

## \*SNAP, Cash Assistance, and Temporary Assistance to Needy Families

If you have any student members of the household approved for \*SNAP benefits, all students in the household can be Directly Certified to receive free meals. A letter will be sent to the head of household stating these students were approved for free meals. If you want to check that the direct certification occurred, contact the Food Services Manager at the school or the Food Services Department Federal Meals Office 225-4708. If you do not receive a Direct Certification letter for all student members of your household please contact the Food Services Department Federal Meals Office 225-4708.

If you have a “Pending” Department of Economic Security case number you must complete a blank application and apply using income. Pending status cannot be used to qualify for free or reduced price meals.

The students in your household are eligible for free meals if they are part of your approval to receive benefits from Cash Assistance (CA), or Temporary Assistance to Needy Families (TANF). List your students’ names on the application, select the type of federal assistance and write in the case number.

## New Kindergarten Students

If you submitted an application last school year requesting eligibility for free or reduced-price meals based on your household’s income and your children attending school were approved for free or reduced-price meals, your new kindergarten student can receive the same meal benefit during the first thirty days of the school year or until an application for the current school year is filed and eligibility is determined. When you receive your pre-printed application, add the newly enrolled kindergarten student.

*\*SNAP – Supplemental Nutrition Assistance Program*

## Quick Tips for Completing An Application for Free or Reduced-Price Meals

If you have questions about completing the meal benefit application, please call TUSD Food Services Department Federal Meals Program Office at 225-4708.

New to District  
Not Eligible Last Year  
Free or Reduced Price Eligible Last Year  
Different School  
Categorical Eligibility  
Direct Certification  
New Kindergarten Student

Applications are **household** applications. Submit only one per household, please. Multiple applications if not completed exactly the same can impact the eligibility status of all children listed in the household on the original application. It also delays the processing time for determining and communicating eligibility for all applicants.

The meal benefit eligibility is determined for the school year. If your income has changed or your household has changed during the school year and you feel this change will qualify you for a different meal benefit, please contact the Food Services Manager to receive a new application.



Food Services Department  
2150 E 15<sup>th</sup> Street, Tucson, AZ 85719  
520-225-4700

Tucson Unified School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, religion, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and Americans With Disabilities Act may be referred to the EEO Compliance Officer, 1010 East 10th Street, Tucson, Arizona 85719, (520) 225-6442, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Denver, Colorado 80204.

7/2011

**TUSD Governing Board:** Dr. Mark Stegeman, President;  
Judy Burns, Clerk; Miguel Cuevas; Adelita Grijalva and Michael Hicks  
**Superintendent:** Dr. John Pedicone



## New Students to TUSD

If your child is newly enrolled at a school in Tucson Unified School District, pick up an application for free or reduced-price meals from the Food Services Manager at your school or the school office during Registration or at any time. Complete only one application for all of your children even though they may be at different schools. Turn in your application to the Food Services Manager at one of the schools your children attend. You will need to provide for the meals for your child until the application is reviewed and eligibility is determined. You will receive notification in the mail about approval or denial of the meal benefit. **Sign and date your application.**

## Not Eligible Last Year

Households who are not new to the district but did not apply for or receive meal benefits last year will receive a blank application in the mail prior to the start of school. Check the USDA Income Guidelines Table provided with the application for free or reduced-price meals. If you feel your *household's* income matches or is less than on the table for your household size, please apply for free or reduced-price meal benefits.

**\*\*\* Even if you feel you would not use the meal benefit, the percentage of students eligible for these benefits in the district and at a school is used in determining money received for other programs or grants. Examples are Title I funds, e-rate funding, and many grants. \*\*\***  
**Please Apply**

## Returning Students

Your children's eligibility from last school year can be used through September 26, 2011 until an application for School Year 2011-2012 is submitted and meal benefit eligibility determined. The benefit determination is for the school year unless you submit a new application.

The Food Services Manager will have a master roster identifying students whose household completed an application or who have been directly certified via matching with the Department of Economic Security \*SNAP Program.

An application for School Year 2011-2012 will be mailed during the last week of July or first 2 weeks of August to the household address available in the student information system. Please complete the application if you feel students in your household will qualify for free or reduced-price meals. Return the application directly to the Food Services Manager at a school or the Food Services Department at 2150 E 15<sup>th</sup> Street.

### ***Sign and date your application.***

If the mailed household application is misplaced, please contact the Food Services Manager at a school where students in your household attend or the Federal Meals Program Office at 225-4708 to request a replacement application.

*Income-based applications must have the box checked that the head of household does not have a social security number or the social security number section must be completed. Leaving the box for no social security number unchecked or leaving the social security number space blank delays processing of the application. It cannot be considered for eligibility until this information is complete.*

## Transferring to Another School Within TUSD

A student's eligibility automatically transfers to another school within TUSD. To insure there is no break in service, tell the Food Services Manager at the new school about the transfer.

## Categorical Eligibility

Homeless, Migrant, and Runaway eligibility must be determined for each individual student each year. Check the appropriate box, submit the meal benefit application and contact the school or district Homeless Liaison for this and other support services.