

2015
2016

More Than A Meal Campaign

Meal Application Form Collection Period

More than
a **M**ea 

Principal Toolkit

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LOS ANGELES UNIFIED SCHOOL DISTRICT

Administrative Office
333 South Beaudry Avenue, 24th Floor
Los Angeles, California 90017
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THELMA MELÉNDEZ DE SANTA ANA, PH.D.
CHIEF EXECUTIVE OFFICER
OFFICE OF EDUCATIONAL SERVICES

August 14, 2015

Dear Principal Colleagues:

Thank you for supporting our 2015-16 “More Than a Meal Campaign.” This initiative aims to support the identification of our high-need, low-income students through the collection of our annual meal application collection process. This year’s collection is critical as it will provide the District with important income verification information that is needed for the State’s Local Control Funding Formula (LCFF) program.

Your role in communicating and collecting this information is vital to helping the District obtain the much needed funding that will ultimately help to provide our students the resources they need to succeed. **We ask that you submit your meal applications daily to the Food Services Division.**

As I’m sure you’re aware, under California’s new funding formula, school districts will receive money based on the needs of students, including English Learners, foster youth and the number of students who qualify for free or reduced-price meals. School districts that have high percentages of these students receive more money for their general fund.

This school year, the District is taking a different approach to identifying our high-needs students and verifying their eligibility data. We are using our annual meal application collection process as the tool to capture this critical information. We will use only this process to collect and verify information and will not conduct an alternative form mid-year collection to obtain income information.

Our meal application collection efforts have already started, with the communications campaign that launched at end of the 2014-15 school year, that encouraged the completion and submission of meal applications over the summer months. With your support, we plan to continue this campaign as school starts, encouraging all household to submit their completed meal applications to the District no later than **October 23, 2015.**

We have provided this toolkit to assist you in your communications with parents on the importance of completing and submitting meal application. The toolkit contains English and Spanish versions of the following:

- More Than a Meal Collection Best Practices
- Message Points for Parents/Community
- Flyer for Parents/Community
- FAQ’s for Parents/Community
- Parent Letter Templates
- BlackBoard Connect Script

Principal Colleagues

-2-

August 14, 2015

Meal Applications collected at your school should be sent to the following address:

LAUSD Food Services
333 S. Beaudry Avenue, 28th Floor
Los Angeles, CA 90017

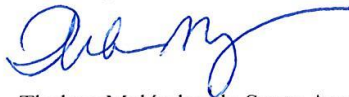
EVERY SINGLE ELIGIBLE FORM COUNTS! Every eligible form that is not submitted means lost resources for our schools.

For questions regarding the "More Than a Meal Campaign," please contact Rochelle Hardemion-Jackson, Office of Educational Services, at 213-241-4113.

For general meal application questions, please contact Patricia Millender, Food Services Division, at 213-241-3002.

Thank you again for your support and leadership in ensuring that our schools maximize the resources needed to succeed.

Sincerely,



Thelma Meléndez de Santa Ana, Ph.D.

Enclosures

c: Ramon C. Cortines, Superintendent
Michelle King, Chief Deputy Superintendent
Megan Reilly, Chief Financial Officer
Local District Superintendents
Local District Administrators of Operations
Laura Benavidez, Interim Co-Director, Food Services Division
Timikel Sharpe, Interim Co-Director, Food Services Division

Available Documents in this Toolkit include:



Presentation for the School Community (English and Spanish)



Informational Presentation for Principals



Meal Application Form Collection Best Practices



Message Points for Parents/Community (English and Spanish)



Poster/Flyer for Parents/Community (English and Spanish)



FAQ for Parents/Community (English and Spanish)



Parent Letter Template (English and Spanish)



Parent Blackboard Connect Script Template (English and Spanish)



How To Run An Eligibility Report In MiSiS For Students Without A Current Meal Code



How To Run A MiSiS Update Activity Report (UAR)



How to Run A MiSiS Sample Report – Meal Program Roster

More than a Meal

Presentation for the School Community (PowerPoint)

To download this PowerPoint presentation, [click here](#).

More than a Meal More Than a Meal Campaign 2015-16



One household application, one deadline, multiple student resources

More Than a Meal Campaign

A District-wide campaign to promote the submission of Meal applications so that:

- All students access healthy meals
- All eligible students have access to free and reduced price meals
- The District has the most accurate count of its low-income students to maximize its General Fund allocation through the state's Local Control Funding Formula



Flyer/Poster available here in the More Than a Meal program's Toolkit.

The Benefits of More Than A Meal Campaign

- Better tracking ability
- Longer collection period
- Clear deadlines
- School-level promotional tools
 - "More Than a Meal" Principal Toolkit (Food Services Website)
 - Flyers, Parent letter templates, Posters, etc.

2015-16 Meal Collection Timeline

- **June:** End of Year parent promotion
- **July:**
 - Online applications available
 - Applications mailed to households
 - Summer school promotion
- **August 18th:** Start of school collections
- **August:** Media Campaign
- **September/October:** Targeted Support*
- **October 23rd:** Deadline for guaranteed processing for LCFF, Title I and Provision 2 programs

"More Than a Meal" - Impact to Schools

All schools on one collection cycle

- Requires the District to reset all Provision 2 schools, regardless of year in the program, to base year
- Aligns Meal Application with the LCFF Cycle
- Accurate student counts for additional state funding:
 - Student Interventions
 - School site positions
 - Before & After School Extracurricular Programs

Provision 2 (P2)

Program that reduces the paperwork and simplifies the logistics for schools

- Four year cycle, first year is called the Base Year

Last school year, over 600 sites were on P2

- Reset the base year for 518 qualifying schools

LAUSD qualifying criteria for P2

- 80% Free and
- 85% Free/Reduced-price combined

Impacts of the District-wide Meal Application Collection

Establishes a synched 4-year cycle for both LCFF and Provision 2

- Data can be utilized for 4 years
- Will require smaller alternative household collections for
 - Incoming kindergarteners
 - Intra-district transfers
 - Students that did not submit apps during Base Year

Schools that do not meet the P2 requirements in 2015-16 have the opportunity to qualify for P2 in [2019-20](#)

More than a Meal

Presentation for the School Community (PowerPoint) (Spanish version)

To download this PowerPoint presentation, [click here](#).

