



Kern High School District

2017-2018 Food Services Information

Free Meals: No Cost

Reduced Meals: Breakfast-Free; Lunch-\$.40

Full Pay Meals: Breakfast-\$1.50; Lunch-\$2.75

Application Process

- ◆ Parents must complete and submit the 2017-2018 Application for Free and Reduced-Price Meals immediately in order to determine your student's eligibility for the new school year as soon as possible. Eligible students may receive a meal at a reduced price or no cost with the approval of the Application for Free and Reduced-Price Meals.
- ◆ If your returning student was receiving free or reduced meal benefits during the 2016-17 school year or during summer school, these benefits EXPIRED on July 1, 2017. Your student will continue receiving meal benefits on temporary status for the first 30 operational days of the school year until September 27, 2017. You **MUST** complete a new 2017-2018 Application for Free or Reduced-Price Meals for your student prior to the expiration of temporary status to prevent any disruption in meal benefits. If you have already received notification from us that your children have been directly certified and approved for free meals, then no application is necessary.
- ◆ If your incoming freshman was receiving free or reduced meal benefits at their prior school, these benefits **MAY** have transferred over to the Kern High School District, and be in effect as temporary status for the first 30 operational days until September 27, 2017. However, it is not mandatory that other school districts provide this information to KHSD and therefore your student's prior benefits may not have transferred from their middle school. Please submit your meal application as soon as possible to see if your student qualifies for free or reduced-price meal benefits for the 2017-18 school year and to avoid any charges.
- ◆ If a new 2017-2018 Application is not submitted and approved, your student will need to pay for their meals. Parents/Guardians are responsible for any meals charged until an approved application is processed; meal charges will only be allowed for students who have a pre-paid account.
- ◆ Applications are processed at the Food Service office within 10 days of receipt if all required information is received. Parents will be notified by mail or phone if more information is needed. If an application is turned into the school site cafeteria, it may take an additional 1-2 days for processing. Parents will be notified in writing of their student's eligibility status.
- ◆ A 2017-2018 Application for Free and Reduced-Price Meals is included in this packet. You also have the choice of completing and submitting the meal application online for an easier and more efficient way to get your Application processed. Only one method of submission should be completed, online OR paper, not both. You can access the online application at: frl.kernhigh.org



What is a Meal? ← The 5 Components for School Meals

Meals offered by the Kern High School District are designed to meet federal guidelines set forth by the Healthy Hunger Free Kids Act, which provides updated nutrition standards for school meals based on recommendations from the Institute of Medicine, and which are based on the Dietary Guidelines for Americans. The menu planning approach is a food based system patterned after the USDA's *MyPlate*, developed to illustrate how

healthier menu selections should shape your plate. Students are offered all 5 components (protein, grains, fruits, vegetables and dairy) at the lunch meal, and must select at least 3 including a serving of fruit or vegetable.

Don't forget breakfast! A breakfast meal is also offered daily that is nutritious, high in Vitamin C, calcium, iron and fiber to help energize your student for the day. Students are offered 4 items and must select at least 3 including a serving of fruit or vegetable.

Afterschool Snacks and **Dinner** meals are also available free of cost at qualified sites, for students scheduled in afterschool educational or enrichment activities.

- If you believe your child needs a food substitute or texture modification because of a disability, please contact either the IEP Case Carrier or the 504 Coordinator at the District Office. A child determined to have a disability is entitled to a special meal if the disability prevents the child from eating the regular school meal.

Food Service Policies

Cash or Check – For your convenience, parents may establish a pre-paid account for their student. Send your check to the school cafeteria or Food Service office; make your check payable to KHSD Food Services, followed by the name of the school. Please ensure the check has your student's name and 6-digit UID number written in the memo section. Please see the site's Food Service Supervisor to pay with cash and to receive a receipt.

- ◆ A student's meal eligibility is utilized for the school breakfast and lunch programs only. The Food Service Department does not sell or provide à la carte items.
- ◆ Prior to approval, Parents/Guardians are responsible for the payment of all meals, including those charged, until an approved application is processed. Invoices will be sent home on a quarterly basis requesting payment for all charged meals.
- ◆ Students will need to know their 6-digit UID number and be required to input it into a pin pad when going through the cafeteria lines, and in order to use any funds in their pre-paid meal account. The UID number will access the student's meal account information and their picture ID, which is used as identification verification.

QUESTIONS: For any questions regarding the Application for Free and Reduced-Price Meals, please call the Food Service Office at (661) 827-3190.

This institution is an equal opportunity provider.



KERN HIGH SCHOOL DISTRICT

Food Service Department

3701 E. BELLE TERRACE, SUITE B • BAKERSFIELD • CALIFORNIA • 93307 • (661) 827-3190 • FAX: (661) 397-5523

Lynn McGee
Director, Food Services

Dear Parent/Guardian:

The Kern High School District (KHSD) participates in the National School Lunch Program and/or School Breakfast Program by offering healthy meals every school day. Your children may qualify for free or reduced-price meals by completing the Application for Free and Reduced-Price Meals. Eligible students may receive meals free, or at the reduced-price rate of \$.40 for lunch and no cost for breakfast. Students may buy lunch for \$2.75 and breakfast for \$1.50.

