

PITTSBURG UNIFIED SCHOOL DISTRICT
LETTER TO HOUSEHOLDS – DIRECT CERTIFICATION
NATIONAL SCHOOL LUNCH PROGRAM AND SCHOOL BREAKFAST PROGRAM FOR 2009-2010

Dear Parent or Guardian:

Pittsburg Unified School District takes part in the National School Lunch and/or School Breakfast Programs. Meals are served every school day. Students may buy breakfast and/or lunch for the following prices:

	<u>Lunch</u>	<u>Breakfast</u>
High Schools:	\$2.50	\$1.50
Middle Schools:	\$2.50	\$1.50
Elementary Schools:	\$2.25	\$1.25
Reduced Price (for eligible students)	\$0.00	\$0.00

If you now receive benefits from Food Stamps, California Work Opportunity and Responsibility to Kids (CalWORKs), Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Kinship Guardian Assistance Payments (Kin-Gap), your child may receive free meals.

If your total household income is the same or less than the amounts on the **Federal Income Eligibility Guidelines** listed on the attached **Instructions for Applying for Meal Benefits**, your child(ren) may receive free or reduced price meals.

Household means a group of related, or non-related, individuals who are living as one economic unit and sharing living expenses. Living expenses include rent, clothes, food, doctor bills, and utility bills.

A Foster Child who is the legal responsibility of the welfare agency or court may receive free or reduced price meals regardless of your income.

WIC Participants: If you currently receive benefits under the Special Supplemental Nutrition Program for Women, Infants and Children (better known as the WIC Program) your child may be eligible for free or reduced-price meals. You are encouraged to complete and application and return it to the school for processing.

HOW TO APPLY

Complete the attached **Application for Free and Reduced Price Meals**, and Return it to the Food Services Office or your school cafeteria/office. A household can apply for benefits at anytime during the school year.

You will be notified by mail when your application has been approved or denied for free or reduced price meals. An application **cannot** be processed if it contains incomplete eligibility information. **A new application must be completed every school year.**

You may apply for benefits at any time during the school year. If you are not eligible now, but your income goes down, you lose your job, your family size becomes larger, or you become eligible for Food Stamps, CalWORKs, TANF, Kin-Gap, or FDPIR benefits, you may submit an application at that time.

FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR): Households participating in the Food Distribution Program on Indian Reservations (FDPIR) are categorically eligible for free meals and milk. The FDPIR is Authorized by Section 4(b) of the Food Stamp Act of 1977. Under this section, eligible households may elect to participate in either the Food Stamp program or the FDPIR. Since households are afforded the option to participate in either program, FDPIR households have been determined to receive the same categorical benefits as food stamp households.

7 CFR Section 245.6(a)(8), Interim Rule 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 social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Food Stamp, California Work Opportunity (CalWORKs), Kinship Guardian Assistance payment (Kin-GAP), or Food Distribution Program on Indian Reservations (FDPIR) case number for your child or other FDPIR identifier 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.

This institution is an equal opportunity provider.

ALL HOUSEHOLDS: READ THIS SECTION

Non-discrimination Statement: In accordance with Federal laws and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

SOCIAL SECURITY NUMBER: The application must have the social security number of the adult who signs it. If the adult does not have a social security number, check the box. **I do not have a social security number.** If a Food Stamp, CalWORKs, TANF, Kin-Gap, or FDPIR case number for the child is listed, or if the application is for a Foster Child, a social security number is **not** required.

VERIFICATION: The information on the application may be checked by Food service officials at any time during the school year. You may be asked to send information to prove your income, or current eligibility for Food Stamps, CalWORKs, TANF, Kin-Gap, or FDPIR benefits.

MEALS FOR DISABLED: If you believe your child needs a food substitute or texture modification because of a disability, please contact Child Nutrition Services. A child with a disability is entitled to a special meal at no extra charge if the disability prevents the child from eating the regular school meal.

NONDISCRIMINATION: Children who receive free or reduced price meals must not be identified as such and must be treated in the same manner as those children who pay full price for their meals.

CONFIDENTIALITY: The information you provide to Child Nutrition Services will not be given to anyone who is not part of the school's food program. The information will be used only to decide if your children are eligible to receive free or reduced price meals and to verify this eligibility.

FAIR HEARING/UNIFORM COMPLAINT PROCEDURE: If you do not agree with the Child Nutrition Services; decision regarding your application or the result of verification, you may discuss it with Child Nutrition Services. You also have the right to a fair hearing. You may use the District's Uniform Complaint Procedure to request a fair hearing. You may also call or write one of the following school officials: Linda Rondeau, Association Superintendent of Education Services 473-2312, PUSD 2000 Railroad Ave, Pittsburg, CA 94565

Sincerely,

Nancy Benoit
Director of Child Nutrition Services