More than a Meal Campaña Más que un Alimento 2015-16



Una solicitud por hogar, una fecha límite, múltiples recursos estudiantiles

Campaña Más que un Alimento (More Than a Meal Campaign)

Campaña distrital para promover la entrega de solicitudes de alimentos para que:

- Todos los alumnos tengan acceso a alimentos sanos
- Todos los alumnos elegibles tengan acceso a alimentos gratis o a precio reducido
- El Distrito tenga un conteo más preciso de sus alumnos de bajos ingresos para maximizar su asignación del Fondo General mediante la Fórmula de Fondos por Control Local, para el estado (de California).



Ventajas de la campaña Más que un Alimento (More Than a Meal)

- Mejor habilidad para control de datos
- Periodo más largo para la entrega
- Plazos claros
- Herramientas de promoción a nivel escolar
 - Conjunto de herramientas para directores (portal del director) "Más que un Alimento"

Circulares, plantillas de cargas para padres, posters, etc.

Cronograma de Recepción de Solicitudes de Alimentos para 2015-16

- junio: Promoción para padres a fin de año
- Julio:
 - Solicitudes disponibles en línea
 - Se envían solicitudes por correo a los hogares
 - Promoción durante la escuela de verano
- 18 de agosto: Comienza la colección (de formularios) en las escuelas
- agosto: Campaña publicitaria
- septiembre / octubre: Apoyo específico*
- 23 de Octubre Fecha límite para procesar las solicitudes para programas Título I y programas de Disposición 2 de la fórmula LCFF

"Más que un Alimento" -Impacto a las escuelas

Todas las escuelas en un mismo ciclo de recepción de solicitudes

- Requiere que el distrito vuelva a fijar la Disposición 2 en todas las escuelas que la reciben, sin importar el año del programa, a fin de estar dentro del año de base
- Alinear la Solicitud para Alimentos con el Ciclo de LCFF
- Conteos estudiantiles precisos para fondos estatales adicionales.
 - Intervención estudiantil
 - Puestos en el Plantel Educativo
 - Programas extracurriculares antes y después de clases

Disposición 2 (P2)

Programa que reduce el papeleo y simplifica la logística para las escuelas

- Ciclo de cuatro años, el primer año se le llama Año de Base

El año escolar pasado, más de 600 escuelas estaban en la categoría de P2

- Volver a fijar el año de base para 518 escuelas que califican

Criterios por los que LAUSD califica para P2

- 80% de su población estudiantil califica para alimentos gratuitos
- 85% de su población estudiantil califica para la combinación de alimentos gratuitos y con descuento

Impactos de la recepción de solicitudes para alimentos a nivel distrital

Establece un ciclo sincronizado de 4 años tanto para LCFF y la Disposición 2.



- Los datos se pueden utilizar durante 4 años.
- Vamos a requerir que se reciba una menor cantidad de formularios alternativos por hogar para
 - Alumnos nuevos en kindergarten
 - Permisos de traslado dentro del distrito
 - Alumnos que no hayan entregado las solicitudes durante el Año de Base

Las escuelas que no logren los requisitos de P2 en 2015-16 tienen la oportunidad de calificar para P2 en el año escolar 2019-20.

More than a Meal

Informational Presentation for Principals

To download this PDF, [click here](#).

<p>More Than a Meal Campaign 2015-16</p>  <p><i>One household application, one deadline, multiple student resources</i></p> <p>1</p>	<p>What is the More than a Meal Campaign?</p> <p>2</p>	<p>More Than a Meal Campaign</p> <p>A District-wide campaign to promote the submission of Meal applications so that:</p> <ul style="list-style-type: none"> All students access healthy meals All eligible students have access to free and reduced price meals The District has the most accurate count of its low-income students to maximize its General Fund allocation through the state's Local Control Funding Formula  <p>3</p>						
<p>Advantages of "More Than A Meal" Campaign</p> <ul style="list-style-type: none"> Benefits students and families District-wide messaging/communications Better tracking ability Longer collection period Clear deadlines School-level promotional tools <ul style="list-style-type: none"> "More Than a Meal" Principal Toolkit (Food Services Website) Flyers, Parent letter templates, Posters, etc. <p>4</p>	<p>2015-16 Meal Collection Timeline</p> <ul style="list-style-type: none"> June: End of Year parent promotion July: <ul style="list-style-type: none"> Online applications available Applications mailed to households Summer school promotion August 18th: Start of school collections August: Media Campaign September/October: Targeted Support* October 23rd: Deadline for guaranteed processing for LCFF, Title I and Provision 2 programs <p>5</p>	<p>"More Than a Meal" - Impact to Schools</p> <p>All schools on one collection cycle</p> <ul style="list-style-type: none"> Requires the District to reset all Provision 2 schools, regardless of year in the program, to base year Aligns Meal Application with the LCFF Cycle Accurate student counts for additional state funding: <ul style="list-style-type: none"> Student Interventions School site positions Before & After School Extracurricular Programs <p>6</p>						
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<p>Integrating All Partners Into Your Action Plan</p> <p>10</p>	<p>School Site Role in the Campaign</p> <table border="1"> <thead> <tr> <th>Administrators</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Coordinate a team to establish campaign goals. Schedule meetings to track collection progress. Work as a team with Cafeteria Manager and staff. Activate Parent Center to assist parents. Collaborate with teachers and staff to develop a plan for collecting meal applications. Encourage students to return applications in a timely manner. </td> </tr> </tbody> </table> <p>11</p>	Administrators	<ul style="list-style-type: none"> Coordinate a team to establish campaign goals. Schedule meetings to track collection progress. Work as a team with Cafeteria Manager and staff. Activate Parent Center to assist parents. Collaborate with teachers and staff to develop a plan for collecting meal applications. Encourage students to return applications in a timely manner. 	<p>School Site Role in the Campaign</p> <table border="1"> <thead> <tr> <th>Cafeteria Staff</th> <th>Parents/Guardians</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Collaborate with school-team to implement school plan Share best practices with collection team Routinely check-in with administrative designees and attend scheduled meetings Remind students during meal times </td> <td> <ul style="list-style-type: none"> Complete and submit applications ASAP Coordinate a campaign with Parent Center: <ul style="list-style-type: none"> Parent Center to assist parents/guardians Participate in reminder phone banks Remind parents before and after school </td> </tr> </tbody> </table> <p>12</p>	Cafeteria Staff	Parents/Guardians	<ul style="list-style-type: none"> Collaborate with school-team to implement school plan Share best practices with collection team Routinely check-in with administrative designees and attend scheduled meetings Remind students during meal times 	<ul style="list-style-type: none"> Complete and submit applications ASAP Coordinate a campaign with Parent Center: <ul style="list-style-type: none"> Parent Center to assist parents/guardians Participate in reminder phone banks Remind parents before and after school
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Message to Parents

