California Department of Education
August 2025

Important Usage Notice

This **Universal Benefits Application (UBA) template** is **ONLY** intended for use by local educational agencies (LEA) certifying eligibility determinations for SUN Bucks benefits and unduplicated pupil counts for the Local Control Funding Formula.

LEAs choosing to utilize this template must ensure households are completing and submitting applications directly to the LEA. California's approved SUN Bucks Plan of Operations and Management outlines the process for SUN Bucks applications to be processed by LEAs. The California Department of Education (CDE) is unable to accept or process UBAs on behalf of LEAs. Any UBAs submitted to the CDE will be returned to the LEA and may result in a delay in benefit issuance for eligible participants.

Note for Parents/Guardians

You must request a UBA from your child[ren]'s LEA and return the completed application to the address provided by the LEA.

Do **not** submit this application to the CDE.

Instructions for LEAs

1. **Customize the fillable portions** of the template with applicable information, including information on where to submit completed UBAs.
2. **Distribute** the application.
3. **Collect** completed applications.
4. **Process** completed applications and certify eligibility determinations.
5. **Notify** families of the eligibility determination.

Universal Benefits Application

2026-2027

Mount Pleasant Elementary School District

Apply online:

This application may qualify your child for benefits such as Summer EBT/SUN Bucks, internet access, school transportation, and more. Inquire with your child's school district to learn what benefits may be available to them. Completing this application will not impact your student's ability to receive school meals at no cost. The U.S. Department of Homeland Security and U.S. Citizenship and Immigration Services do not consider health, food, and housing services as part of the public charge determination. Therefore, submitting this application will not hurt an individual's immigration status.

Note: A non-household member may be designated as the authorized representative for application processing purposes if they have difficulty completing the application process.

Complete, sign, and return this application to: MPESD District Office
3434 Marten Ave
San Jose, CA 95148

1. List **all students** living with you that are attending school using the exact spelling as listed in their school records. If the student is experiencing homelessness, indicate this by placing an "x" in the "homeless" box. Include any personal income received by the student and make an "x" in the correct box for how often it is received.

Student's Last Name	Student's First Name	MI	Homeless	Date of Birth	School	Grade	Student Income	Weekly	Bi-weekly	2 X Month	Monthly
			☐				$	☐	☐	☐	☐
			☐				$	☐	☐	☐	☐
			☐				$	☐	☐	☐	☐
			☐				$	☐	☐	☐	☐
			☐				$	☐	☐	☐	☐

2. If any Household Members (including yourself) currently participate in one or more of the following assistance programs, please write in a case number. If no, go to Step 3.

☐ **CalFresh** ☐ **CalWORKs/ Temporary Assistance for Needy Families (TANF)**

☐ **Food Distribution Program on Indian Reservations (FDPIR)**

Case Number: _____

3. List the names of all other household members - Enter income (in whole dollars) and check how often it is received. If a household member does not receive income, write 0. If you enter 0 or leave the income sections blank, you are promising there is no income to report.

Report Income: Earnings from Work (before any deductions) and Public Assistance/Child Support/Alimony

Names of all other household members (do not include students listed above)	Earnings from work (before any deductions)	Weekly	Bi-weekly	2 X Month	Monthly	Public Assistance/ Child Support/ Alimony	Weekly	Bi-weekly	2 X Month	Monthly
	$	☐	☐	☐	☐	$	☐	☐	☐	☐
	$	☐	☐	☐	☐	$	☐	☐	☐	☐
	$	☐	☐	☐	☐	$	☐	☐	☐	☐
	$	☐	☐	☐	☐	$	☐	☐	☐	☐
	$	☐	☐	☐	☐	$	☐	☐	☐	☐
	$	☐	☐	☐	☐	$	☐	☐	☐	☐
	$	☐	☐	☐	☐	$	☐	☐	☐	☐
	$	☐	☐	☐	☐	$	☐	☐	☐	☐

