

# Business Services

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*“Quality Work by Quality People”*

To: All Principals

**Bulletin No. 17-029**

From: Adriane Robles, Director  
Nutrition Services

Date: July 28, 2017

Subject: **Free and Reduced-Price Meal Applications Guidelines**

Federal and State regulations require new meal applications for all eligible households for the upcoming school year. Students who are **new** to the district (including kindergarteners) will be in a “**paid**” meal status until the application is processed at the Nutrition Center. Your assistance is needed to ensure all applications are submitted to the cafeteria staff immediately upon receipt to minimize processing time that determines student eligibility.



**To expedite this process, parents now have the option of applying for free and reduced-priced meals online by logging on to <http://onlinemealapp.sbcusd.com> (SBCUSD Online Meal Application). School sites may also put the online meal application link on their school webpage for easier accessibility to parents.**

So that your staff can better assist parents to expedite their student(s) meal application, please share the following information:

- **Only one application per household should be submitted even when students in the same household attend different schools.**
- Students eligible for free meals due to **Direct Certification** from the County **do not** have to fill out a meal application. The direct certification designation (except for Kin-GAP) extends to **all** children in the household if at least one child in the household is on the direct certification list; therefore, all children in the household would be eligible for free meals/milk. If notice was **not** received for all students in the household, please advise parents to contact Nutrition Services.
- To expedite the processing time, turn in all applications received to your school cafeteria daily.
- The applications are **WHITE** with **RED** and **BLACK** ink with the current school year across the top and bottom. Please verify that the application turned in has the current school year. The instructions are on the lower portion of the application. English and Spanish applications are included together.
- Completed applications need to be returned to the school within 5 school days. Per State guidelines, students who were free or reduced in the last school year are allowed to be on a “**temporary free or reduced status**” for the **first 30 operating days (9/17/17)** -- this includes the required processing time for Nutrition Services. Following the initial 30 operating days, any household for whom an application has not been received and processed will be changed to a “**paid**” status and required to pay full price for a meal.
- The Board of Education has waived the fee for reduced-priced meals (Board Policy BP 3553). Students eligible for reduced-price meals will receive their meals at no charge.

If you have any further questions, please contact Nutrition Services at 881-8000. Thank you for your assistance.