- When you submit a meal application you help your child:**
- Qualify for free healthy meals for your child
 - Qualify your child to get fee waivers for SAT, PSAT, college applications and AP exams
- You also, help your schools**
- Get more money for programs that help your child succeed
 - Help qualify your school for after-school programs and other state grants

Reports to Monitor Progress

School Reporting

- Daily MiSiS Reports
 - Go to Achieve.lausd.net/cafela under principal resources, or refer to the MiSiS report guides in the *More Than A Meal Principals Toolkit*
 - Only includes # of processed meal applications and on-line applications in the queue
- Does not include:
 - Forms en route from schools or homes
 - Forms that have been received but are still in queue for processing
 - * FSD will progress your application as soon as possible to provide up to date reports

School MiSiS Report

Sample Senior High - 0000
Meal Program Roster

Total School Meal Code Summary										
Enrollment	Meal Code	1	2	3	4	5	Missing	Total (not including missing)		
Site	Count							Site		
Prep Meal Code Information - Current Meal Code Information										
Prep Year	1	2	3	4	5	Missing	Total (not including missing)	PK%		
Current Year	0	0	0	0	0	0	0	0		0.0%

Student ID	Gr	Name	Meal Code	Date	Meal	Comments
00000001	11	John Johnson				
00000002	9	John Johnson	07062015	3		
00000003	10	John Johnson				
00000004	10	John Johnson				
00000005	12	John Johnson				

Appendix

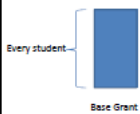
Additional Information

Local Control Funding Formula

- Local Control Funding Formula
 - K-12 Finance system beginning in 2013-14 School Year
- Composed of three parts:
 - Base grants
 - Supplemental grants
 - Concentration grants

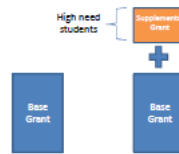
LCFF Base Grants

- For every enrolled student, the District receives what is called a "base grant"



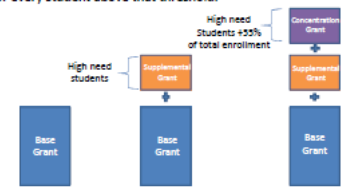
LCFF Supplemental Grants

- For every student that is identified as "high need" the District receives an additional grant
- This is also known as proportionality funding to support targeted youth

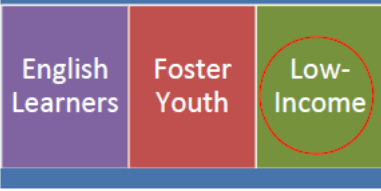


LCFF Concentration Grants

Once the District's total # of high needs student reaches 55% of its total enrollment, we receive an additional supplemental grant for every student above that threshold.



High Need Students Definition



Claiming Supplemental Grants

- Verification is required for each student in each category claimed

Verifying Low-Income Students

- Based upon eligibility for the USDA Free and Reduced Meal Program
- 3 acceptable forms of verification:
 - Direct Certification
 - Meal Applications
 - Alternative Low-Income Verification Forms

Results

- 2013-14 outcomes
- 2014-15 Outcomes
 - Lower meal applications collected
 - Lower return rates for Alternative Household Income Forms—94% to 63%

Questions?

More than a Meal

Collection Best Practices

To download this document, [click here](#).

Need tips on how to get high meal application return rates at your school? Below are some best practices collected from a cross-section of schools whose average return rate was over 96 percent.

