

## **APPENDIX B to the BACK to SCHOOL BULLETIN**

### **Appendix B** Lunch Forms

Attachment 1. Updates to Lunch Ordering (English and Spanish)

Attachment 2. Letter to Households RE: the National School Lunch Program

Attachment 3. 2016-2017 Lunch Application (English and Spanish)



**Lunch Announcement for CWC Los Angeles schools**  
for the 2016-17 school year

**Overview**

Each year, Citizens of the World – Los Angeles (CWC LA) is required by the California Department of Education (CDE) to go through a competitive bidding process for food providers. During this year's process, we evaluated vendors on a number of dimensions including quality, operational support, vendor compliance and price.

**We are excited to announce we renewed our contract with Luna on the Go (Robertino Cucina) for the 2016-17 school year!**

As part of our review of last year's operations and this upcoming year's proposals, we decided to make a few changes around our operations to more efficiently serve lunches. Specifically:

- The national reimbursement rate for families in the National School Lunch Program are \$2.80. Luna on the Go's price per meal is \$3.80 per meal.
- On average, 80% of our meals are eligible for reimbursement, meaning our schools pay \$1.00 per meal each day for the majority of our meals served.
- We serve over 10,000 to 12,000 meals per month across our Los Angeles region.
- Last year, CWC LA estimates a loss of approximately \$170,000 to operate our lunch program out of our core operational budget.

As a result of these findings, there are a few operational changes for the 2016-17 school year:

- We will continue with our high-quality food vendor, Luna on the Go; however, **we will only offer one meal option each day** to help us improve our ordering process and manage meal costs. A sample menu has been attached as the last page of this notification.
- **We will not use paper or online ordering after the first month.** We guarantee all students who want a meal, get a meal. Process-wise, we will rely on internal data and historical ordering to predict total number of meals a day.

We are working with our food vendor to prepare for the first month (Aug/Sept) lunch orders and further updates are forthcoming. In the meantime, a few more detailed answers are included as an attachment to this update.

Thank you,

Citizens of the World – Los Angeles Team

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### **Frequently Asked Questions (FAQs)**

- **What types of meals will be offered?**

In order to reflect the requests of our community, we will be alternating our one meal option between vegetarian and non-vegetarian meal options throughout the week. We are targeting to have 50% of our meals be vegetarian throughout the course of a month (e.g., the one meal option will be vegetable lasagna only).

- **What about students who are vegetarians, vegans or have medical exemptions?**

In order to receive a medical exemption meal, students must have a Medical Exemption form from the CDE on file with the school. These forms must be completed by a medical professional. The form can be found <http://www.cde.ca.gov/ls/nu/cr/documents/medstat.doc> (additional translated versions available <http://inet2.cde.ca.gov/cmd/translatedparentaldoc.aspx?docid=7346,7352,7342,7350,7344,7348,7354>). We will still order medical exemption options (gluten-free, dairy-free, etc.) based on the forms we have on record.

- **Will parents get to see menus each month?**

Yes, CWC LA schools will send out prior to each month menus for the following month with students in take-home packets.

- **How much will meals cost?**

Meal prices will stay the same this next year at \$4.25 per meal for Paid families and \$0.40 per meal for Reduced families.

- **How will meals be paid for?**

Office staff will still run the collections process for meals using both an online and cash/check options. More details to come on the invoicing and payment processes in the coming weeks.



**LUNA ON THE GO MENU**

| AUGUST 2016   | <b>M</b>  | <b>T</b>   | <b>W</b>   | <b>TH</b>   | <b>F</b>   |
|---|---|--|--|---|--|
|   | 22  | 23   | 24   | 25  | 26   |
|   | School closed   | <ul style="list-style-type: none"> <li>Fusilli pink sauce w/ white beans</li> <li>Fruit &amp; veg</li> </ul> | <ul style="list-style-type: none"> <li>Grilled ham &amp; cheese sandwich</li> <li>Fruit &amp; veg</li> </ul> | <ul style="list-style-type: none"> <li>BBQ chicken w/ mashed potato</li> <li>Fruit &amp; veg</li> </ul> | <ul style="list-style-type: none"> <li>Bean &amp; cheese burrito</li> <li>Fruit &amp; veg</li> </ul> |
| 29  | 30  | 31   |  |   |  |
| <ul style="list-style-type: none"> <li>Mac &amp; cheese</li> <li>Fruit &amp; veg</li> </ul> | <ul style="list-style-type: none"> <li>Chicken teriyaki w/ brown rice</li> <li>Fruit &amp; veg</li> </ul> | <ul style="list-style-type: none"> <li>Roast beef sandwich</li> <li>Fruit &amp; veg</li> </ul>               |  |   |  |

