

Dear Parent or Guardian:

The Ventura Unified School District participates in the National School Lunch Program and/or School Breakfast Program. At Ventura Unified School District, all students will receive nutritious meals free of charge every school day. The meal programs we participate in are supported by federal and state reimbursements that are based on household income and eligibility. We are able to serve free meals because households continue to submit meal applications. Your cooperation is greatly appreciated. You or your children do not have to be U.S. citizens to qualify for free meals. If there are more household members than the number of lines on the application, attach a second application. For a simple and secure method to apply, use our online application at [www.venturausd.org](http://www.venturausd.org).

### LETTER TO HOUSEHOLD FOR FREE AND REDUCED-PRICE MEALS

**QUALIFICATION:** Your children may qualify for free or reduced-price meals if your household income falls at or below the federal Income Eligibility Guidelines below.

| Effective July 1, 2025-2026             |            |          |                 |                 |          |
|-----------------------------------------|------------|----------|-----------------|-----------------|----------|
| Household Size                          | Year       | Month    | Twice Per Month | Every Two Weeks | Week     |
| 1                                       | \$ 28,953  | \$ 2,413 | \$ 1,207        | \$ 1,114        | \$ 557   |
| 2                                       | \$ 39,128  | \$ 3,261 | \$ 1,631        | \$ 1,505        | \$ 753   |
| 3                                       | \$ 49,303  | \$ 4,109 | \$ 2,055        | \$ 1,897        | \$ 949   |
| 4                                       | \$ 59,478  | \$ 4,957 | \$ 2,479        | \$ 2,288        | \$ 1,144 |
| 5                                       | \$ 69,653  | \$ 5,805 | \$ 2,903        | \$ 2,679        | \$ 1,340 |
| 6                                       | \$ 79,828  | \$ 6,653 | \$ 3,327        | \$ 3,071        | \$ 1,536 |
| 7                                       | \$ 90,003  | \$ 7,501 | \$ 3,751        | \$ 3,462        | \$ 1,731 |
| 8                                       | \$ 100,178 | \$ 8,349 | \$ 4,175        | \$ 3,853        | \$ 1,927 |
| For each additional family member, add: |            |          |                 |                 |          |
|                                         | \$ 10,175  | \$ 848   | \$ 424          | \$ 392          | \$ 196   |

**APPLYING FOR BENEFITS:** An application for free or reduced-price meals cannot be reviewed unless all required fields are completed. A household may apply at any time during the school year. If you are not eligible now, but your household income decreases, household size increases, or a household member becomes eligible for CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKs), or Food Distribution Program on Indian Reservations (FDPIR) benefits, you may submit an application at that time.

**DIRECT CERTIFICATION:** An application is not required if the household receives a notification letter indicating all children are automatically certified for free meals. If you did not receive a letter, please complete an application.

**HOW TO APPLY FOR FREE OR REDUCED-PRICE MEALS** – Complete one application per household. Please print clearly with a pen. Incomplete, illegible, or incorrect information will delay processing.

**STEP 1: STUDENT INFORMATION** – Include ALL STUDENTS who attend Ventura Unified School District. Print their name (first, middle initial, last), school, grade level, and birthdate. If any student listed is a foster child, check the “Foster” box. If you are only applying for a foster child, complete STEP 1, and then continue to STEP 4. If any student listed may be homeless, migrant, or runaway, check the applicable “Homeless, Migrant, or Runaway” box and complete all STEPS of the application.

**STEP 2: ASSISTANCE PROGRAMS** – If ANY household member (child or adult) participates in CalFresh, CalWORKs, or FDPIR, then all children are eligible for free meals. Must check the applicable assistance program box, enter one case number, and then continue to STEP 4. If no one participates, skip STEP 2 and continue to STEP 3.

**STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS** – Must report GROSS income (before deductions) from ALL household members (children and adults) in whole dollars. Enter “0” for any household member that does not receive income.

- Report the combined GROSS income for all students listed in STEP 1 and enter the appropriate pay period. Include a foster child’s income if you are applying for foster and non-foster children on the same application.
- Print the names (first and last) of ALL OTHER household members not listed in STEP 1, including yourself. Report the total GROSS income from each source and enter the appropriate pay period.
- Enter the total household size (children and adults). This number MUST equal the listed household members from STEP 1 and STEP 3.
- Enter the last four digits of your Social Security number (SSN). If no adult household member has a SSN, check the “NO SSN” box.

**STEP 4: CONTACT INFORMATION & ADULT SIGNATURE** – The application must be signed by an adult household member. Print the name of the adult signing the application, contact information, and today’s date.

**OPTIONAL: CHILDREN’S ETHNIC AND RACIAL IDENTITIES** – This field is optional to complete and does not affect your children’s eligibility for free or reduced-price meals. Please check the appropriate boxes.

**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, 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 are not required when you list a CalFresh, CalWORKs, or 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.

**QUESTIONS/NEED ASSISTANCE:** Please contact Susan Gallardo at 805-641-5000 x 1306.

**SUBMIT:** Please submit a complete application to your child’s school or the nutrition office at 255 W. Stanley Ave., Ventura, CA 93001. You will be notified if your application is approved or denied for free or reduced-price meals. Sincerely, Kara Muniz, Director, Food & Nutrition Services, Ventura Unified School District

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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, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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