Communications

- As the school leader, understand the importance of the meal application, not only for providing nutritious meals for your students, but also as a means for identifying and verifying every single, eligible student for purposes of future LCFF school funding.
- All teachers and school-site staff participating in the meal application collection process must understand the importance of the application data and how they can support the collection effort.
- Schools were sent additional applications. If you need additional applications, please contact your cafeteria manager who can order the applications through the CMS system.
- If meal applications are distributed, parents and guardians should be reminded of the importance of the meal application and the submission dates.
- Work with your cafeteria managers to ensure that you are communicating the same messages regarding the importance of the meal application.
- If meal applications are collected in the main office, please forward them to the cafeteria manager for processing daily.
- Personalize messaging to the needs of your school community. Discuss the relevance of the meal application and resulting increase in funding for all students, families and staff at your site.
- Use the resources within the 'More Than a Meal' Principals Toolkit.
- Brainstorm the most effective means to communicate with families and community regarding the 'More Than a Meal' campaign and the importance of returning the meal application.
 - Schedule at least two (2) Black Board Connect-ED messages to educate parents on the 'More Than a Meal' campaign and to later remind them to return forms. (*Templates are available in this Toolkit*)
 - Send a letter to educate parents on campaign. (*Templates are available in this Toolkit*)

- Include a flyer with the meal application to provide context. (*Templates are available in this Toolkit*)
- Each site should formulate a comprehensive and collaborative plan, with well-reasoned and enforced timelines for outreach, distribution, collection, tracking, reviewing and intensive follow-up on all forms.
- Regularly access the application tracking tool through the Food Services website to provide information on meal application collection rates and tailor communications and outreach accordingly.
- Particular attention should be placed on scripts and training to assure parents who are uncomfortable with disclosing personal financial information. Explain that envelopes are being provided to keep their information confidential.

Reporting

- In order to focus on those students who do not have a meal code, refer to the “How to Run an Eligibility Report in MiSiS for Students without a Current Meal Code” job aid as part of this toolkit.
- To generate a report that provides a list of students who have updated activity based upon a selected date, please refer to the “How to Run a MiSiS Updated Activity Report” job aid as part of this toolkit.
- To generate a meal program roster, please refer to the “MiSiS Meal Program Roster” job aid as part of this toolkit.

Contact Information

SCHOOL-SITE SUPPORT

- For questions regarding the “More Than A Meal Campaign,” please call Rochelle Hardemion-Jackson at 213-241-4113.
- For specific meal applications on your site, please contact Patricia Millender in the Food Services Division at 213-241-3002.
- For any issues with Free and Reduced Lunch Meal Rosters in MiSiS, please contact the IT Helpdesk at 213-241-5200 and select the MiSiS option. Other options for getting support can be found at <http://achieve.lausd.net/helpdesk>.

PARENT SUPPORT

- When parents have questions regarding meal applications, please have them call (213) 241-3185 or contact your school food services manager.



Message Points for Parents/Community

To download this document, [click here](#).

- This year, the District is launching the 'More Than a Meal' campaign aimed at driving parents and guardians to complete and submit meal applications.
- Completing meal applications takes on additional meaning this year as it not only serves to verify student eligibility for free and reduced-price meal participation, but also acts as a means for identifying our highest-needs students to ensure that we provide them with necessary supports.
- Our highest-needs students are defined as: low-income students, English learners and foster youth.
- This year, the meal application has multiple benefits:
 - Eligibility for free- and reduced-price healthy meals
 - More funding for schools to serve their highest-needs students
 - Funding for before and after school academic and enrichment programs, classroom instruction, and fee waivers
- Households will receive only one meal application, regardless of how many students they have attending LAUSD schools
- Every student will not receive a meal application. The State already has eligibility information for students participating in other public benefit programs, and will not require meal applications for these students.
- Every eligible form counts. Turning in your form means healthy meals for your child and more money for our schools. We want to make sure that every student receives the money they need to succeed.
- It is very important that you fill out the meal application and turn it in by our school's due date. This information will help to determine how much money LAUSD receives as well as your child's eligibility for free and reduced price meals.
- The information collected is **100% confidential** and will not be used for any other purposes.
- When parents have questions regarding meal applications, please have them call (213) 241-3185 or contact your school food services manager.



Mensajes clave para padres de familia/comunidad

To download this document, [click here](#).

- Este año el Distrito ha lanzado la campaña "Más que un Alimento" (More Than a Meal) dirigida a padres de familia y tutores legales para que completen y entreguen la solicitud para almuerzos.
- El llenar la solicitud para almuerzos asume un significado adicional este año ya que no sólo ayuda a verificar si el alumno cuenta con los requisitos para participar en el programa de alimentos gratuitos o con descuento, sino que también ayuda a identificar a nuestros alumnos de mayor necesidad para garantizar que les proporcionaremos las medidas de apoyo necesarias.
- Nuestros alumnos con mayor necesidad se definen como: alumnos de bajos recursos, alumnos de inglés y alumnos en adopción temporal.
- Este año, la solicitud para alimentos tendrá varios beneficios:
 - Elegibilidad para alimentos gratuitos o con descuento
 - Más fondos para que las escuelas brinden servicio a los alumnos con mayor necesidad
 - Fondos para programas de enriquecimiento académico antes y después del horario regular, instrucción en el salón de clase y exenciones de pago.
- Se enviará a los hogares una sola solicitud, sin importar la cantidad de alumnos de dicho hogar inscritos en escuelas de LAUSD.
- No se dará una solicitud para alimentos a cada alumno. El estado de California ya cuenta con información de elegibilidad para alumnos que participan en otros programas de asistencia pública, por lo que a estos alumnos no se les va requerir que entreguen solicitudes para alimentos.
- Cada formulario eligible cuenta. La entrega del formulario genera alimentos sanos para sus hijos y más dinero para nuestras escuelas. Queremos cerciorarnos de que todo alumno reciba los fondos que requiera para tener éxito.
- Es muy importante llenar la solicitud para alimentos y entregarla al personal escolar dentro de los plazos. Esta información ayudará a determinar cuánto dinero recibirá LAUSD así como la elegibilidad de su hijo para alimentos gratuitos o con descuento.
- La información que se colecte en el formulario es **100% confidencial** y no se podrá usar para ningún otro objetivo.
- Cuando los padres y tutores tengan preguntas generales sobre las solicitudes de alimento, para más información, por favor pídale que llamen a el (213) 241-3185 o contactar al gerente de su servicio de alimentos.