This packet includes a Food Service informational flyer, 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.
- Children receiving Kinship Guardianship Assistance Payment (Kin-GAP) benefits 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, 2017–June 30, 2018

Household Size	Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$ 22,311	\$ 1,860	\$ 930	\$ 859	\$ 430
2	30,044	2,504	1,252	1,156	578
3	37,777	3,149	1,575	1,453	727
4	45,510	3,793	1,897	1,751	876
5	53,243	4,437	2,219	2,048	1,024
6	60,976	5,082	2,541	2,346	1,173
7	68,709	5,726	2,863	2,643	1,322
8	76,442	6,371	3,186	2,941	1,471
For each additional family member, add:					
	\$ 7,733	\$ 645	\$ 323	\$ 298	\$ 149

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 the Food Service office for more information.

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

No. Complete one Application for Free and Reduced-Price Meals for all KHSD students in your household. KHSD only processes meal eligibility for high school students; if you have younger children you will need to submit an application with their school district. We cannot approve an Application that is not complete, so be sure to fill out all required information. Return the completed Application to the school cafeteria or to the Food Service office, 3701 E. Belle Terrace, Suite B, Bakersfield, CA, 93307. All households applying for meal benefits will be notified of eligibility determination by a letter sent via U.S. Mail to the home address on file in the school information system.

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

No, but please read the letter carefully and follow any instructions. If any children in your household were missing from your eligibility notification, please contact the Food Service Office 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. Please visit the following website to submit your application online: frl.kernhigh.org

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

Yes, if you want to participate in the meal program. Your child's Application is only good for one school year at a time and for the first few days of the following school year. You must send in a new Application as soon as possible unless the school has told you that your child is eligible for the new school year. If you do not send in a new Application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

7. 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 complete an Application.

8. 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.

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

Yes, you can apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may be eligible for free and reduced-price meals if the household income drops below the income limit.

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

You should talk to the school officials. You may also ask for a hearing by calling or writing to: Lynn McGee, Food Service Director, 3701 E. Belle Terrace, Suite B, Bakersfield, CA, 93307.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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. Contact the KHSD Food Service office to receive a second application.

16. 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.calfresh.ca.gov/PG839.htm> or by phone at 877-847-3663. 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 the KHSD Food Service Office, 3701 E. Belle Terrace, Suite B, Bakersfield, CA 93307, (661) 827-3190; toll free (888) 688-5740.

Sincerely,

Lynn McGee

Director, Food Services

KHSD - HOW TO APPLY FOR FREE AND REDUCED-PRICE MEALS (2017-2018)

Please use these instructions for completing the Application for Free and Reduced-Price Meals. You only need to submit one application per household for all your KHSD students, even if your children attend more than one school. The application must be complete to certify your children for free or reduced-price meals. Follow these instructions in order; each step is the same as the steps on the application. Complete, sign and return the application to the Food Service Office or the School Cafeteria. If at any time you are not sure what to do next, please contact the Food Service Office at (661) 827-3190; toll free (888) 688-5740.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION.

