



Encinitas Union School District *Green Garden Cafe*



Our mission is to serve the highest quality, best tasting and healthiest meals possible! We source locally grown ingredients and produce, whole grains, lean-responsibly sourced proteins, organic products whenever possible and scratch cooking methods to prepare meals that students, parents and teachers can all agree on!

Frequently Asked Questions about the School Meal Program

What is included with a school lunch?

When participating in the school lunch program, students have the choice of an entrée, unlimited options from the daily salad bar, a milk of their choice and selections from any side items that might be served that day. Students must select at least three food groups to complete their meal, one of which must be a fruit or vegetable.

How much are school meals?

School lunches are \$4.00 per student. School breakfast is offered daily at Ocean Knoll and Paul Ecke and is \$2.00 per student. Students may qualify for free meals at no cost, or reduced-price meals at \$0.40 per lunch and \$0.30 per breakfast. Students who qualify for free meals also receive breakfast at no cost.

Is breakfast offered at school?

Breakfast is offered daily at Ocean Knoll and Paul Ecke Central Elementary. School Breakfast costs \$2.00 per student and are served before school at both sites.

Is there financial assistance available for families that need it?

Absolutely! Applications for free and reduced meals are available online at www.schoolcafe.com and at the school office. Families that do qualify will receive meals for free or at a reduced cost of \$0.30 for breakfast and \$0.40 for lunch. Families that qualify for free or reduced price meals also qualify for discounts on the Aspire program and other EUSD programs. If you believe you might qualify, please complete an application. Paper applications can be turned in at your school office or site cafeteria. Please note that applications must be renewed each school year.

How do I make payments for school meals?

Parents may make payments in person at your child's school site by sending a check to the cafeteria or by making payments online. We strongly discourage sending students to school with cash. Online payments are highly encouraged and can be accessed through www.schoolcafe.com. The online system has many benefits including settings for auto-pay and email alerts for parents when their child's account is low or negative.

What if my child has no money or runs out of money?

If a student's account balance runs low or they do not have money to pay for a meal, they are allowed to charge unlimited meals to their student account for the 2018-19 school year. In previous years, students were only allowed to charge a few meals to their student account before they would receive an alternate meal. Due to recent State legislation and our commitment to prevent meal shaming, students are now allowed to charge as many meals as they would like to their student account.

This institution is an equal opportunity provider and employer

Students are sent home with a notice to alert parents of a low or negative account balance and weekly automatic phone calls are generated to alert families. Negative balances can be paid online at www.schoolcafe.com, in person at your child's school site or by sending a check to the school cafeteria.

Can students get second servings?

Students may take one trip through the lunch line and salad bar each day. They can take one entrée, one milk, one dinner roll and unlimited items from the salad bar. If students are still hungry, they have the option to purchase a second meal at full price (\$4.00).

Are there nutrition standards for school meals?

We meet or exceed all USDA regulations for nutritionally balanced school meals. All of the grains served in our meals are whole grain rich and many of the food items are made from scratch. All items are prepared in the Central Kitchen at El Camino Creek Elementary School and then freshly transported to each school site kitchen prior to lunch. We offer locally sourced milk that is rBST-free with every school meal and have filtered water stations available on each school campus. In addition to beverages and entrées, each school meal comes with a trip to the daily salad bar stocked with a variety of seasonal produce. Much of the produce served in our school meals is locally sourced and often organic. We strive to supply at least 50% of our produce on the salad bars from our very own Certified Organic EUSD Farm Lab. We are fortunate to serve incredibly fresh and healthy meals for our EUSD students!

Where can I find the menu?

Copies of the current month's menu can be found in the front office at each school, online at www.eusd.net/child-nutrition-services/ or on the schoolcafé mobile app and website www.schoolcafe.com.

What if my student has allergies?

Students with allergies can absolutely participate in the school lunch program! We ask that parents please fill out the Medical Accommodation Form, found on our website, detailing the food allergy and requested substitution. When we receive the form we enter an alert message that will pop up on the computer screen as the child is checking out and the cashier will verify the student's food to make sure their food choices are compliant with their allergen notice. Additional allergen questions and concerns can be addressed with the Child Nutrition Services Director, Lea Bonelli (see contact information below).

Are there vegetarian and gluten free options available?

The menu includes a vegetarian option daily and many gluten free options are offered throughout each week. Students with gluten intolerance or allergy can also always choose a salad bar with our gluten free salad dressing.

Can I eat lunch with my child?

Yes, you may! We encourage you to visit school lunch with your child by participating in one of our annual *Bring your Parents to Lunch Day* events. Check with your school for the dates or look on the school lunch menu! If you are unable to make it to one of these events, you are welcome to come to school for lunch on another day. Check with the school office for more details.

