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# SILVER VALLEY UNIFIED SCHOOL DISTRICT

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Dear Parent/Guardian:

Children need healthy meals to learn. **Silver Valley Unified School District** offers healthy meals every school day. Students may buy lunch for **K-8 \$2.50/ 9-12 \$2.75** and/or breakfast for **K-12 \$1.75**. Eligible students may receive meals free or at a reduced-price of **K-12 \$0.40** for lunch and/or **K-12 \$0.00** for breakfast. You or your children do not have to be U.S. citizens to qualify for free or reduced-price meals.

Below are some common questions and answers to help determine your child's meal program eligibility.

1. DO I NEED TO COMPLETE AN APPLICATION FOR EACH CHILD? No. **Use only one *Application for Free and Reduced-Price Meals* for all students in your household.** We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Any school in the district or the CNS dept. at the district office.**
2. WHO CAN RECEIVE FREE MEALS? All children in households receiving benefits from CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKs), Food Distribution Program on Indian Reservations (FDPIR), or Kinship Guardianship Assistance and Payment (Kin-GAP) program can receive free meals regardless of your income. Also, your children can receive free meals if your household's gross income is within the free limits on the federal Income Eligibility Guidelines.



If you have received a NOTICE of DIRECT CERTIFICATION for free meals, **do not** complete the application. But **do** let the school know if any children in your household are not listed on the **Notice of Direct Certification** you received.

3. CAN FOSTER CHILDREN RECEIVE FREE MEALS? Yes, foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals, but their meal eligibility is not extended to other nonfoster children living in the same household. Households with foster/nonfoster children are encouraged to complete an application since foster children may be counted as a household member, which may help the foster family's nonfoster children qualify for free or reduced-price meals based on the household size and income.
4. CAN HOMELESS, RUNAWAY, HEAD START, AND MIGRANT CHILDREN RECEIVE FREE MEALS? Yes, children who meet the definition of homeless, runaway, Head Start, or migrant are eligible for free meals. If you believe that the children in your household meet these descriptions and you have not been told your children will receive free meals, please call or e-mail the **[school's homeless liaison, or runaway, and migrant coordinator, Jeff Youskievicz, Asst. Superintendent of Educational services]**. 760-254-2916 x1135 [jyouskievicz@svusdk12.net](mailto:jyouskievicz@svusdk12.net)
5. WHO CAN RECEIVE REDUCED-PRICE MEALS? Your children can receive reduced-price meals if your household income is within the reduced-price limits on the Income Eligibility Guidelines chart, shown on the last page of the application packet.
6. SHOULD I COMPLETE AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR STATING MY CHILDREN ARE APPROVED FOR FREE MEALS? No, but please read the letter you received carefully and follow its instructions. Call the school at **760-254-2916 x 1126 or 1138** if you have any questions.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO COMPLETE A NEW ONE? Yes, if you want to participate in the meal program. Your child's application is only good for that school year and for the first few days of this school year. A new application is needed, unless the school told you that your child is eligible for free/reduced-price meals for the new school year.

8. I RECEIVE WOMEN, INFANTS AND CHILDREN (WIC) BENEFITS; CAN MY CHILDREN RECEIVE FREE MEALS? Children in households participating in WIC **may** be eligible for free or reduced-price meals. Please send in an application.
9. WILL THE INFORMATION I PROVIDE BE CHECKED? Yes. We may also ask you to send in written proof of your income and the interval in which you receive it.
10. IF I DO NOT QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced-price meals if the household income drops below the free/reduced-price income limit(s).
11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION REGARDING MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Jesse Najera, Deputy Superintendent 760-254-2916 x 1130 PO Box 847 Yermo, Ca. 92398**
12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You or your children do not have to be U.S. citizens to qualify for free or reduced-price meals.
13. 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), who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example: people who you do not support financially, who do not share income with you or your children, and who pay a prorated share of expenses), do not include them.
14. 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 made only \$900, state 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.
15. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you receive an off-base housing allowance, you must include it as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
16. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME IN OUR HOUSEHOLD? No. If the combat pay is received in addition to basic pay because of their deployment and it was not received before they were deployed, do not include combat pay as income. Contact your child's school for more information.
17. MY FAMILY NEEDS ADDITIONAL FINANCIAL ASSISTANCE AND/OR RESOURCES ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for CalFresh or other program assistance benefits, contact your local assistance office or call **San Bernardino County Offices 760-957-1540**

