

**LETTER TO HOUSEHOLDS ABOUT THE NATIONAL
SCHOOL LUNCH AND BREAKFAST PROGRAMS FOR 2020-2021**

August 10, 2020

Dear Parent/Guardian:

We are pleased to let you know that the Vallejo City Unified School District takes part in the National School Lunch and Breakfast Programs. Breakfast and Lunch are served every school day. Students who qualify for free or reduced price will receive meals free of charge. You or your children do not have to be U.S. citizens to qualify for free or reduced price meals.

HOW TO APPLY FOR FREE OR REDUCED PRICE MEALS

Complete only 1 application per Household – even if your children attend multiple schools, all children go on **1 application**.

- Applications can be completed online at www.myschoolapps.com. **Online applications are normally approved sooner than paper applications, which take more time to arrive in our office.**

- OR -

- Complete the enclosed **2020-2021 Application for Free and Reduced Price Meals** according to the instructions given in the attached sheet, and return it in the self-addressed stamped envelope. Applications can also be returned to your school office or the District Office at 665 Walnut Avenue on Mare Island.

FEDERAL MEAL ELIGIBILITY INCOME GUIDELINES

Income Eligibility Guidelines						Guia de Ingresos Elegibles					
July 1, 2020–June 30, 2021						Julio 1, 2020–Junio 30, 2021					
Household Size	Year	Month	Twice Per Month	Every Two Weeks	Week	Personas En Hogar	Anual	Mensual	Quincenal	Cada Dos Semanas	Semanal
1	\$ 23,606	\$ 1,968	\$ 984	\$ 908	\$ 454	1	\$ 23,606	\$ 1,968	\$ 984	\$ 908	\$ 454
2	31,894	2,658	1,329	1,227	614	2	31,894	2,658	1,329	1,227	614
3	40,182	3,349	1,675	1,546	773	3	40,182	3,349	1,675	1,546	773
4	48,470	4,040	2,020	1,865	933	4	48,470	4,040	2,020	1,865	933
5	56,758	4,730	2,365	2,183	1,092	5	56,758	4,730	2,365	2,183	1,092
6	65,046	5,421	2,711	2,502	1,251	6	65,046	5,421	2,711	2,502	1,251
7	73,334	6,112	3,056	2,821	1,411	7	73,334	6,112	3,056	2,821	1,411
8	81,622	6,802	3,401	3,140	1,570	8	81,622	6,802	3,401	3,140	1,570
For each additional family member, add:						Para cada miembro adicional del hogar añade:					
	\$ 8,288	\$ 691	\$ 346	\$ 319	\$ 160		\$ 8,288	\$ 691	\$ 346	\$ 319	\$ 160

- **30 day Grace Period:** VCUSD students who received meal benefits during the 2019-2020 school year will continue to be eligible for meal benefits until September 28, 2020, or until a new determination is made based on a current year application. A current year application must be **processed by the Student Nutrition office** prior to September 28, 2020, to avoid a lapse in meal benefits.
- **Direct Certification of benefits:** If you receive a notification letter from us stating that your student has been **“automatically approved by Direct Certification”** for free or reduced price benefits for the **2020-2021** school year, you do not need to submit an application for that student. If there are other students in your **household** who did not receive this letter, contact the Student Nutrition office at (707) 556-8921, ext. 50010, with **all required information** outlined below, so we can extend the same eligibility to them.
 - Parent name, phone number where you can be reached regarding questions, and home address.
 - Student name listed in approval letter.
 - Full legal names of each student in same **household**, their birthdate and school they attend.
- **Reporting Changes and Applying for Benefits:** You may apply for benefits at any time during the school year. If you are not eligible now, but your income goes down, you lose your job, your family becomes larger, or you become eligible for CalFresh (food stamps), CalWORKS or FDPIR benefits, you may submit another application online or in paper form at that time. If you receive a Foster Child in your home, you can immediately apply for benefits for them by completing a current year application online or in paper form.

Verification: School officials may check the information on the application at any time to verify its accuracy. You may be asked to submit information to verify your income or current eligibility for CalFresh, CalWORKS or FDPIR benefits.