Report Income Continued: Pensions/Retirement/Social Security (SSI) and Any Other Income Not Already Listed

Names of all other household members (Continued From Above)	Pensions/Retirement/ Social Security (SSI)	Weekly	Bi-weekly	2 X Month	Monthly	Any Other Income Not Already Listed	Weekly	Bi-weekly	2 X Month	Monthly
	$	☐	☐	☐	☐	$	☐	☐	☐	☐
	$	☐	☐	☐	☐	$	☐	☐	☐	☐
	$	☐	☐	☐	☐	$	☐	☐	☐	☐
	$	☐	☐	☐	☐	$	☐	☐	☐	☐

Names of all other household members (Continued From Above)	Pensions/Retirement/ Social Security (SSI)	Weekly	Bi-weekly	2 X Month	Monthly	Any Other Income Not Already Listed	Weekly	Bi-weekly	2 X Month	Monthly
	$	☐	☐	☐	☐	$	☐	☐	☐	☐
	$	☐	☐	☐	☐	$	☐	☐	☐	☐
	$	☐	☐	☐	☐	$	☐	☐	☐	☐
	$	☐	☐	☐	☐	$	☐	☐	☐	☐

4. **Total Household Members** (include all people living in your household): ☐
   (Total entered must equal number of household members listed above, a second application may be required if number of household members exceeds empty fields)

5. **Contact Information & Signature – Complete, sign, and return this application to above address:**
   I certify (promise) that all information on this application is true, that all income is reported, and that my household does not receive Summer EBT benefits through a different State or Indian Tribal Organization (if applicable). I understand that this information is given in connection with the receipt of federal or state benefits and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose these benefits, and I may be prosecuted under applicable State and Federal laws.

Printed Name of Adult Household Member _____ **Adult Household Member Signature** _____

Mailing Address _____ **City, State & Zip Code** _____

Email Address _____ **Daytime Phone Number** _____ **Date** _____

6. **Children's Racial and Ethnic Identities (Optional) – We are required to ask for information about your child(ren)'s race and ethnicity. This information is important and helps make sure we are fully serving our community. Responding to this section is optional and does not affect your child(ren)'s eligibility for free & reduced-price meals or SUN Bucks.**

   Mark one or more racial identities: ☐ American Indian or Alaska Native ☐ Asian ☐ Black, or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

   Mark one ethnic identity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Child Nutrition Eligibility: 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 determine eligibility for benefits through the Richard B. Russel National School Lunch Act. The Richard B. Russell National School Lunch Act requires that we use information from this application to determine who qualifies for Summer EBT benefits. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met. Some children qualify for benefits without an application. Please contact your State or ITO to get benefits for a foster child, and children who are homeless, migrant, or runaway.

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, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint web page at https://www.usda.gov/about-usda/general-

information/staff-offices/office-assistant-secretary-civil-rights/how-file-program-discrimination-complaint 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, Mail Stop 9410, Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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Insert District Name

Insert School District's Non-Discrimination Statement

School Use Only – Do Not Write Below This Line

Annual Income Conversion: Weekly x 52; Bi-Weekly x 26; Twice per month x 24; Monthly x 12.

(Do not convert to annual income unless household reports multiple pay frequencies).

If the "Homeless" box is checked, refer to the student(s) records in CALPADS to verify the homeless record(s).

If there is no record of homelessness in CALPADS, refer the household to your LEA's Homeless Liaison to verify their status.

Local Education Agency Approval: ☐ CalFresh/CalWORKs/FDPIR ☐ Homeless ☐ Income Household

Total Household Size: ☐ Total Household Income: $ ☐

☐ Weekly ☐ Bi-Weekly ☐ Twice Per Month ☐ Monthly ☐ Annual

Application Approved For: ☐ Free Eligible ☐ Reduced-Priced Eligible

Application Denied Because: ☐ [Income Over Allowed Amount ☐ Incomplete/Missing Information

☐ Other: _____

Date Notice Sent: _____

Signature of Approving Official: _____ Date:_____