| SEPTEMBER 2016   | <b>M</b>  | <b>T</b>   | <b>W</b>  | <b>TH</b>  | <b>F</b>   |
|--|---|--|---|--|--|
|  |   |  |   | 1  | 2  |
|  |   |  |   | <ul style="list-style-type: none"> <li>White beans taco</li> <li>Fruit &amp; veg</li> </ul>          | <ul style="list-style-type: none"> <li>Chicken and cheese quesadilla</li> <li>Fruit &amp; veg</li> </ul>             |
|  | 5   | 6  | 7   | 8  | 9  |
|  | School closed   | <ul style="list-style-type: none"> <li>Penne marinara w/ white means</li> <li>Fruit &amp; veg</li> </ul> | <ul style="list-style-type: none"> <li>Grilled cheese sandwich</li> <li>Fruit &amp; veg</li> </ul>        | <ul style="list-style-type: none"> <li>Chicken parmigiana</li> <li>Fruit &amp; veg</li> </ul>        | <ul style="list-style-type: none"> <li>Beef and rice flat cake</li> <li>Fruit &amp; veg</li> </ul>                   |
|  | 12  | 13   | 14  | 15   | 16   |
|  | <ul style="list-style-type: none"> <li>Cheese lasagna</li> <li>Fruit &amp; veg</li> </ul>         | <ul style="list-style-type: none"> <li>Beef hot dog</li> <li>Fruit and veg</li> </ul>                    | <ul style="list-style-type: none"> <li>Turkey bacon sandwich</li> <li>Fruit and veg</li> </ul>            | <ul style="list-style-type: none"> <li>Tuna sandwich</li> <li>Fruit &amp; veg</li> </ul>             | <ul style="list-style-type: none"> <li>French toast w/ scrambled eggs and potato</li> <li>Fruit &amp; veg</li> </ul> |
|  | 19  | 20   | 21  | 22   | 23   |
|  | <ul style="list-style-type: none"> <li>Penne beef ragu</li> <li>Fruit and veg</li> </ul>          | <ul style="list-style-type: none"> <li>Beef taco</li> <li>Fruit &amp; veg</li> </ul>                     | <ul style="list-style-type: none"> <li>Sunflower &amp; jelly sandwich</li> <li>Fruit &amp; veg</li> </ul> | <ul style="list-style-type: none"> <li>Cheese &amp; bean burrito</li> <li>Fruit &amp; veg</li> </ul> | <ul style="list-style-type: none"> <li>Chicken nugget</li> <li>Fruit and veg</li> </ul>                              |
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## Anuncio de almuerzo para las escuelas de CWC Los Angeles para el año escolar 2016-2017

### Visión

Cada año, Citizens of the World - Los Angeles (CWC LA) es requerido por ley del Departamento de Educación de California (CDE por sus siglas en Ingles) analizar diferentes vendedores de almuerzo. Durante este año, evaluamos a vendedores en un numero de cosa como la calidad, apoyo operacional y precio.

Estamos emocionados de decirles que hemos renovado nuestro contrato con Luna On the Go (Robertino Cucina) para el año escolar 2016-2017!

