

Dear Parent or Guardian:

The Temple City Unified School District participates in the National School Lunch Program by offering nutritious meals every school day. Students may buy lunch for elementary \$3.00/intermediate \$3.25/high school \$3.50. Eligible students may receive meals free of charge or at the reduced-price rate of \$.40 for lunch. You or your children do not have to be U.S. citizens to qualify for free or reduced-price meals. If there are more household members than the number of lines on the application, attach a second application.

QUALIFICATION: Your children may qualify for free or reduced-price meals if your household income falls at or below the federal Income Eligibility Guidelines below.

Income Eligibility Guidelines					
July 1, 2020–June 30, 2021					
Household Size	Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$16,588	\$1,383	\$ 692	\$ 638	\$ 319
2	\$22,412	\$1,868	\$ 934	\$ 862	\$ 431
3	\$28,236	\$2,353	\$1,177	\$1,086	\$ 543
4	\$47,638	\$3,970	\$1,985	\$1,833	\$ 917
5	\$55,815	\$4,652	\$2,326	\$2,147	\$1,074
6	\$63,992	\$5,333	\$2,667	\$2,462	\$1,231
7	\$72,169	\$6,015	\$3,008	\$2,776	\$1,388
8	\$80,346	\$6,696	\$3,348	\$3,091	\$1,546
For each additional family member add					
	\$ 8,177	\$ 682	\$ 341	\$ 315	\$ 158

APPLYING FOR BENEFITS: An application for free or reduced-price meals cannot be reviewed unless all required fields are completed. A household may apply at any time during the school year. If you are not eligible now, but your household income decreases, household size increases, or a household member becomes eligible for CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKs), or Food Distribution

LETTER TO HOUSEHOLD FOR FREE AND REDUCED-PRICE MEALS

Program on Indian Reservations (FDPIR) benefits, you may submit an application at that time.

DIRECT CERTIFICATION: 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.

VERIFICATION: School officials may check the information on the application at any time during the school year. You may be asked to submit information to validate your income or current eligibility for CalFresh, CalWORKs, or FDPIR benefits.

WIC PARTICIPANTS: Households that receive Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) benefits, may be eligible for free or reduced-price meals by completing an application.

HOMELESS, MIGRANT, RUNAWAY & HEAD START: Children who meet the definition of homeless, migrant, or runaway, and children participating in their school’s Head Start program are eligible for free meals. Please contact school officials for assistance at (626) 548-5000 x1161.

FOSTER CHILD: The legal responsibility must be through a foster care agency or court to qualify for free meals. A foster child may be included as a household member if the foster family chooses to apply for their non-foster children on the same application and must report any personal income earned by the foster child. If the non-foster children are not eligible, this does not prevent a foster child from receiving free meals.

FAIR HEARING: If you do not agree with the 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: Marianne Sarraill, Chief Business official, 9700 Las Tunas Drive, Temple City (626) 548-5000 x5018.

ELIGIBILITY CARRYOVER: 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. When the carryover period ends, your child will be charged the full price for meals, unless the household receives a notification letter for free or reduced-price meals. School officials are not required to send reminder or expired eligibility notices.

NON-DISCRIMINATION STATEMENT: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Ave SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

HOW TO APPLY FOR FREE OR REDUCED-PRICE MEALS – Complete one application per household. Please print clearly with a pen. Incomplete, illegible, or incorrect information will delay processing.

STEP 1: STUDENT INFORMATION – Include **ALL STUDENTS** who attend Temple City Unified School District. Print their name (first, middle initial, last), school, grade level, and birthdate. If any student listed is a foster child, check the “Foster” box. If you are only applying for a foster child, complete STEP 1, and then continue to STEP 4. If any student listed may be homeless, migrant, or runaway, check the applicable “Homeless, Migrant, or Runaway” box and complete all STEPS of the application.

STEP 2: ASSISTANCE PROGRAMS – If **ANY** household member (child or adult) participates in CalFresh, CalWORKs, or FDPIR, then all children are eligible for free meals. Must check the applicable assistance program box, enter one case number, and then continue to STEP 4. If no one participates, skip STEP 2 and continue to STEP 3.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS – Must report **GROSS** income (before deductions) from **ALL** household members (children and adults) in whole dollars. Enter “0” for any household member that does not receive income.

