



IRVINE UNIFIED SCHOOL DISTRICT

NUTRITION SERVICES

July 1, 2022


Dear Parents/Guardians:

The Nutrition Services Department is excited to share that the State of California has committed to 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 2022-23 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 only served during morning recess at most elementary schools or during the morning nutrition break at most middle 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 Pandemic EBT 3.0 (P-EBT) Cards issued by the State of California, 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 and clicking on the orange Titan icon  or at family.titank12.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 point, due to current regulations, all salad bars will continue to be closed during the 2022-23 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.
- Our staff is continuously being trained on the most updated cleaning and sanitizing regulations as they become available.

[IUSD.org/nutrition](https://iusd.org/nutrition) will be updated regularly with current information. 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

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1. **mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or 2. **fax:**(833) 256-1665 or (202) 690-7442; or 3. **email:** program.intake@usda.gov
This institution is an equal opportunity provider.

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 \$2.00 or \$2.75

LUNCH \$3.75 or \$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)

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 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 2022-23 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 Pandemic EBT (P-EBT) Cards issued by the State of California, 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 family.titank12.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	\$25,142	\$2,096	\$1,048	\$967	\$484
2	\$33,875	\$2,823	\$1,412	\$1,303	\$652
3	\$42,606	\$3,551	\$1,776	\$1,639	\$820
4	\$51,338	\$4,279	\$2,140	\$1,975	\$988
5	\$60,070	\$5,006	\$2,503	\$2,311	\$1,156
6	\$68,802	\$5,734	\$2,867	\$2,647	\$1,324
7	\$77,534	\$6,462	\$3,231	\$2,983	\$1,492
8	\$86,266	\$7,189	\$3,595	\$3,318	\$1,659
For each additional family member add	\$8,732	\$728	\$364	\$336	\$168

APPLYING FOR BENEFITS

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

DIRECT CERTIFICATION

An application is not required if the household receives a notification letter indicating all children are 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: Tammy Blakely, 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, 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

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 online at family.titank12.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.
Director, Nutrition Services
Irvine Unified School District

2022-2023 Application for Free and Reduced Price School Meals

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

IRVINE UNIFIED SCHOOL DISTRICT
Apply online at my.iusd.org or family.titank12.com

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 \$

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 How Often?

Weekly	Bi-Weekly	2x Month	Monthly
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly	
	\$															
	\$															
	\$															
	\$															
	\$															

Total Household Members (Children and Adults)

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 Last four digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member XXXX XX

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 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.

A) List each child's name. 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) Enter the child's birthdate.	D) 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. <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.	E) 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 <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?

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: <ul style="list-style-type: none"> The Supplemental Nutrition Assistance Program (SNAP) or CalFresh Temporary Assistance for Needy Families (TANF) or CalWORKs The Food Distribution Program on Indian Reservations (FDPIR) 	A) If no one in your household participates in any of the listed programs, leave STEP 2 and go to STEP 3. If anyone in your household participates in any of the listed programs: <ul style="list-style-type: none"> 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 www.cdss.ca.gov Go to STEP 4. Do not complete STEP 3.
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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.

A) List adult household members' names. 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) Report earnings from work. 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.	C) Report all income from public assistance/child support/alimony. <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.	D) Report all income from pensions/retirement/all other income. Report all income that applies.	E) Report 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.	F) 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. 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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Sources of Child Income	Income Types	Examples	Sources of Adult Income	Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / Other Income
	Earnings from work	A child has a regular full or part-time job where they earn a salary or wages		- Salary, wages, cash bonuses - Net income from self-employment U.S. Military: - 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.
This institution is an equal opportunity provider.

Unpaid Meal Charge Policy – 2022-23

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 free, reimbursable meal per serving period, regardless of eligibility status or account balance.

Free or Reduced-Price Meal Program:

The State of California has committed to 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 2022-23 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 clicking on the orange Titan icon on the Parent Portal at my.iusd.org or by visiting family.titank12.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, TITAN School Solutions.

- family.titank12.com or click on the orange Titan icon at the top of the Parent Portal page at my.iusd.org.
- Titan School Solutions allows parents to pay online for a fee of \$2.49 for each transaction and to monitor the balance in their child's account.
- 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.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1. **mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or 2. **fax:** (833) 256-1665 or (202) 690-7442; or 3. **email:** program.intake@usda.gov This institution is an equal opportunity provider.

MEAL COUNT AND COLLECTION PROCEDURE: 2022-23

The State of California has committed to 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 2022-23 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 Pandemic (P-EBT) Cards issued by the State of California, 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 family.titank12.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 \$2.00 or \$2.75 at middle and high schools. Full price second lunch meals are \$3.25 at elementary schools and \$3.75 or \$4.25 at middle and high schools.

Prepayment may be made through an online payment system at family.titank12.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.

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. This institution is an equal opportunity provider.