Confidentiality: The information you give to Student Nutrition Services will not be given to anyone who is not part of the school's food program and will not be shared for any purpose. The information will only be used to decide if your student(s) receives free or reduced price meals and to verify eligibility. Information provided by the household will not be used for immigration-related purposes.

Meal Prices for the 2020-2021 School Year

	<u>Elementary/K-8</u>	<u>Middle/High School</u>
Breakfast	\$1.75	\$2.00
Lunch	\$2.75	\$3.25
Milk	\$0.50	\$0.50

Prepayments for School Meals can be made at the school site, or online by setting up an account at MySchoolBucks.com. There are no fees for students who qualify for free or reduced price meals.

Vallejo City Unified School District -- Meal Charge Standard Practice

The purpose of this Meal Charge Standard Practice is to establish a consistent District process for charging meals when students do not have money to pay for school meals. This standard practice does not apply to children who are eligible to receive Free or Reduced Price meals as the Vallejo City Unified School District does not charge students in these categories.

Preventing meal charges:

If your child does not qualify for Free or Reduced price meals, it is the responsibility of the parent/guardian to insure their child has sufficient funds on their account to cover all school meals and to keep their child's meal account up to date. Funds can be deposited to a child's meal account (1) online using MySchoolBucks.com or (2) at the school site. Go to MySchoolBucks.com to set up and/or manage your child's meal account. Online meal prepayments are encouraged but, even if you do not choose to make online meal pre-payments, you can still utilize the account to check the balance of your child's meal account and see on what dates your child participated in the school meal programs. Online accounts also have a "low balance" or "automatic deposit at low balance" parent e-mail alert feature.

Collection of unpaid meal charges:

Parents/Guardians will be notified, in writing, if a student's meal account has an unpaid balance. Unpaid balances are due within 10 days from the date of the notice.

It is the responsibility of the parent/guardian to clear your child's negative meal account.

❖ PREPAYMENTS FOR SCHOOL MEALS

Prepayments for School Meals can be made online at MySchoolBucks.com. Advantages to having a MySchoolBucks online account for your student:

- Online prepayments can be made at any time.
- Online accounts have a "low balance" or "automatic deposit at low balance" parent email alert feature.
- Online accounts allow a scheduled recurring payment.
- Online accounts allow you to view you student's meal consumption (what meals they ate and on what day).

Cash deposits to meal accounts will not be accepted during distance learning. There will be no MySchoolBucks fee to deposit funds to student meal accounts for the 2020-2021 school year.

To set up a new MySchoolBucks account at MySchoolBucks.com you will need your student's name and their student ID number –

- Elementary/K8 students, the ID # can be obtained from the school office
- Middle and High School students, the ID # is listed on their Student ID Card and class schedule

❖ MENUS

Menus are posted at all school sites and will be sent home with students who attend Elementary/K8 schools. To sign up for menus by email, go to our website, www.vallejostudentnutrition.com, and click on the Going Green Menus icon. Menus will be sent to your email address on the first of each month.

❖ MEALS FOR DISABLED STUDENTS

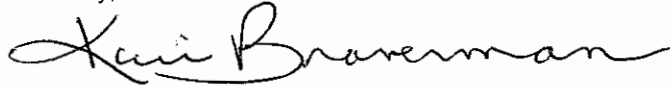
A child with a qualifying disability is entitled to a special meal if the disability prevents the child from eating the regular school meal.

❖ **RIGHT TO FILE A COMPLAINT**

If you do not agree with the decision regarding your application, please contact Student Nutrition Services at (707)556-8921, ext. 50010. If you still disagree with the outcome **after** you have spoken to Student Nutrition Services, you also have the right to request a fair hearing. A fair hearing may be requested by calling or writing the following school official: Phillip Shelley, Director, Student Services, Vallejo City Unified School District, 665 Walnut Avenue, Vallejo, California 94592, telephone (707) 556-8921.

If you have any questions or need assistance in completing the application, please contact Sally Boden-O'Sullivan in the Student Nutrition office at 707-556-8921, ext. 50010. Once your application has been processed, Student Nutrition Services will notify you by U.S. Mail of your student's eligibility.

Sincerely,



Kerri Braverman, Director
Student Nutrition Services and Warehouse

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

This institution is an equal opportunity provider.