Poster and Flyer – to download, [click here](#)

Did you know that
completing a LAUSD Meal Application provides your
 child's school with...



**Healthy
and
Nutritious
Meals!**



**Funding
for MORE
Classroom
Resources!**

+
MORE
 Fee Waivers for
 College
 Applications and
 Exams!
 +
MORE
 Before and After
 School Programs!
 +
MORE
 Health and
 Wellness
 Services!



More than
 a **Meal**

Don't Delay, Complete a Meal Application Today!

Apply online at

www.applyforlunch.com/Home/PickDistrict

Or pick-up an application at your School's Main Office

The form is 100% confidential.

For more information, please call (213) 241-3185 or visit <http://achieve.lausd.net/Page/852>

Spanish Poster and Flyer – to download, [click here](#)

Sabían que **el llenar una solicitud para alimentos de LAUSD** la escuela de su hijo recibe...



Alimentos sanos y nutritivos!



Fondos para MAS recursos en la aula!

+
MAS excepciones de pago para solicitudes a la universidad y exámenes

+
MAS Programas antes y después de clases!

+
MAS Servicios de Salud y Bienestar



More than
a **Mea**

Apresúrese, llene la Solicitud para Alimentos Hoy Mismo

Presente solicitud en línea, visite
www.applyforlunch.com/Home/PickDistrict
o obtenga una solicitud en la oficina principal de su escuela
La aplicación es 100% confidencial.

Para mayor información, por favor comuníquese al (213) 241-3185 o visite <http://achieve.lausd.net/Page/852>



Frequently Asked Questions (FAQs)

To download this document, [click here](#).

Q: What is the 'More Than a Meal' Campaign?

A: 'More Than a Meal' is a communications campaign aimed at ensuring parents complete and submit an LAUSD meal applications for the 2015-16 school year.

Q: Why do I need to complete the LAUSD Meal Application?

A: Parents need to complete the meal application because it will provide LAUSD with important information needed to determine free and reduced price meal eligibility and how much funding our District will receive, based on student need.

Q: When must meal applications be turned in?

A: Meal applications should be completed and returned to the school office as soon as possible (preferably within the first week of school).

Q: How many forms will I receive?

A: You will receive one meal application for your household. You will not need to complete multiple forms even if you have more than one child attending LAUSD schools.

Q: Will the meal application affect my child's access to school meals?

A: Yes. Completing the meal application is how we determine at what eligibility a student can participate in the meal program. We want to reassure you that your child(ren) will continue to have access to school meals.

Q: How will the information collected on these forms be used?

A: The information collected in these forms is **100% confidential** and will not be used for any other purpose. The information you provide is used to determine free and reduced-price meal eligibility and informs the State to determine how much supplemental funding it will provide to LAUSD.

Q: How do I know if I need to fill out a form? [If parents did not receive a form and have questions.]

A: This year, meal applications were sent to most all LAUSD student homes for the purpose of verifying student meal eligibility. If you did not receive a form, please contact our school's front office to obtain a copy or complete the application online by visiting <http://achieve.lausd.net/Page/852>. If you participate in any of the County or State programs like SNAP, CalWorks, etc. you may not need to complete an application and should have received a letter stating that your children were Directly Certified to participate in the meal program at no charge. Please verify this with the school foodservice manager.

Q: What is the deadline to submit meal applications for identifying students for supplemental funding sources?

A: October 23rd, 2015 is the deadline for guaranteed processing for LCFF, Title I and Provision 2 programs. Any forms that are received by this date can and will be processed and the resulting eligibility will be applied towards these programs.

Because lunch applications can be processed at any time of the school year (in terms of providing meals to individual students) we still need schools to submit all forms that come in after October 23rd immediately. However, there is no guarantee that we will be able to use the data for LCFF, Title I or Provision 2 determinations.

PARENT SUPPORT

When parents have questions regarding meal applications, please have them call (213) 241-3185, contact your school's food services manager, or visit <http://achieve.lausd.net/Page/852>.



Frequently Asked Questions (FAQs) (Spanish)

To download this document, [click here](#).

P: ¿Qué es la Campaña 'Más que un Alimento' (More than a Meal)?

R: 'Más que un Alimento' es una campaña de comunicación destinada para asegurar que los padres elegibles completen y entreguen el formulario de alimentos a el LAUSD para el año escolar 2015-16.

P: ¿Por qué tengo que completar el formulario del LAUSD de alimentos?

R: *Los padres elegibles deben completar el formulario de alimentos porque proporcionará al LAUSD con información importante necesaria que determina la elegibilidad del alumno para recibir alimentación gratuita o de precio reducido y la cantidad de fondos que recibirá nuestro Distrito, basada en las necesidades del estudiante.*

P: ¿Cuándo se debe entregar el formulario de alimentos?

R: El formulario de alimentos se debe completar y entregar a la oficina de la escuela tan pronto como sea posible (de preferencia dentro de la primera semana de clases).

P: ¿Cuántos formularios voy a recibir?

R: Usted recibirá un formulario de alimentos para su familia. Usted no tendrá que completar varios formularios, aunque tenga más de un hijo/a que asista a las escuelas del LAUSD.

P: ¿El formulario de alimentos le afectará a el acceso que tenga mi hijo/a para los alimentos escolares?

R: Sí. Completar el formulario de alimentos es cómo determinamos la elegibilidad de un estudiante que puede participar en el programa de alimentos. Queremos asegurarles que sus hijo/a (s) seguirán teniendo acceso a los alimentos escolares.

P: ¿Cómo se utilizará la información recopilada en estas formas?