Who can I contact with questions or concerns about school meals?

Please direct your questions to the Child Nutrition Services Central Office:

- General Questions, Student Account Inquiries, Application Questions, etc. contact us at 760.944.4300 x 2572 or via email at Kammy.Benson@eusd.net.
- Menu Questions, Food Allergies, Complaints or any other Questions for the Director, contact Lea Bonelli at 760.944.4300 x 2570 or via email at Lea.Bonelli@eusd.net.

Encinitas Union School District

2018 - 2019 Application for Free and Reduced Price Meals - Complete one application per household.

Please print and use a pen (not a pencil). You may also apply online at <https://schoolcafe.com>. This institution is an equal opportunity provider.

STEP 1 — All Children in the Household						Foster	Homeless	Migrant	Runaway	Head Start
School Name	Last Name	First Name	MI	Date of Birth	Grade					
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Students enrolled in schools participating in the Community Eligibility Provision (CEP) will receive no cost meals regardless of the completion or eligibility determination of this application.

STEP 2 — Assistance Programs

Do any household members (including you) currently participate in one or more of the following assistance programs: CalFresh, CalWORKs, or FDPIR? **Circle one:** Yes / No

If you answered NO > Complete STEP 3. If you answered YES > Write a case number then skip to STEP 4.

Case Number:

STEP 3 — All Household Member Income (Skip this step if you answered 'Yes' in STEP 2)

List all household members (including yourself) even if they do not receive income. For each household member listed, report total income for each source in whole dollars only. If they do not receive income from any source, write '0'. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Household Member Name (First and Last)	Gross income and how often it is received: W = Weekly, E = Every 2 weeks, T = Twice per month, M = Monthly																	
	Earnings from Work	How Often?				Public Assistance / Child Support / Alimony	How Often?				Pensions / Retirement / All Other Income	How Often?						
		W	E	T	M		W	E	T	M		W	E	T	M			

Total Household Size (Children and Adults)

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Another Adult Household Member *** - ** -

Check if no SSN

STEP 4 — Contact Information and Adult Signature

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws." **California Education Code Section 49557(a): "Applications for free and reduced-price meals may be submitted at any time during a school day. Children participating in the federal National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means."**

Printed name of adult completing the form

Signature of adult completing the form X

Today's Date

Street Address (if available)

City

State

ZIP Code

Home Phone Number

Work Phone Number

Email

OPTIONAL — Children's Racial and Ethnic Identities

Ethnicity (check one):

Hispanic or Latino

Not Hispanic or Latino

Race (check one or more):


American Indian or Alaskan Native

Black or African American

Asian

Native Hawaiian or Other Pacific Islander

White



DO NOT FILL OUT THIS PART. THIS IS FOR SCHOOL USE ONLY.

Multiple income preferences must be converted to annual amounts and combined to determine household income. Do not convert if only one income frequency is provide by the household income. If converting income to annual, round only the final number. Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12

Household Size: _____ Categorical _____ Date Received: _____ Date Withdrawn: _____ Reviewing Official's Signature: x _____ Date: _____

Total Income: _____ Per _____ Week _____ Every 2 weeks _____ Monthly _____ Annually _____ Confirming Official's Signature: x _____ Date: _____

Eligibility: Free _____ Reduced _____ Denied _____ Reason: _____ Follow-up Official's Signature: x _____ Date: _____

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. Encinitas Union School District participates in the National School Lunch Program and/or the School Breakfast Program by offering healthy meals every school day. Breakfast costs **\$2.00**; lunch costs **\$4.00**. Your child(ren) may qualify for free meals or for reduced-price meals. Reduced price is **\$0.30** for breakfast and **\$0.40** for lunch.

This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. Who can get free or reduced price meals?

- All children in households receiving benefits from CalFresh, CalWORKs, or FDPIR, are eligible for free meals.
- Foster children that are 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, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on 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 Reduced-Price Guidelines—July 1, 2018–June 30, 2019					
Family Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$22,459	1,872	936	864	432
2	30,451	2,538	1,269	1,172	586
3	38,443	3,204	1,602	1,479	740
4	46,435	3,870	1,935	1,786	893
5	54,427	4,536	2,268	2,094	1,047
6	62,419	5,202	2,601	2,401	1,201
7	70,411	5,868	2,934	2,709	1,355
8	78,403	6,534	3,267	3,016	1,508
For each additional family member add:					
	7,992	666	333	308	154

