

SOURCES OF INCOME FOR CHILDREN	
Earnings from work	Child has a job where they earn a salary or wages.
Social Security Disability payments	Child is blind or disabled and receives Social Security benefits. A parent is disabled, retired, or deceased, and their child receives Social Security benefits.
Income from persons outside the household	A friend or extended family member regularly gives a child spending money
Income from any other source	Child receives income from a private pension fund, annuity, or trust

SOURCES OF INCOME FOR ADULT		
Earnings from work	Public Assistance Alimony/Child Support	Pensions/Retirement All Other Income
* Salary, wages, cash bonuses * Net income from self-employment (farm or business) * Strike Benefits	* Unemployment benefits, Worker's compensation * Supplemental Security Income * Cash assistance from state or local government * Alimony payments * Child Support payments * Veterans benefits	* Social Security (including railroad retirement & black lung benefits) * Private pensions or disability * Income from trusts or estates or Annuities * Investment income * Earned interest * Rental income * Regular cash payments from outside household

U.S. Military: Basic pay, cash bonuses, allowance for off-base housing, food & clothing. (do NOT include combat pay, FSSA or privatized housing allowances)


MEAL CHARGE POLICY

Child Nutrition staff will not discuss negative balances with students. Students are reminded when they are down to their last several lunches.
If you would like to know your students meal account balance you may call your site kitchen manager or you may track your student's meal balance at no charge using EZSchoolPay.com.
Site kitchen managers phone numbers are located at ESDChildNutrition.com


PAYMENT AND REMINDERS:
 - School messenger will call households once a week for students who have a negative meal balance.
 - Site kitchen managers will call households with negative balances of \$10.00 or greater.
 - Payment reminders for students with a negative balance will go home to Elementary students every other week and Intermediate students monthly.
 - Consider using EZSchoolPay.com to track your student's lunch balance and make payments to their account.
 - Online payments via EZSchoolPay.com incur a fee of up to \$1.25 to offset credit card processing charges.
 - We also accept cash or checks. Checks should be made payable to ESD Child Nutrition.

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, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.
 Submit your completed form or letter to USDA by:
 (1) mail: U.S. Department of Agriculture
 Office of the Assistant Secretary for Civil Rights
 1400 Independence Avenue, SW
 Washington, D.C. 20250-9410;
 (2) fax: (202) 690-7442; or
 (3) email: program.intake@usda.gov.
 This institution is an equal opportunity provider.



ETIWANDA SCHOOL DISTRICT
CHILD NUTRITION PROGRAM
 2018-2019



Annual Letter to Households and Application Information

Dear Parent or Guardian:

As a partner in learning the Etiwanda School District Child Nutrition Department participates in the National School Lunch Program. Nutritious meals served meet the USDA Guidelines. For students purchasing lunch, current meal prices are available at www.ESDChildNutrition.com. Details on how to complete the application and answers to the most frequently asked questions are included. Free and Reduced Price Meals are available to families who believe they may qualify. Quick and secure online Meal Applications are available at EZMealApp.com. If you prefer, you may complete a paper application. The forms can be obtained online at www.ESDChildNutrition.com, at any school office, district office and child nutrition office. You can mail or hand deliver complete applications to:
 ESD Child Nutrition - 12999 Victoria St. - Etiwanda, CA 91739.

No application is necessary if your household has been notified your children have been directly certified for free meals. Please contact our office if you are unsure if your child was directly certified or if you have questions about the application process. (909) 803-3155

Only complete one application per family. You will be notified by email or mail of your child's status. Until notification you must provide your child with lunch or lunch money.

A household may apply for benefits at any time during the school year. Children of parents or guardians who become unemployed or experience a financial hardship mid-year may become eligible for free and reduced price meals at any point during the school year. The information you give will be used to determine or prove your child's eligibility for free or reduced-priced meals. This information may also be used for other state or federally funded school benefits. Information submitted on the application may be subject to verification.

Factors considered in the application process are household size and total household income. **Household size means** all persons, related or unrelated, who live in your home and share living expenses. Please include parents, children, grandparents. The total household income is the total of **all income each household member received last month before taxes** - this includes wages, social security, pension, unemployment, welfare, child support, alimony, and any other cash income.