- A) Report the combined **GROSS** income for all students listed in STEP 1 and enter the appropriate pay period. Include a foster child’s income if you are applying for foster and non-foster children on the same application.
- B) Print the names (first and last) of **ALL OTHER** household members not listed in STEP 1, including yourself. Report the total **GROSS** income from each source and enter the appropriate pay period.
- C) Enter the total household size (children and adults). This number **MUST** equal the listed household members from STEP 1 and STEP 3.
- D) Enter the last four digits of your Social Security number (SSN). If no adult household member has a SSN, check the “**NO SSN**” box.

STEP 4: CONTACT INFORMATION & ADULT SIGNATURE – The application must be signed by an adult household member. Print the name of the adult signing the application, contact information, and today’s date.

OPTIONAL: CHILDREN’S ETHNIC AND RACIAL IDENTITIES – This field is optional to complete and does not affect your children’s eligibility for free or reduced-price meals. Please check the appropriate boxes.

INFORMATION STATEMENT: 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 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 list a CalFresh, CalWORKs, or FDPIR case number or other FDPIR identifier for your child 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.

QUESTIONS/NEED ASSISTANCE: Please contact [Marisa Hsi \(626\) 548-5000 x1161](tel:6265485000).

SUBMIT: Please submit a complete application to your child’s **school front office or the district office food service department** at 9700 Las Tunas Drive, Temple City, CA 91780. You will be notified if your application is approved or denied for free or reduced-price meals.

Sincerely,
Marisol Cortez
Director of Food Service

亲爱的家长或监护人：

天普市联合学区已加入国家学校午餐计划和/或学校早餐计划，每天学校将给学生提供营养膳食。学生可以购买 3.00 美元的小学餐/3.25 美元的中学餐/3.50 美元的高中餐，符合条件的学生可以免费用餐或以减价后的价格 40 美分购买午餐，您或您的子女即使不是美国公民也有资格享受免费或减价用餐。如果家庭成员多于申请表上的行数，可附上第二张申请表。

致申请免费和减价午餐家庭的一封信

申请条件：如果您的家庭收入低于联邦收入资格标准，您的孩子就有可能有资格获得免费或减价用餐。

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For each additional family member add					
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申请福利：除非完成所有必填项目，否则将无法审查免费或减价用餐的申请。一个家庭可以在学年内的任何时间申请。如果您现在不符合免费或减价用餐的资格，但如果您收入下降、家庭成员变多，或者有家庭成员符合粮食券福利（CalFresh）、失业工人资助（CalWORKs）或印第安保留区食物配给计划（FDPIR）的资格，就可以提交申请。

直接认证：如果收到通知并告知您所有孩子都将自动获得免费午餐，则无需申请。如果没有收到通知请填写申请表。

验证：学校工作人员可以在学年内的任何时间里检查申请信息。您可能被要求提交相关信息以验证您的收入或 CalFresh、CalWORKs 或 FDPIR 福利的当前资格。

WIC 参与者：接受美国妇幼营养补助计划（WIC）的家庭可通过完成申请而获得免费或减价用餐。

无家可归、游民或离家出走和启蒙：符合无家可归、游民或离家出走以及参加学校启蒙计划的孩子有资格免费用餐。请联系学校相关老师获得帮助（626）548-5000 分机 1161。

寄养儿童：必须通过寄养机构或法院认证确认其合法性，才能获得免费午餐。如果寄养家庭选择在同一申请中申请非寄养子女，则必须将寄养子女列为家庭成员，并必须报告寄养儿童获得的任何个人收入。如果非寄养儿童没有资格，不影响寄养儿童获得免费午餐。

公平听证会：如果您不同意学校对您申请的裁决或验证，您可以与听证官讨论。您还可以通过致电或写信到以下地址申请听证：首席商务官 Marianne Sarraill, 9700 Las Tunas Drive, Temple City. (626) 548-5018。

资格认证：您孩子前一学年的资格将自动延期到新学年中的前 30 个工作日，或到作出新的决定为止。当延期结束时，除非您收到继续享受免费或减价用餐的通知，否则您的孩子将支付全额餐费。此变更不要求学校工作人员给您发送提醒或资格过期通知。

非歧视声明：根据《联邦民权法》和美国农业部（USDA）民权法规和政策，美国农业部、其代理机构、办公室、员工和参与或管理美国农业部计划的机构不能因种族、肤色、国籍、性别、残疾、年龄而歧视或对因为接受美国农业部进行或资助的任何计划或活动中的民事权利活动进行报复。

