

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

Student members of your household approved for *SNAP benefits are 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 have a “Pending” Department of Economic Security case number or a student member of your household is not approved for your *SNAP benefit, 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 Direct Certification cannot be automatically applied to a new kindergarten student. The new kindergarten student must be approved for *SNAP. If the new kindergarten student is not approved for *SNAP, an application for the household based on income will need to be submitted to determine eligibility for free meals.

**SNAP – Supplemental Nutrition Assistance Program*

TUSD Governing Board: Judy Burns, President; Miguel Cuevas, Clerk; Bruce Burke; Adelita Grijalva and Dr. Mark Stegeman
Superintendent: Dr. Elizabeth Celia-Fagen



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 15th 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.

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 either in the mail or sent home with one of the students in your household. 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 27, 2010 until an application for School Year 2010-2011 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 who are being sent a pre-printed/partially completed household application or who have been directly certified via matching with the Department of Economic Security *SNAP Program.

An application for School Year 2010-2011 will be mailed or sent home with the youngest student member of your household that was listed on the application last year. The applications will be pre-printed with the household members from last year, the school for each student listed from last year, and the head of household from last year's application. Please update the income section and **update any information that was pre-printed.** If you were a participant in the Food Distribution Program on Indian Reservations (FDPIR) last year, check that the information is correct on the pre-printed application and return it with your letter from the approving agency. Return the application with the student who brought it home or directly to the Food Services Manager at the school from where the application was sent home. **Sign and date your application.**

If the pre-printed household application is lost, please contact the Food Services Manager at the school where the youngest student in the household attends school and request a duplicate copy of the pre-printed household application or a blank 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 correct box and submit the application or contact the Homeless Liaison at 225-6400