- 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 haven't been told your children will get free meals, please call or e-mail Tamara Wilson at Tamara.Wilson@eusd.net.
- 3. Do I need to fill out an application for each child?** No. Use one Free and Reduced Price School Meals Application 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 the school office or the Child Nutrition Office at 7885 Paseo Aliso, Carlsbad, CA 92009.
- 4. Should I fill out 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 you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact 760-944-4300 x 2572 or Kammy.Benson@eusd.net 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. Visit www.schoolcafe.com to begin or to learn more about the online application process. Contact Kammy Benson at 760-944-4300 x 2572 or Kammy.Benson@eusd.net if you have any questions about the online application.
- 6. My child's application was approved last year. Do I need to fill out a new one?** Yes. Your child's application is only good for that school year and for the first few days of this school year, through October 1st. You must send in a new application unless the school 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 get WIC. Can my children get free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
- 8. Will the information I give be checked?** Yes. We may also ask you to send written proof of the household income you report.
- 9. If I don't 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 income limit.
- 10. What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing to: Ami Shackelford at 760-944-4300 x 1161 or Ami.Shackelford@eusd.net.
- 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 \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
- 13. What if some household members have no income to report?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. 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 isn't 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 760-944-4300 x 2572 or Kammy.Benson@eusd.net to receive a second application.
- 16. My family needs more help. Are there other programs we might 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, call the Child Nutrition Services Department at 760-944-4300 x 2572.

Sincerely,

Lea Bonelli, MS, RD
Director of Child Nutrition Services

HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in **Encinitas Union School District**. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact the Child Nutrition Department at (760)944-4300 x 2572.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL CHILDREN IN SCHOOL IN THE HOUSEHOLD.

Tell us how many children in school live in your household. They do NOT have to be related to you to be a part of your household. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
 - In your care under a foster arrangement, or qualify as homeless, migrant, runaway, or Head Start.
- A) **List each student's name.** Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.
- B) **Do you have any foster children?** If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing STEP 1, go to STEP 4. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.
- C) **Are any children homeless, migrant, runaway, or Head Start?** If you believe any child listed in this section meets this description, mark the corresponding box next to the child's name and complete all steps of the application.

STEP 2: DO ANY HOUSEHOLD MEMBERS (INCLUDING YOU) CURRENTLY PARTICIPATE IN ONE OR MORE OF THE FOLLOWING ASSISTANCE PROGRAMS: CALFRESH, CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKS), OR FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR)?

- A) **IF NO ONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:** Circle 'NO' and proceed to STEP 3 on these instructions and STEP 3 on your application.
- B) **IF ANYONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:** Circle 'YES' and provide the case number. You only need to write **one** case number. If you participate in one of these programs and do not know your case number, contact your county welfare department at <http://www.calfresh.ca.gov/PG839.htm> or by phone at **877-847-3663**. You **must** provide a case number on your application if you circled "YES". **Skip to STEP 4.**

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS.

- A) **LIST ALL HOUSEHOLD MEMBERS (including yourself and students listed in Part 1)** 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** people who live with you but are not supported by your household's income AND do not contribute income to your household.
- B) **REPORT TOTAL INCOME** for each household member listed for each source provided. Report all income in whole dollars. Do not include cents. If they do not receive income from any source, write "0". If you write "0" or leave any income fields blank, you are certifying (promising) that there is no income to report. Mark how often each type of income is received by using the boxes to the right of each field.
- **Report all amounts in GROSS INCOME ONLY.** Gross income is the total income received before taxes; many people think of income as the amount they "take home" and not the total, "gross" amount. 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.
 - **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) **REPORT TOTAL HOUSEHOLD SIZE.** Enter the total number of household members in the field "Total Household Size (Children and Adults)." This number **MUST** be equal to the number of household members listed in 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.
- D) **PROVIDE THE LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER.** The household's primary wage earner or another adult household member must provide the last four digits of his/her Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check 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 information has been truthfully and completely reported. **Before completing this section, please also make sure you have read the privacy and civil rights statements at the bottom of these instructions.**

- A) **PROVIDE YOUR CONTACT INFORMATION.** Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.
- B) **PRINT AND SIGN YOUR NAME.** Print your name in the box "Printed name of adult completing the form." And sign your name in the box "Signature of adult completing the form."
- C) **WRITE TODAY'S DATE.** In the space provided, write today's date in the box.
- D) **SHARE CHILDREN'S RACIAL AND ETHNIC IDENTITIES (OPTIONAL).** At the bottom of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.

Privacy Act Statement: This explains how we will use the information you give us.

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 is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program 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. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.

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, gender identity (including gender expression), sexual orientation, 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, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](http://www.usda.gov/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, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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