需要其他信息交流方式（例如盲文、大型印刷、录音带、美国手语等）的残疾人应联系机构（州或地方）来申请福利。聋哑、听力障碍或言语障碍的个人可以通过联邦中转服务处（800）877-8339 与美国农业部联系。此外，项目信息可提供英语以外的语言文本。若要提交歧视投诉，请填写美国农业部计划歧视申诉表（AD-3027），下载网址为：http://www.asc.usda.gov/complaint_filing_cust.html，或到任何 USDA 办公室获取，也可致信美国农业部、并在信中提交表格中要求的所有信息。若需要提供投诉表的复印件，请致电（866）632-9992。通过以下方式将您填写的表格或信件提交给 USDA：

- （1）邮寄：U.S. Department of Agriculture,
Office of the Assistant Secretary for Civil Rights
1400 Independence Ave SW, Washington, D.C. 20250-9410
- （2）传真：（202）690-7442；或者
- （3）电子邮件：program.intake@usda.gov.

该机构是平权提供者

如何申请免费用餐和减价用餐 --- 每个家庭填写一份申请，请用钢笔清楚的书写。若出现申请内容填写不完整、字迹模糊或错误信息将延迟处理

第一步：学生信息—包括所有申请天普市联合学区的学生。写出他们的名字（名、中间名、姓）、所在学校、年级、以及出生日期。如果所列出的学生是寄养儿童，请选择“寄养”框。如果您只是申请领养孩子，完成第 1 步后，继续第 4 步。如果列出的学生是无家可归者、移民或离家出走者，请选择相应的“无家可归、移民或离家出走”框，并完成申请的所有步骤。

第二步：援助项目—如果任何家庭成员（儿童或成人）参与粮食券福利（CalFresh）、失业工人资助（CalWORKs）或印第安保留区食物配给计划（FDPIR），那么所有的孩子都有资格获得免费餐。请选择适用的援助项目框，并输入案例号，然后继续完成第 4 步。如果没有人参与这些项目，可跳过第 2 步并继续第 3 步。

第三步：所有家庭成员的收入报告—必须报告所有家庭成员（儿童和成人）的总收入（扣除税前）、并为没有收入的家庭成员输入“0”。

- 上报第 1 步列出的所有学生的**总收入**，并输入适当的支付周期。若您同一申请中申请寄养儿童和非寄养儿童，请填写上寄养儿童的收入。
- 列出所有未在第 1 步中列出的**所有其他**家庭成员的名字（名和姓）、包括自己。上报各个收入来源的**总收入**，并输入相应的支付周期。
- 输入家庭总人口数（儿童和成人）。该数字**必须**与第 1 步和第 3 步中列出的家庭成员人数相等。
- 输入您社安号（SSN）的最后四位。如果成年家庭成员没有 SSN，则选择“NO SSN”框。

第四步：联系人信息和成人签名---此申请必须由成年的家庭成员签名。填写签署申请的成人的姓名、联系方式和填写日期。

可选填：儿童的族群和种族身份---这个区域可选填，是否完成信息填写不影响您的子女申请免费或减价午餐的资格。请查看相应的方框。

信息声明：理查德 B. 罗素所提出的《国家学校午餐法案》需要有关此申请表上的信息，您可以选择不提供，但如果您选择不提供这些信息，我们将不能批准您孩子的免费或减价午餐申请。您必须填写签署该申请的成年家庭成员的社会安全号码最后四位数字。如果您给出孩子的 CalFresh、CalWORKs 或 FDPIR 案例号，或有其他 FDPIR 标识，或者您说明签署申请的成年家庭成员没有社会安全号码时，您可以不填。我们将根据您的信息来决定您的孩子是否有资格享受免费或减价午餐以及符合管理和执行午餐和早餐计划的资格。

疑问/需要帮助：请联系 [Marisa Hsi](mailto:Marisa.Hsi@usda.gov) (626) 548-5000 分机 1161。

提交：请将完整的申请表交到您孩子**学校前台办公室**或**学区餐饮部办公室**，
地址：9700 Las Tunas Dr. Temple City, CA 91780
不论您的申请是得到批准或被拒绝，您都将收到通知。

致礼

Marisol Cortez, 学区餐饮部主管