Reduced Price Scale Income Eligibility Guidelines: July 1, 2018 - June 30, 2019

Incomes below the reduced price income limit may be eligible for free or reduced price meals					
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

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

How to complete an application:

If a household member receives *CalFresh, CalWORKS, or FDPIR benefits*

STEP 1: List the name, school, grade, and birth date of all students in grades TK - 8 only, school name, grade, date of birth for students only, (all other children not in grades TK-8 MUST be listed in step 3B), check Foster Child box if applicable; If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call the Child Attendance and Welfare liaison at (909) 803-3138.

STEP 2: List the name and case number for any household member (including adults) receiving CalFresh, CalWORKS, or FDPIR benefits.

STEP 3A & 3B: Skip these sections.

STEP 4: Print and sign name of the adult completing the form, as well as address, phone number, and email. **Signature is required.**

If any child in your household is *homeless, a migrant, or runaway*

If any child you are applying for is homeless, a migrant, or a runaway please fill out the proper paperwork with your school's administration office or call the Child Attendance and Welfare liaison at (909) 803-3138.

If *all* children in your household are *foster children*

STEP 1: List all foster children's name, school, grade, and date of birth. Check the box indicating the child is a foster child.

STEP 2: Skip this step **unless you are receiving benefits from CalFresh, CalWORKS, or FDPIR.**

STEP 3A & 3B: Skip these sections.

STEP 4: Print and sign name of the adult completing the form, as well as address, phone number, and email. **Signature is required.**

If *some* of the children in the household are *foster children*:

STEP 1: List the name, school, grade, and birth date of all students in grades TK - 8 only, school name, grade, date of birth for students only, (all other children not in grades TK-8 MUST be listed in step 3B), check Foster Child box if applicable; If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call the Child Attendance and Welfare liaison at (909) 803-3138.

STEP 2: Skip this step **unless you are receiving benefits from CalFresh, CalWORKS, or FDPIR.**

STEP 3A: Using the **Sources of Income for Children** chart on the back page, report the total child income earned.

STEP 3B: Using the **Sources of Income for Adults** chart on the back page, report total household income from this month or last month and fill out the following info.

Name: List all other household members, not previously indicated in step 1, with or without an income.

Gross Monthly Income: (Gross Earnings from work is the amount earned before taxes and other deductions) For each household member with income: write the amount of current income, enter the source of current income received and the frequency. If any current amount received was more or less than usual, write the usual or projected income. **Continued on next page.**

Social Security #: Enter the last four digits of the Social Security Number for the adult signing the application (or mark the box if he/she does not have one).

Total Household Members: Please enter the total number of household members indicated in sections 1 and 3B.

STEP 4: Print and sign name of the adult completing the form, as well as address, phone number, and email. **Signature is required.**

All other households, including WIC households

STEP 1: List all household members, school name, grade, date of birth for students only in grades K-8, (all other children MUST be listed in step 3B), check Foster Child box if applicable; If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call the Child Attendance and Welfare liaison at (909) 803-3138.

STEP 2: Skip this step **unless you are receiving benefits from CalFresh, CalWORKS, or FDPIR.**

STEP 3A: Using the **Sources of Income for Children** chart on next page, report the total child income earned. If child has NO income, please put 0 (zero).

STEP 3B: Using the **Sources of Income for Adults** chart on next page, report total household income from this month or last month and fill out the following info.

Name: List all other household members, not previously indicated in step 1, with or without an income.

Gross Monthly Income: (Gross Earnings from work is the amount earned before taxes and other deductions) For each household member with income: write the amount of current income, enter the source of current income received and the frequency. If any current amount received was more or less than usual, write the usual or projected income.

Social Security #: Enter the last four digits of the Social Security Number for the adult signing the application (or mark the box if he/she does not have one).

Total Household Members: Please enter the total number of household members indicated in sections 1 and 3B.

Step 4: Print and sign name of the adult completing the form, as well as address, phone number, and email. **Signature is required.**

REMINDERS

*** Incomplete, illegible, or incorrect applications will delay meal benefits**

*** Students receiving meal benefits in 2017/2018 remain eligible until
September 18, 2018**

*** Faxed applications will not be accepted**

Please see next page for:

Sources of income for adults & children

Meal Policy

USDA Nondiscrimination Statement