R: La información que se colecta en el formulario es **100% confidencial** y no será utilizada para ningún otro propósito. La información que usted proporcione se utiliza para determinar si califica para alimentos gratis o a precio reducido e informa al Estado para determinar la cantidad de fondos suplementarios que se le proporcionará al LAUSD.

P: ¿Cómo me puedo informar si soy elegible para llenar un formulario? [Si los padres no recibieron un formulario y tienen preguntas.]

R: Este año, los formularios de alimento fueron enviados a la mayoría de los hogares de los estudiantes del LAUSD con el propósito de verificar la elegibilidad para alimentos de los estudiantes. Si usted no recibió un formulario, por favor comuníquese con la oficina principal de la escuela para obtener una copia o completar el formulario en línea visitando <http://achieve.lausd.net/Page/852>. Si usted participa en cualquiera de los programas del Condado o del Estado como SNAP, CalWorks, etc. es posible que no tenga que llenar un formulario y debe haber recibido una carta indicando que sus niños fueron directamente certificados para participar en el programa de alimentos sin costo alguno. Por favor verifique esto con el gerente de servicio de alimentos de la escuela.

P: ¿Cuál es la fecha límite para presentar los formularios de alimento para identificar a los estudiantes que reciben las fuentes de financiación complementarias?

A: El 23 de Octubre del 2015 es la fecha límite para el procesamiento garantizada para los programas de LCFF, Título I y Provisión 2. Cualquier forma que se reciba antes de esta fecha puede y será procesada y la elegibilidad resultante se aplicará a estos programas. Dado que los formularios de almuerzo se pueden procesar en cualquier momento del año escolar (en términos de proporcionar alimentos a los estudiantes individuales) todavía se necesita que las escuelas entreguen todos los formularios que lleguen a la escuela después del 23 de octubre de inmediato. Sin embargo, no hay garantía de que vamos a ser capaces de utilizar los datos para las determinaciones de los programas LCFF, Título I o Provisión 2.

Apoyo para Padres/Tutores

Si tiene alguna pregunta general sobre la solicitud de alimento, favor de llamar al (213) 241-3185 o contactar al gerente de su servicio de alimentos en la escuela o visite <http://achieve.lausd.net/Page/852>.

More than a Meal

Parent Letter Template

- [Click here](#) to download the Word DOC of the parent letter template.
- Populate the empty fields with a school point of contact of your choosing at your school site (who will be receiving the forms) and form due date.
- Please finalize the template and print the letter on your school letterhead.

Dear Parent/Guardian,

You should have recently received LAUSD's 2015-16 Meal Application in the mail to fill out and submit on behalf of your child(ren). This year's meal application is part of LAUSD's District-wide *More Than a Meal* campaign.

More Than A Meal is a District-wide campaign designed to promote the completion and submission of meal applications. Completing this year's meal application is more important than ever. It will help the District provide your child with ...

- Healthy and nutritious meals that exceed USDA standards
- Funding that supports classroom resources
- Before and after school academic enrichment and recreation programs
- Fee waivers for college applications and admissions exams (PSAT, SAT and Advanced Placement)
- Health and wellness services, and so much more!

Under California's new funding formula, LAUSD will receive additional money for English learners, foster youth and students who qualify for free or reduced-price meals. More money is also sent to school districts that have higher percentages of these subgroups. By completing the 2015-16 LAUSD Meal Application you are helping us provide the California Department of Education with the information they need to give our schools the appropriate levels of funding to meet the needs of all our students.

ELIGIBLE FORMS COUNT! Every eligible form that is not submitted means lost resources for our schools.

Please complete the meal application and return it to your child's school **[to whom/where]** as soon as possible, preferably in the first week.. **All information provided is completely confidential and will not be used for any other purpose.**

Please note the following:

- It is important that you complete and return each form by the due date provided.
- Complete the form using black or blue ink
- Complete all sections of the form
- Remember to sign the form

For more information, please call (213) 241-3185 or visit <http://achieve.lausd.net/Page/852>.

Thank you for providing this information, which is **100% confidential**, and helping to ensure that our schools continue to receive the critical funding needed to serve LAUSD students.

Sincerely,

Principal



Parent Letter Template (Spanish version)

- [Click here](#) to download the Word DOC of the parent letter template in Spanish.
- Populate the empty fields with a school point of contact of your choosing at your school site (who will be receiving the forms) and form due date.
- Please finalize the template and print the letter on your school letterhead.

Estimado padre o tutor:

En estos días es posible que hayan recibido nuestro formulario de LAUSD para Alimentos en el año escolar 2015-16, es importante llenar y entregar el formulario con el nombre de su(s) hijo(s) para verificar su elegibilidad de participar en el programa de alimentos gratis o precio reducido. La solicitud para alimentos de este año es parte de la campaña distrital de LAUSD titulada Más que un Alimento (*More Than a Meal*).

Más que un Alimento es una campaña distrital diseñada para promover el completar y entregar las solicitudes para alimentos. El llenar la solicitud este año es más importante que nunca. Le ayudará al Distrito a proporcionarle a su hijo...

- Alimentos sanos y nutritivos que superan las normas alimenticias de USDA
- Fondos que apoyan recursos para estudiantes en la aula
- Enriquecimiento académico antes y después del horario regular de clase, así como programas de recreación
- Excepciones de pago para solicitudes de ingreso a la universidad y exámenes de admisión (PSAT, SAT y asignación avanzada)
- Servicios de salud y bienestar, ¡y mucho más!!

