



# HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT

## INSTRUCTIONS FOR APPLYING FOR FREE AND REDUCED-PRICE MEALS 2015-2016

School Location Number: HBHS = 001, WHS = 002, MHS = 003, FVHS = 004, EHS = 005, OVHS = 006, CHS = 008, VVHS = 009

Let us know if your family is New to the District or New to the Meal Program by checking the box on this application.

If your household gets CalFresh, CalWORKS, KinGAP, FDPPIR, or your child(ren) are Foster Children follow these instructions:

If your household receives CalFresh, or if your child receives CalWORKS, Kin-GAP, or FDPPIR benefits, **YOU MAY NOT NEED TO COMPLETE A MEAL APPLICATION.** School officials will notify you of your child(ren)'s eligibility for free meals. If you are not contacted by September 10, 2015 but think your child(ren) is/are eligible for free meals, complete an application.

Part 1: List child(ren)'s student ID #, name, grade, School Location Number, check box for Foster Child, and a CalFresh, CalWORKS, KinGAP or FDPPIR case number. Part 2: Skip this part.

Part 3: Sign the form and date and fill in other information, address, phone, etc. The last four digits of a Social Security Number are not necessary.

For a child who is **HOMELESS, MIGRANT or RUNAWAY**. Circle the appropriate box **H M R** and contact your District's Homeless Liaison, Elena Inurreta at (714) 893-1381, extension 4441. Fill out the application by following instructions for ALL OTHER HOUSEHOLDS.

ALL OTHER HOUSEHOLDS, including WIC households, and low income households follow these instructions:

**Part 1:** List all children attending Huntington Beach Union High School District: student ID #, name, birth date, grade and School Location Number and Income from work or other sources.

**Part 2:** Follow these instructions to report total household income from last month.

**Column 1**–Name: List the first and last name of each person living in your household, related or not (such as grandparents, other relatives, or friends). List all adult household members and children, regardless of whether or not they have income. Indicate the amount and source of monthly income each household member received last month. If any amount last month was more or less than usual, enter the usual monthly income. Also, enter any income received by or for a child from full-time or regular part-time employment, Social Security Income, or Adoption Assistance.

**Column 2**–Check if no income: If the person does not have any income, check the box.

**Column 3**–Income From Work: Gross income last month and how often it was received. Next to each person's name list each type of income received last month, and how often it was received. For example, *Income from work*: List the gross income each person earned from work. This is not the same as take-home pay. Gross income is the amount earned before taxes and other deductions. The amount should be listed on your pay stub, or your boss can tell you. Next to the amount, check how often the person got it (weekly, every other week, twice a month, or monthly).

**Column 4**-Child Support, Alimony, Welfare: List the amount each person got last month from welfare, child support, alimony,

**Column 5**-Social Security, Retirement, Pension: List the amount each person received from pensions, retirement, Social Security

**Column 6**- All Other Income: In this column, include Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME. Report net income for self-owned business, farm, or rental income. Next to the amount, write how often the person got it. Do not include income benefits from CalFresh, FDPPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. If you are in the Military, Housing Privatization Initiative or got Combat Pay do not include these allowances as income.

**Part 3:** An adult household member must list the last four digits of his or her Social Security Number, or mark the box if he or she doesn't have one.  
An adult household member must sign and date the form and fill in other information, address, phone, etc.

**YOU WILL BE NOTIFIED BY THE SCHOOL WHEN YOU APPLICATION HAS BEEN APPROVED OR DENIED.**

### **ALL HOUSEHOLDS: READ THIS SECTION**

**California Education Code Section 49557(a):** Applications for free and reduced-price meals may be submitted at any time during a school day. Children participating in the National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas or any other means.

**Privacy Act Statement:** National School Lunch Act (Section 9) 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 apply on behalf of a Foster Child or your child's CalFresh, California Work Opportunity (CalWORKS), Kinship Guardian Assistance Payment (Kin-GAP), or Food Distribution Program on Indian Reservations (FDPPIR) case number is provided or you indicate that the household member signing the application does not have a Social Security number. Provision of a Social Security number is not mandatory, but the application cannot be approved if the last four digits of the Social Security number are not provided or an indication is made that the signer does not have such a number. Your information may be used to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. These verification efforts may be carried out through program reviews, audits, and investigations; and may include contacting employers to determine income, contacting the State's Employment Development Department or local welfare offices to determine the amount of benefits received, and checking the documentation produced by household members to prove the amount of income received. Reporting incorrect information may result in loss or reduction of the household's program benefits, or in administrative claims and/or legal actions against household members.

"This institution is an equal opportunity provider."



# HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT

Food & Nutrition Services  
14325 Goldenwest Avenue • Westminster, California 92683  
(714) 894-1698 FAX (714) 894-8198

Lauren L. Teng, Administrator - Food & Nutrition Services

July 2015

Dear Parent/Guardian:

Children need healthy meals to learn. **Huntington Beach Union High School District** offers healthy meals every school day. Breakfast prices of no more than \$2.00; lunch prices of no more than \$4.00. Your children may qualify for free meals or for reduced price meals. Reduced price is \$.30 for breakfast and \$.40 for lunch. Beverages and snack items are also offered to supplement lunches brought from home. Meals may be paid for daily or paid in advance by using the eFunds for Schools link found under Food & Nutrition

Services at the HBUHSD internet site: [hbuhsd.edu](http://hbuhsd.edu)

