Controls

1. The totals for each meal service are recorded in the POS and automatically consolidated within the software. At the end of each month, a report is generated that compiles the counts for each service day and site. This information is then transferred to prepare the reimbursement claim.
2. An edit check is completed monthly using the USDA attendance factor of 93.8%. This is done to ensure that meal counts do not exceed attendance-adjusted enrollment.
3. Cash deposits are prepared as follows. Nutrition Services staff count money reconciled with their POS and prepare a deposit for their school site daily. The money is then sent to the SFA Office, where SFA office staff prepare a daily deposit manifest along with every school's deposits to be picked up daily by the bank. Daily deposits are reconciled against POS reports by SFA office staff. All bank transactions are reconciled by the Specialist: Nutrition Services.

4. Site monitoring is completed following these parameters:

Monitoring by Program	Timeline/Deadline	Person/Role Responsible
NSLP (1 per site)	Before February 1	SFA Supervisors
SBP (1 for 50% of sites each year) (100% of sites are monitored over two years)	Before February 1 for 50% of sites	SFA Supervisors

5. Other methods to ensure sites comply with regulations include training, regular staff meetings, site monitoring reviews, email communications, and collaboration with site administrators to support staff needs.

Non-Discrimination Statement

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mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW, Mail Stop 9410
Washington, D.C. 20250-9410;

fax:
202-690-7442; or

email:
Program.Intake@usda.gov.

This institution is an equal opportunity provider.