STEP 1: STUDENT INFORMATION			
When completing STEP 1, please include ALL STUDENTS in your household who are: <ul style="list-style-type: none"> Students attending Kern High School District Children age 18 or under AND are supported with the household's income (do NOT have to be related to you to be a part of your household) In your care under a foster arrangement, or qualify as homeless, migrant, or runaway, or receive Kin-Gap benefits 			
A) Student's name. Print the student's first, middle initial, and last name. Use one line per student.	B) School name, UID number and grade level. Print the name of the school the student will attend, the student's UID number, and his/her grade level.	C) Date of birth. Print the student's date of birth.	
D) Do you have any foster children? If any foster children live in your household, check the "Foster Child" box next to the student's name. Foster children who live with you may count as members of your household and should be listed on your Application. If applying for non-foster students too, include any personal use income for the Foster child in Step 3. Kin-GAP benefits? If any students are receiving Kin-GAP, check the box and provide the case number. If applying for non Kin-GAP students as well, you must include any income received from the Kin-GAP Program in Step 3. If you are ONLY applying for foster children or students receiving Kin-GAP, complete STEP 1 and then continue to STEP 4.		E) Are any children homeless, migrant, or runaway? If you believe any student listed in STEP 1 meets these descriptions, check the applicable "Homeless, Migrant, or Runaway" box next to the student's name and complete all STEPS of the application.	
STEP 2: ASSISTANCE PROGRAMS: CALFRESH, CALWORKS, OR FDPIR			
Your children are eligible for free meals if ANY household member (child or adult) currently participates in one of the following assistance programs listed below: <ul style="list-style-type: none"> CalFresh California Work Opportunity and Responsibility to Kids (CalWORKS) The Food Distribution Program on Indian Reservations (FDPIR) 			
A) If no one in your household participates in any of the above listed programs: <ul style="list-style-type: none"> Leave STEP 2 blank Go to STEP 3 	B) If anyone in your household participates in one of the above listed programs: <ul style="list-style-type: none"> Check the applicable assistance program box Enter a case number for CalFresh, CalWORKS, or FDPIR. You only need to provide one case number. Go to STEP 4. Do not complete STEP 3. 		
STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS			
How do I report my income? Review the charts below titled " Sources of Income for Children " and " Sources of Income for Adults, " to determine if your household has income to report.			
<ul style="list-style-type: none"> Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars, do not include cents. <ul style="list-style-type: none"> Gross income is the total income received before taxes. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay. Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will be counted as zero income. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated. Mark how often each type of income is received using the check boxes to the right of each income field. 			
Sources of Income for Children		Sources of Income for Adults	
A child's income is money received from outside your household that is paid DIRECTLY to your child. Many households do not have any child income to report.		Earnings from Work	Public Assistance/SSI/Alimony/Child Support
Sources of Child Income	Example(s)		Pensions/Retirement/All Other Income
Earnings from work	A child has a regular full or part-time job	-Salary, wages, cash bonuses	-Unemployment benefits
Income from any other source	A child receives regular income from a private pension fund, annuity, or trust.	-Net income from self-employment (farm or business)	-Workers' compensation
Income from person outside the household	A friend or extended family member regularly gives a child spending money.	-U.S. Military:	-Supplemental Security Income
Social Security	A child is blind or disabled and receives Social Security benefits.	<ul style="list-style-type: none"> Basic pay and cash bonuses Allowances for off-base housing, food and clothing Do NOT include combat pay, Family Substance Supplemental Allowance, or privatized housing allowances 	-Cash assistance from state or local government
- Disability Payments - Survivor's Benefits	A parent is disabled, retired, or deceased, and the child receives their Social Security benefits.		-Alimony payments
			-Child support payments
			-Veterans benefits
			-Strike benefits
			-Social Security (including railroad retirement and black lung benefits)
			-Private pensions or disability benefits
			-Regular income from trusts or estates
			-Annuities
			-Investment income
			-Earned interest
			-Rental income
			-Regular cash payments from outside household

3.A REPORT INCOME EARNED BY STUDENTS FROM STEP 1		
A) Report all income earned or received by STUDENTS. Report the combined gross income for ALL STUDENTS listed in STEP 1 in your household in the box marked "Total Student Income." Mark how often the income amount is received in the appropriate box. Only include a foster child's personal use income if you are applying for foster and non-foster children on the same application.		
3.B REPORT INCOME FOR ALL OTHER HOUSEHOLD MEMBERS (Adults and Children)		
When filling out this section, please include ALL OTHER household members who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own. Do NOT include:		
<ul style="list-style-type: none"> o Students already listed in STEP 1. o People who are not supported by your household's income AND do not contribute income to your household. o Payments received from a foster care agency or court for the care of foster children. 		
A) Names of ALL OTHER household members. Print the names of each household member (First and Last). Use one line per name. Do not include any student listed in STEP 1.	B) Earnings from Work. Report all gross income from work in the "Earnings from Work" field on the application. This is usually the money received from working at a job. If you are a self-employed business or farm owner, you will report your net income. Mark "How Often" this member earned or received this income. What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.	C) Public Assistance/SSI/Child Support/Alimony. Report all income in the "Public Assistance/SSI/Child Support/Alimony" field on the Application. Do not report the cash value of any public assistance benefits NOT listed on the chart above. If income is received from child support or alimony, only report court-ordered payments. Informal, but regular payments should be reported as "other" income in the next part. Mark "How Often" this member earned or received income.
D) Pensions/Retirement/All Other Income. Report all income that applies in the "Pensions/Retirement/All Other Income" field on the application. Mark "How Often" this member earned or received income.	E) Total Household Size. Enter the total number of household members in the "Total Household Members (Children and Adults)" field. This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list ALL household members, as the size of your household affects your eligibility for free and reduced-price meals.	F) Enter the last four digits of your Social Security number. An adult household member must enter the last four digits of their Social Security number (SSN) in the space provided. You are eligible to apply for meal benefits even if you do not have an SSN. If no adult household members have an SSN, leave this field blank and check the box to the right labeled "Check the box if NO SSN."

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all the information they provided has been truthfully and completely reported. Before completing this section, please make sure you have read the information and non-discrimination statements below.

A) Sign and print your name. Print the name of the adult household member signing the application.	B) Provide your contact information. Write your current address in the fields provided if this information is available. If you do not have a permanent address, this does not make your children ineligible for free or reduced-price meals. Sharing a phone number, e-mail address, or both is optional, but helps us to reach you quickly if we need to contact you.	C) Write today's date. In the space provided, write today's date in the box.
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OPTIONAL: CHILDREN'S RACIAL AND ETHNIC IDENTITIES

We ask you to share information about your children's race and ethnicity. Please check the appropriate boxes. This field is optional and does not affect your children's eligibility for free or reduced-price meals.

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 submit all needed information, 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 social security number is not required when you apply on behalf of a foster child or you list a CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKs), or Food Distribution Program on Indian Reservations (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.

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, audiotape, 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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