**This district participates in Direct Certification:** In a school participating in a meal program, your child is automatically certified to receive free meals, if your household currently receives CalFresh, or if your child receives California Work Opportunity and Responsibility to Kids (CalWORKS), Kinship Guardianship Assistance Payments (Kin-GAP), or Food Distribution Program on Indian Reservations (FDPIR) benefits. If you are not contacted by September 10, 2015 but think your child(ren) is/are eligible for free meals, please contact the school. You may need to complete an application. (See "Instructions for Applying for Free and Reduced Meals")

**1. Should I complete one application for the entire household? Yes. Complete one household application to apply for free or reduced price meals. An application must be complete in order to be approved. Return the application to: the School Administrative Office. LAST YEAR'S APPROVAL IS GOOD FOR THE FIRST TWO WEEKS OF SCHOOL ONLY.**

**2. Who can get free meals?** Children in households getting CalFresh, CalWORKS, Kin-GAP or FDPIR benefits. List each child's name, school, school ID#, and your CalFresh, CalWORKS, Kin-GAP or FDPIR case number. **AN ADULT HOUSEHOLD MEMBER MUST SIGN THE APPLICATION.** Foster children can get free meals regardless of your income. Also, your child(ren) can get free meals if your household income is within the free limits on the Federal Income Guidelines. See instructions.

**3. Can homeless, runaway and migrant children get free meals?** Please call the District's Homeless Liaison, Elena Inurreta, at (714) 893-1381, extension 4441 to see if your child(ren) qualify, if you have not been informed that they will get free meals.

**4. Who can get reduced price meals?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Chart, shown in this letter. See instructions.

**5. Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced price meals?** Please read the letter you got carefully and follow the instructions. Call the Food & Nutrition Service at (714) 894-1698, if you have questions.

**6. I get WIC. Can my child(ren) get free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.

**7. Will the information I give be checked?** Yes, we may ask you to send written proof.

**8. If I don't qualify now, may I apply later?** Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting CalFresh, CalWORKS, KinGAP, FDPIR or other benefits. If you lose your job, your children may be able to get free or reduced price meals.

**9. What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing to: Carrie Delgado, Assistant Superintendent, 5832 Bolsa Avenue, Huntington Beach, CA 92649. Phone (714) 903-7000

**10. May I apply if someone in my household is not a U.S. citizen?** Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced price meals.

**11. Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.

**12. What if my income is not always the same?** List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes.

**13. We are in the military, do we include our housing allowance as income?** If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income. Combat pay received in addition to basic pay because of deployment is also not counted as income.

You will be notified by the school when your application has been approved or denied for free or reduced-price meals. If you have other questions or need help, call: **Food and Nutrition Services (714) 894-1698.**

Sincerely,

Lauren Teng  
Administrator, Food and Nutrition Services

*Our mission is to ensure all students learn and achieve to their maximum potential in a supportive and innovative environment that develops creative, responsible and productive individuals prepared to meet the challenges of the future.*



## INCOME ELIGIBILITY GUIDELINES

July 1, 2015 - June 30, 2016

Household size	YEAR	MONTH	Twice per month	Every two weeks	WEEK
1*	\$ 21,775	\$1,815	\$908	\$ 838	\$ 419
2	29,471	2,456	1,228	1,134	567
3	37,167	3,098	1,549	1,430	715
4	44,863	3,739	1,870	1,726	863
5	52,559	4,380	2,190	2,022	1,011
6	60,255	5,022	2,511	2,318	1,159
7	67,951	5,663	2,832	2,614	1,307
8	77,647	6,304	3,152	2,910	1,455
For each additional family member, add:					
	\$ 7,696	\$ 642	\$ 321	\$ 296	\$ 148

\*A household of one means a child who is his/her own sole support.

Household is synonymous with family and means a group of related or unrelated individuals who are not residents of an institution, but who are living as one economic unit sharing housing and all significant income and expenses.

This scale does not apply to households that receive CalFresh, Kin-Gap, or FDPIR benefits, children who are recipients of CALWORKS or Foster Children. These children are automatically eligible for meal benefits.

If your household income is the same or less than the amounts on the income scale above, your child(ren) may receive meals free or meals at a reduced price.

**MEALS FOR DISABLED** If you believe your child needs a food substitute or texture modification because of a disability, please contact the school. 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 meal.

Non-discrimination Statement: The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov) <mailto:program.intake@usda.gov>.

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).

Complete and sign the attached Household Application for Free and Reduced-Price Meals and return it to the school as soon as possible. The application cannot be approved and may be returned if it contains incomplete eligibility information.

Read the INSTRUCTIONS FOR APPLYING FOR FREE AND REDUCED-PRICE MEALS 2015-2016 thoroughly. You will be notified by the school when your application has been approved or denied for free or reduced-price meals.

**CONFIDENTIALITY** Family size, household income, and Social Security number information will remain confidential and will not be shared for any purpose. Information you provide will determine your child(ren)'s eligibility to receive free or reduced-price meals.

**NONDISCRIMINATION** Children who receive free or reduced priced meals must be treated in the same manner as those children who pay full price for their meals.

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**HELP WANTED-FOOD SERVICE ASSISTANTS**  
Positions are available during serving hours (perfect for those who want part-time employment). Great pay per hour. Applicants must pass a physical (paid by the district) and possess a Social Security card prior to employment.

Apply Online at: [www.edjoin.org](http://www.edjoin.org)

**STUDENT WORKERS**  
Positions are available for students averaging 2 hours to 4 hours per week. Students must see a Food & Nutrition Services Manager at the cafeteria in order to obtain a Student Application Packet.