De acuerdo con la nueva fórmula de fondos de California, LAUSD recibirá fondos adicionales para alumnos de inglés, menores en adopción temporal y alumnos que califican para almuerzos gratuitos o con descuento. Los distritos escolares que tienen mayores porcentajes de estos subgrupos también reciben más fondos. Al llenar la Solicitud de LAUSD para Alimentos en 2015-16, nos ayudará a proporcionarle a la Secretaría de Educación del Estado de California la información que se requiere para darles a nuestras escuelas los niveles adecuados de fondos a fin de satisfacer las necesidades de todos los alumnos.

CADA UNO DE LOS FORMULARIOS ELEGIBLES CUENTA! Todo formulario de alumnos elegibles que no se entregue creará pérdidas de recursos para nuestras escuelas.

Les pedimos nuevamente que por favor llenen el Formulario para Alimentos lo más pronto posible, preferible durante la primera semana de clases.

Toda la información que hayan proporcionado es totalmente confidencial y no se podrá usar para ningún otro objetivo.

Favor de tener en cuenta lo siguiente:

- Es importante completar y entregar cada formulario dentro de los plazos indicados.
- Completar el formulario usando tinta negra o azul
- Llenar todas las secciones del formulario
- Recuerden que hay que firmar el formulario

Si tiene alguna pregunta general sobre la solicitud de alimento, favor de llamar al (213) 241-3185 o contactar al gerente de su servicio de alimentos en la escuela o visite <http://achieve.lausd.net/Page/852>.

Gracias por proporcionar esta información, que es **100% confidencial**, y ayudar a garantizar que nuestras escuelas sigan recibiendo estos fondos tan vitales, los cuales son necesarios para brindar servicios a los alumnos de LAUSD.

Atentamente,

Principal

Director(a)



Parent Blackboard Connect Template

To download this document, [click here](#).

If you feel it beneficial, please insert your school name and use this template as a guide for a Blackboard Connect phone script to record and send to your parents/guardians.

- Hello, this is **[insert your name]**, Principal of **[insert your school]**.
- You should have recently received the 2015-16 LAUSD Meal Application in the mail to fill out and submit on behalf of your child.
- This form provides the District with important information to determine your child's eligibility to participate in the free and reduced-price meal program. It also provides critical information that helps our district get funding to support programs and services that benefit all students.
- Please remember to submit this form no later than **[insert your school deadline]**.
- This is your opportunity to make a big difference in the lives of our students and our school. EVERY SINGLE ELIGIBLE FORM COUNTS!
- Every eligible form that is not submitted means lost resources for our schools.
- Again, please complete the LAUSD Meal Application and return it to **[to whom/where]** no later than **[insert your school deadline]**.
- All information provided is completely confidential and will not be used for any other purpose.
- If you have any questions, please feel free to call our office at **(XXX) XXX-XXXX**.
- Thank you for your cooperation and helping to ensure that our schools receive the critical funding they need to succeed.



Parent Blackboard Connect Template (Spanish version)

To download this document, [click here](#).

Guión Para Grabación de Teléfono para Padres ConnectEd

Si usted siente que este guión es de beneficioso, por favor, introduzca el nombre de la escuela y use este guía para grabar un mensaje por teléfono Blackboard Connect. Envíelo a sus padres / tutores.

- Saludos, habla **[insert your name]**, Director(a) de la escuela **[insert your school]**.
- En estos días es posible que hayan recibido nuestro formulario para Alimentos en el año escolar 2015-16, el cual deben llenar y entregar a nombre de todos sus hijos.
- Este formulario le proporciona al Distrito información importante para determinar si su hijo reúne los requisitos para participar en el programa de alimentos gratuitos o con descuento. También proporciona información vital, la cual permite que el distrito obtenga fondos para apoyar a los programas y servicios que son de beneficio para todos los alumnos.
- Por favor recuerden que se debe entregar este formulario a más tardar el día **[insert your school deadline]**.
- Esta es su oportunidad para marcar una gran diferencia en las vidas de nuestros alumnos y nuestra escuela. CADA UNO DE LOS FORMULARIOS ELEGIBLES CUENTA
- Todo formulario elegible que no se entregue creará pérdidas de recursos para nuestras escuelas.
- Les pedimos nuevamente que por favor llenen la Solicitud de almuerzos de LAUSD y se la entreguen a **[to whom/where]** a más tardar el día **[insert your school deadline]**.
- Toda la información que hayan proporcionado es totalmente confidencial y no se podrá usar para ningún otro objetivo.
- Si tienen alguna pregunta, por favor llamen a nuestra oficina al número telefónico **(XXX) XXX-XXXX**.
- Gracias por su cooperación y por ayudar a garantizar que nuestras escuelas reciban los fondos tan cruciales que necesitan para triunfar.

More than a Meal

How To Run An Eligibility Report In MiSiS For Students Without A Current Meal Code

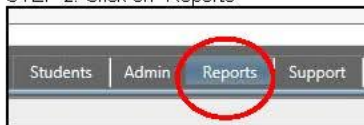
This report when generated provides the list of students who do not have a meal eligibility code

To download this document, [click here](#).

HOW TO RUN AN ELIGIBILITY REPORT IN MiSiS FOR STUDENTS WITHOUT A CURRENT MEAL CODE

PURPOSE: This report when generated provides the list of students who do not have a meal eligibility code.

STEP 1: Login to MiSiS
STEP 2: Click on "Reports"



STEP 3: Click on "Meal Program Roster"



STEP 4: Click on the drop down boxes for the all the fields Highlighted in RED as listed below:

Local District: Select the Local District for the school

School: Select the correct school

Update Activity: Select "Not Applicable"

Period: Select "Not Applicable"

Course (s): Select "Not Applicable"

Teacher: Select "Not Applicable"

Grade Level: Select "All"

Current Meal Code: Select "0- No Meal Code"

Previous Meal Code: Select "All"

Sort By: Select "By Student Name" Or "Teacher" or "Grade Level"

Display Prior Meal Code: Select "Yes"

Prior Meal Code is selected to provide the student's previous year's meal code if it exists. This will give insight into what the student may qualify for this year, especially if the student has yet to submit a meal application.

