

Dear Parent or Guardian:

The Silver Valley Unified School District participates in the National School Lunch Program and/or School Breakfast Program by offering nutritious meals every school day. Students may buy lunch for **\$2.85/\$3.00** and breakfast for **\$1.75**. **Students eligible for free or reduce-priced meals will receive meals at no charge.** You or your children do not have to be U.S. citizens to qualify for free or reduced-price meals. If there are more household members than the number of lines on the application, attach a second application

**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.

Income Eligibility Guidelines					
July 1, 2018–June 30, 2019					
Household Size	Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$ 22,459	\$ 1,872	\$ 936	\$ 864	\$ 432
2	30,451	2,538	1,269	1,172	586
3	38,443	3,204	1,602	1,479	740
4	46,435	3,870	1,935	1,786	893
5	54,427	4,536	2,268	2,094	1,047
6	62,419	5,202	2,601	2,401	1,201
7	70,411	5,868	2,934	2,709	1,355
8	78,403	6,534	3,267	3,016	1,508
For each additional family member, add:					
	\$ 7,992	\$ 666	\$ 333	\$ 308	\$ 154

**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 & 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 **760-254-2916 ext.1157**

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

**FAIR HEARING:** If you do not agree with the school's decision regarding your application's determination or the result of verification, you may discuss it with the hearing official. You also have the right to a fair hearing, which may be requested by calling or writing the following: **Marc Lacey, Asst. Superintendent, PO Box 847 Yermo, Ca. 92398 760-254-2916 ext. 1182**

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

meals, unless the household receives a notification letter for free or reduced-price meals. School officials are not required to send reminder or expired eligibility notices.

**NON-DISCRIMINATION STATEMENT:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

**This institution is an equal opportunity provider.**

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

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

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

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

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

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

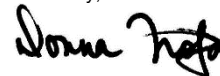
**OPTIONAL: CHILDREN'S ETHNIC AND RACIAL IDENTITIES –** This field is optional to complete and does not affect your children's eligibility for free or reduced-price meals. Please check the appropriate boxes.

**OPTIONAL: CONSENT TO SHARE INFORMATION FOR CALFRESH BENEFITS –** This field is optional to complete and does not affect your children's eligibility for free or reduced-price meals.

**INFORMATION STATEMENT:** The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number are not required when you list a CalFresh, CalWORKs, or FDPIR case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs.

**QUESTIONS/NEED ASSISTANCE:** Please contact **Child Nutrition at 760-254-2916-ext 1126 or 1138**  
**SUBMIT:** Please submit a complete application to your child's school or the nutrition office at 35320 Daggett-Yermo rd. Yermo, Ca. 92398 You will be notified if your application is approved or denied for free or reduced-price meals.

Sincerely,



Donna Trofa  
 Director of Child Nutrition  
 Silver Valley Unified School District

## ***Frequently Asked Questions regarding the National School Lunch Program (NSLP) and School Breakfast Program (SBP)***

**1. Will my students account balance transfer to their new school?**

Yes, as long as they are within the Silver Valley Unified School District all positive balances will transfer with the student. Negative balances must be paid by end of school year or they become a debt to the school attended when debt was made and must be paid at that school. If you are transferring out of our district, please fill out a refund request form.

**2. My student had Free or Reduced meals last school year; will they have Free or Reduced meals this year?**

Yes, as long as they were enrolled in the Silver Valley Unified School District, returning students have a grace period of 30 days or until a new application has been processed, whichever comes first. If a new application has not been completed and processed by the end of the 30 days, the student will revert to full pay status.

\*If the student was in a Community Eligibility Provision (CEP) school and is returning to a CEP school meals will be served free without fees or an application to complete. (CEP schools may be asked to fill out a Household Income Data Collection Form to provide needed information for other funded programs in our district.)

**3. I completed an application but need free meals today.**

Benefits may be expedited by completing an application at the District Child Nutrition Services Office. Child Nutrition Services staff process applications from the sites and central enrollment on a first come first serve basis and are not allowed to search through hundreds of documents to find out if your application is here, it delays the process for all of our families.

**4. My student is transferring from one Silver Valley School District site to another; will they have the same account number?**

Your student will keep their account number throughout their time in our district. All account information follows the student such as eligibility, balances or medical statements.

Remember, if transferring from a CEP school to a pricing school you will need to complete an application to receive benefits.

**5. My student has an allergy and/or requires a special meal accommodation.**

Meal Accommodation forms are located on the website, in the school front office or school health office and must be completed by a Medical Professional prior to making modifications to the meal. Accommodations are for medical reasons only, we do not accommodate for Religious preferences.

**Religious preferences** - the USDA guidelines interpret religious choices as personal preferences and are not allowable for meal accommodations. The offer vs. Serve menu plan allows parents and students to review the menu and determine what works for those choices. Offered meals consist of protein, bread, vegetables, fruit, and dairy (Milk). Students must take at least three (3) of the offered choices at each meal, one (1) of those choices must be 1/2 cup fruit or vegetable serving. Students that take less and refuse to take at least three (3) components should be prepared to pay the Adult price for the meal as less than three (3) components are not eligible for funding under the National School Lunch or Breakfast Programs.

**6. When filling out the application do I include my military housing allowance?**

Military households living on base in privatized housing may deduct the Housing Allowance (BAH) from their total entitlement. If you are living off base the BAH must be included in the total entitlement income claimed.