If you have any other questions or need help, call **760-254-2916 x 1126 or 1138**

Sincerely,



Donna Trofa

Director of Child Nutrition

Silver Valley Unified School District

# INSTRUCTIONS FOR APPLYING FOR THE NATIONAL SCHOOL LUNCH PROGRAM

**NOTE: A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU.**

**IF YOUR HOUSEHOLD RECEIVES CALFRESH, CALWORKS, FDPIR, OR KIN-GAP BENEFITS, FOLLOW THESE INSTRUCTIONS:**

**Part 1:** List all household members and the name of each child's school (if known).

**Part 2:** List the case number for any household member (including adults) receiving CalFresh, CalWORKs, FDPIR, or KIN-GAP benefits.

**Part 3:** Skip this part.

**Part 4:** Sign the form. The last four digits of a Social Security Number are **not** necessary.

**Part 5:** Answer this question if you choose.

Turn in the form to **Cafeteria or Front office** at your school.

**IF NO ONE IN YOUR HOUSEHOLD RECEIVES CALFRESH, CALWORKS, FDPIR, OR KIN-GAP BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, A MIGRANT OR RUNAWAY, FOLLOW THESE INSTRUCTIONS:**

18. **Part 1:** List all household members and the name of each child's school (if known). If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call **your school, homeless liaison, runaway, or migrant coordinator**.

**Part 2:** Skip this part.

**Part 3:** Complete only if a child in your household is not eligible under Part 1. See instructions for All Other Households.

**Part 4:** Sign the form. The last four digits of a Social Security Number are not necessary if you did not complete Part 3.

**Part 5:** Answer this question if you choose.

Turn in the form to **Cafeteria or Front Office** at your school.

**IF YOU ARE APPLYING ON BEHALF OF A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS:**

- If **all** children in the household are foster children:

**Part 1:** List all foster children and the school name for each child. Check the box to indicate each foster child.

**Part 2:** Skip this part.

**Part 3:** Skip this part.

**Part 4:** Sign the form. The last four digits of a Social Security Number are not necessary.

**Part 5:** Answer this question if you choose.

Turn in the form to **Cafeteria or Front Office** at your school.

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

**Part 1:** List all household members and the name of each child's school (if known). For any person receiving no income, including children, you must check the "No Income" box. Check the box to indicate each foster child. If any child you are applying for is homeless, migrant, in Head Start, or a runaway check the appropriate box. If you have questions call your school.

**Part 2:** Skip this part.

**Part 3:** Complete only if a child in your household is not eligible under Part 1. See instructions for All Other Households.

**Part 4:** Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if they do not have one).

**Part 5:** Answer this question if you choose.

Turn in the form to **Cafeteria or Front Office** at your school.

**ALL OTHER HOUSEHOLDS, INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:**

19. **Part 1:** List all household members and the name of each child's school (if known). For any person receiving no income, including children, you must check the "No Income" box. If any child you are applying for is homeless, migrant, a foster child, or a runaway check the appropriate box and call: **your school, homeless liaison, runaway, or migrant coordinator.**

**Part 2:** Skip this part.

**Part 3:** Follow these instructions to report total household income from this month or last month.

- **Name:** List all household members **with** income.
- **Gross income and how often it is received:** For each household member with income, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month, or monthly.
  - **Earnings from work before deductions:** Be sure to list the **gross income**, not the take-home pay. Gross income is the amount earned **before** taxes and other deductions. You should be able to find it on your pay stub or your employer can tell you.
  - **Income received from welfare, child support, or alimony:** List the amount each person received.
  - **Income received from Social Security, Supplemental Security Income, veteran's benefits, retirement benefits, or disability benefits:** List the amount each person received.
  - **All other income:** List Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include benefits from WIC, federal education, and foster payments received by the family from the placing agency. For self-employed persons **only**, under **Earnings from Work**, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or receive combat pay, do not include these allowances as income.

**Part 4:** Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if they do not have one).

**Part 5:** Answer this question if you choose.

Turn in the form to **Cafeteria or Front Office** at your school.