Como parte de nuestra revisión y el presupuesto para este año, hemos decidido hacer unos cambios para hacer nuestro servicio mas eficiente. Especificamente:

- El reembolso nacional para las familias en el programa nacional de almuerzos escolares es de \$2.80. El precio de Luna on the Go es de \$3.80 por almuerzo.
- En promedio, 80% de nuestros almuerzos son elegibles para el reembolso, lo que significa que nuestra escuela para \$1.00 por almuerzo por día la mayoría de las veces.
- Servimos alrededor de 10,000 a 12,000 almuerzos por mes en nuestra región de Los Angeles.
- El año pasado, CWCLA estima que perdimos aproximadamente \$170,000 para operar el programa de nuestro presupuesto operacional.

Como resultado, hay unos cuantos cambios para el año escolar 2016-2017:

- Continuaremos con nuestro vendedor de alta calidad, Luna on the Go; sin embargo, **nomas ofreceremos una opción al día** para que nos ayude a mejorar nuestro proceso de ordenes y manejar el costo de almuerzos. Un menú de ejemplo ha sido adjuntado en la ultima pagina de esta notificación.
- **No usaremos formularios de papel o electrónicos durante el primer mes.** Garantizamos que todos los estudiantes que quieran un almuerzo serán dado uno y después usted será cobrado de acuerdo a su estado de almuerzo con la escuela. Para esto nos basaremos en la data interna para saber cuantos almuerzos vamos a ordenar.

Estamos trabajando con nuestro vendedor para prepararnos para el primer mes (Agosto/Sep.) de ordenes de almuerzo. Mientras tanto, unas respuestas mas detalladas esta incluidas en este documento.

Gracias,

El equipo de Citizens of the World - Los Angeles

**EXCELENCIA ACADEMICA \* DIVERSIDAD \* COMUNIDAD**

Citizens of the World Los Angeles | 5371 Wilshire Boulevard, Suite 200, Los Angeles CA 90036 | [www.cwclosangeles.org](http://www.cwclosangeles.org)

## PREGUNTAS FRECUENTES(FAQs)

- **¿Qué tipos de almuerzos serán ofrecidos?**

Para poder reflejar las necesidades de nuestra comunidad, estaremos alternando entre opción vegetariana y no vegetariana durante la semana. Estamos pensando en tener 50% de nuestras opciones que sean vegetariana durante el mes (por ejemplo, la única opción vegetariana será la lasaña de vegetales).

- **¿Qué hay de los estudiantes que son vegetarianos, veganos o tienen excepciones médicas?**

Para que un estudiante pueda recibir un almuerzo de excepción médica, el estudiante tiene que tener el formulario Excepción médica archivada con la escuela. Estos formularios tienen que ser llenados por doctores. El formulario puede ser encontrado en <http://www.cde.ca.gov/ls/nu/cr/documents/medstat.doc> (versiones traducidas <http://inet2.cde.ca.gov/cmd/translatedparentaldoc.aspx?docid=7346,7352,7342,7350,7344,7348,7354>). Ordenaremos estos almuerzos basados en los formularios que tenemos en los archivos.

- **¿Los padres verán los menús de cada mes?**

Si, las escuelas de CWCLA enviarán un menú impreso en el folder de los estudiantes.

- **¿Cuánto costarán los almuerzos?**

Los precios serán lo mismo del año pasado, \$4.25 por almuerzo y \$0.40 por almuerzo para las familias que califican para almuerzo reducido.

- **¿Cómo se pagará por las comidas?**

El personal de la oficina todavía colectará el dinero usando ambos pago electrónico y efectivo o cheque. Mas detalles se le enviarán pronto.

**LUNA ON THE GO MENU**

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## CITIZENS OF THE WORLD – HOLLYWOOD

Dear Parent/Guardian:

**Citizens of the World - Hollywood** participates in the National School Lunch Program and/or School Breakfast Program by offering healthy meals every school day. Your children may qualify for free or reduced-price meals by completing the Application for Free and Reduced-Price Meals. Eligible students may receive meals at the reduced-price rate of **\$0.40** for lunch. Students may buy lunch for **\$3.25**.

