

BRENTWOOD UNION SCHOOL DISTRICT

255 GUTHRIE LANE, BRENTWOOD, CA. 94513
CHILD NUTRITION SERVICES: (925) 513-6338

Dear Parent/Guardian:

Children need healthy meals to learn. The **Brentwood Union School District** participates in the National School Lunch and Breakfast Program by offering nutritious meals every school day. Students may buy breakfast for **\$1.75** and lunch for Elementary schools for **\$3.00** and middle Schools for **\$3.25**. Eligible students may receive meals free of charge or at the reduced price rate of **\$00.00**. (BUSD waived the fee for reduced rate).

Please complete an application. For a simple and secure method to apply, use our online application, link is on our webpage at <https://brentwood-ca.schoolloop.com/foods>. This packet includes an Application for Free and Reduced-Price Meals and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN RECEIVE FREE OR REDUCED-PRICE MEALS?

- All children in households receiving benefits from CalFresh, CalWORKs, or FDPIR are eligible for free meals.
- Foster children under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, migrant, or runaway are eligible for free meals.
- Children may receive free or reduced-price meals if your household's income is within the limits of the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart.

INCOME ELIGIBILITY GUIDELINES: July 1, 2020–June 30, 2021

Household Size	Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$ 23,606	\$ 1,968	\$ 984	\$ 908	\$ 454
2	\$ 31,894	\$ 2,658	\$ 1,329	\$ 1,227	\$ 614
3	\$ 40,182	\$ 3,349	\$ 1,675	\$ 1,546	\$ 773
4	\$ 48,470	\$ 4,040	\$ 2,020	\$ 1,865	\$ 933
5	\$ 56,758	\$ 4,730	\$ 2,365	\$ 2,183	\$ 1,092
6	\$ 65,046	\$ 5,421	\$ 2,711	\$ 2,502	\$ 1,251
7	\$ 73,334	\$ 6,112	\$ 3,056	\$ 2,821	\$ 1,411
8	\$ 81,622	\$ 6,802	\$ 3,401	\$ 3,140	\$ 1,570
For each additional family member add	\$ 8,288	\$ 691	\$ 346	\$ 319	\$ 160

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?

Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will qualify for free meals, please call or email **BUSD Food Service Dept. (925) 513-6338**

3. DO I NEED TO COMPLETE AN APPLICATION FOR EACH CHILD?

No. Complete **one** Application per school district for Free and Reduced-Price Meals for **all** students in your household. An application for free or reduced price meals cannot be reviewed unless all required fields are completed, so be sure to fill out all required information. Return the completed Application to the school district, school or cafeteria. **B.U.S.D. grades TK thru 8th grade. If you have high school student, you will need to complete an additional application at Liberty Union School district.**

4. SHOULD I COMPLETE AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?

No, 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. If any children in your household were missing from your eligibility notification, please contact **B.U.S.D. Food Service Dept. (925)513-6338** immediately.

5. CAN I APPLY ONLINE?

Yes! You are encouraged to complete an online Application instead of a paper Application if you are able. The online Application has the same requirements and will ask you for the same information as the paper Application. Visit <https://brentwood-ca.schoolloop.com/foods> to begin the online Application process.

6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?

Yes, Federal law mandates a new application to be completed every school year. 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. If you have new student starting, then please complete a new application so there is no delay. If you do not send in a new Application that is approved by the school district or you have not been notified that your child is eligible for free meals, your child will be charged for the full price. School officials are not required to send a reminder notice or an expired eligibility notice.

7. WILL THE INFORMATION I PROVIDE BE CHECKED?

Yes. School officials may verify the information on the Application at any time during the school year. You may be asked to send additional information to prove your income, or current eligibility for CalFresh, CalWORKs, or FDPIR.

8. IF I DO NOT QUALIFY NOW, MAY I APPLY LATER?

Yes, you can apply at any time during the school year. If your household income decreases, household size increases, or a household member becomes eligible for CalFresh, CalWORKs or FDPIR benefits, you may submit an application at that time.

9. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION REGARDING MY APPLICATION?

If you do not agree with 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:

Kristin Nisen R.D., FS Coordinator (925)513-6337, email: Knisen@brentwood.k12.ca.us

10. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?

Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.

11. WHAT IF MY INCOME IS NOT ALWAYS THE SAME?

List the amount that you **normally** receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, enter on the Application that you made \$1,000 per month. If you normally receive overtime, include it, but do not include it if you only occasionally work overtime. If you have lost your job or had your hours or wages reduced, use your current income.

12. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?

All household members must be included on the Application even if the individual does not receive income. Whenever this happens, please write a "0" in the income field. However, if any income fields are left empty or blank, the income will be counted as zero. Please be careful when leaving income fields blank, as we will assume you meant to do so.

13. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?

Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

14. WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?

List any additional household members on a separate piece of paper, and attach it to your application or do an online application.

15. MY FAMILY NEEDS ADDITIONAL FINANCIAL ASSISTANCE. ARE THERE OTHER PROGRAMS WE CAN APPLY FOR?

Yes. For information on CalFresh and CalWORKs, contact your county welfare department by reviewing the CalFresh Web page at <http://www.benefitscal.com/> or by phone at (877)505-4630. For additional assistance in your local area, contact the California referral hotline by phone at 211.

If you have other questions or need help, please contact:

B.U.S.D. Child Nutrition Services at (925)513-6338

Sincerely,

Kristin Nisen R.D.

Food Serviced Coordinator

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, 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 (3) email: program.intake@usda.gov

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