This packet includes an Application for Free and Reduced-Price Meals and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

### 1. WHO CAN RECEIVE FREE OR REDUCED-PRICE MEALS?

- All children in households receiving benefits from CalFresh, CalWORKs, or FDPIR are eligible for free meals.
- Foster children 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, migrant, or runaway are eligible for free meals.
- Children may receive free or reduced-price meals if your household's income is within the limits of 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 GUIDELINES

July 1, 2016–June 30, 2017

| Household Size                          | Year      | Month    | Twice Per Month | Every Two Weeks | Week   |
|---|-----------|----------|-----------------|-----------------|--------|
| 1                                       | \$ 21,978 | \$ 1,832 | \$ 916          | \$ 846          | \$ 423 |
| 2                                       | 29,637    | 2,470    | 1,235           | 1,140           | 570    |
| 3                                       | 37,296    | 3,108    | 1,554           | 1,435           | 718    |
| 4                                       | 44,955    | 3,747    | 1,874           | 1,730           | 865    |
| 5                                       | 52,614    | 4,385    | 2,193           | 2,024           | 1,012  |
| 6                                       | 60,273    | 5,023    | 2,512           | 2,319           | 1,160  |
| 7                                       | 67,951    | 5,663    | 2,832           | 2,614           | 1,307  |
| 8                                       | 75,647    | 6,304    | 3,152           | 2,910           | 1,455  |
| For each additional family member, add: |           |          |                 |                 |        |
|   | \$ 7,696  | \$ 642   | \$ 321          | \$ 296          | \$ 148 |



**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 have not been told your children will qualify for free meals, please call or email **[name of homeless liaison or migrant coordinator, phone number, and/or e-mail address]**.

**3. DO I NEED TO COMPLETE AN APPLICATION FOR EACH CHILD?**

No. Complete **one** Application for Free and Reduced-Price Meals 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: **[name, address, phone number, and/or e-mail address]**.

**4. SHOULD I COMPLETE 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 carefully and follow any instructions. If any children in your household were missing from your eligibility notification, please contact **[name, address, phone number, and/or e-mail address]** immediately.

**5. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?**

Yes, if you want to participate in the meal program. Your child's Application is only good for one school year at a time and for the first few days of the following school year. You must send in a new Application by **September 4, 2016** 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.

**6. I RECEIVE WOMEN, INFANTS AND CHILDREN (WIC) BENEFITS. CAN MY CHILDREN RECEIVE FREE MEALS?**

Children in households participating in WIC **may** be eligible for free or reduced-price meals. Please complete an Application.

**7. WILL THE INFORMATION I PROVIDE BE CHECKED?**

Yes. School officials may verify the information on the Application at any time during the school year. You may be asked to send additional information to prove your income, or current eligibility for CalFresh, CalWORKS, or FDIPIR.

**8. IF I DO NOT QUALIFY NOW, MAY I APPLY LATER?**

Yes, you can apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may be eligible for free and reduced-price meals if the household income drops below the income limit.

**9. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION REGARDING MY APPLICATION?**

You should talk to the school officials. You may also ask for a hearing by calling or writing to: **Karla Ward**, 323-852-3541, **5371 Wilshire Blvd., Suite 200, LA, CA 90036**, [kward@cwcloseangeles.org](mailto:kward@cwcloseangeles.org).

**10. 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.

**11. WHAT IF MY INCOME IS NOT ALWAYS THE SAME?**

List the amount that you **normally** receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, enter on the Application that you made \$1,000 per month. If you normally receive overtime, include it, but do not include it if you only occasionally work overtime. If you have lost your job or had your hours or wages reduced, use your current income.

**12. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?**

All household members must be included on the Application even if the individual does not receive income. Whenever this happens, please write a "0" in the income field. However, if any income fields are left empty or blank,

the income will be counted as zero. Please be careful when leaving income fields blank, as we will assume you meant to do so.

**13. 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.

**14. WHAT IF THERE IS NOT 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 [name, phone number, and/or e-mail address]** to receive a second application.

**15. MY FAMILY NEEDS ADDITIONAL FINANCIAL ASSISTANCE. ARE THERE OTHER PROGRAMS WE CAN 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, please contact **[name, phone number, and/or e-mail address]**.

Sincerely,

**Name**

**Title**

**Citizens of the World – Hollywood**

**Nondiscrimination Statement**

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](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:

mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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