Enrollment as of Date: Enter the date 8/18/2015 or after to view students who are enrolled

Click "View Report"

The screenshot shows the 'Meal Program Roster' report generation interface. The following fields are highlighted in red:

- Local District: 2
- School: Bell Senior High - Track B
- Update Activity: Not Applicable
- Period: Not Applicable
- Course(s): Not Applicable
- Teacher: Not Applicable
- Grade Level(s): 8, 10, 11, 12
- Current Meal Code: 0 - No Meal Code
- Previous Meal Code: 0 - Free, 1 - Reduced, 2 - Other
- Sort By: By Student Name
- Display Prior Meal Code: Yes
- Enrollment As Of Date: 8/18/2015

Below is a screen shot of the report. The report was run on 8/6/15 and there are 240 students without a meal code eligibility.

The students with NO MEAL CODES are listed below in alphabetical order. The column "Current Meal Code" is blank. Student names are blocked for privacy.

Bell Senior High - Track B - 7610
Meal Program Roster

Total School Meal Code Summary

Enrollment	Meal Code	1	2	3	4	5	Missing	Total (not including missing)
240	Count	0	0	0	0	0	0	240

Prior Meal Code information vs. Current Meal Code Information

	1	2	3	4	5	Missing	Total (not including missing)	FIR %
Prior Year	0	0	0	0	0	240		0.00%
Current Year	0	0	0	0	0	240		0.00%

Student Id	Gr	Name	Current Meal Code	Effective Date	Prior Meal Code	Comments
[REDACTED]		[REDACTED]		07/15/2015		
		JAVIER		07/15/2015		
		ALBERTO		07/15/2015		
		IVAN		07/15/2015		
		HILARIO		07/15/2015		
		EDUARDO		07/15/2015		
		GERMAN		07/15/2015		

To save the report, click on the Monitor icon and save it in the format desired (see red arrow).

**Bell Senior High - Track B
Meal Program Roster**

Total School Meal Code Summary

Enrollment	Meal Code	1	2	3	4	5	Miss
240	Count	0	10	0	0	0	240

Prior Meal Code Information vs. Current Meal Code Information

	1	2	3	4	5	Missing	Total (not including missing)	FIR %
Prior Year	0	0	0	0	0	240		0.00%
Current Year	0	0	0	0	0	240		0.00%

Student Id	G F	Name	Current Meal Code	Effective Date	or Me al Code	Comments
				07/15/2015		

For any issues with Free and Reduced Lunch Meal Rosters in MiSiS, please contact the IT Helpdesk at 213-241-5200 and select the MiSiS option. Other options for getting support can be found at <http://achieve.lausd.net/helpdesk>.

More than a Meal

How To Run A MiSiS Update Activity Report (UAR)

This report, when generated, provides the list of students who have any updated activity from the selected dates. This includes students with new meal codes or a meal code change.

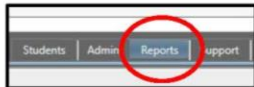
To download this document, [click here](#).

HOW TO RUN A MiSiS UPDATE ACTIVITY REPORT (UAR)

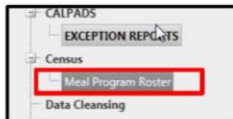
PURPOSE: This report, when generated, provides the list of students who have any updated activity from the selected dates. This includes students with new meal codes or a meal code change.

STEP 1: Login to MiSiS

STEP 2: Click on "Reports"



STEP 3: Click on "Meal Program Roster"



STEP 4: Click on the drop down boxes for the all the fields highlighted in RED as listed below.

Local District: Select the Local District for the school

Update Activity: Select the number of days for the report to reflect changes

Course (s): Select "Not Applicable"

Grade Level: Select "All"

Previous Meal Code: Select "No"

Display Prior Meal Code: Select "No"

School: Select the correct school

Period(s): Select "Not Applicable"

Teacher: Select "Not Applicable"

Current Meal Code: Select "All"

Sort By: Select "By Student Name"

Enrollment As of Date: Enter the date 8/18/2015 or after to view students who are enrolled

Click "View Report"

Below is an example of the Update Activity Report. The report below was run to indicate what changes can be reflected within the last five days of running the report (7/30/15). The report indicates that between the dates of 7/27/15 and 7/28/15, a total of 13 students have updated information. Student names have been blocked for privacy.

Meal Program Roster ^x

Prior Meal Code information vs. Current Meal Code Information

	1	2	3	4	5	Missing	Total (not including missing)	F/R %
Prior Year	0	0	0	0	0	13		0.00%
Current Year	11	0	1	0	1	0	13	92.31%

Student Id	G	r	Name	Current Meal Code	Effective Date	Comments
[REDACTED]			JANELLE		07/27/2015	
[REDACTED]			JASSLEAN		07/27/2015	
[REDACTED]			ADRIAN MIGUEL		07/27/2015	
[REDACTED]					07/28/2015	
[REDACTED]			AURORA		07/28/2015	
[REDACTED]			ALAIN DAMI		07/27/2015	
[REDACTED]					07/28/2015	
[REDACTED]			IROBEL		07/27/2015	
[REDACTED]					07/28/2015	
[REDACTED]					07/27/2015	
[REDACTED]					07/27/2015	
[REDACTED]					07/28/2015	

For any issues with Free and Reduced Lunch Meal Rosters in MiSiS, please contact the IT Helpdesk at 213-241-5200 and select the MiSiS option. Other options for getting support can be found at <http://achieve.lausd.net/helpdesk>.

More than a Meal

MiSiS Sample Report – Meal Program Roster

To download this document, [click here](#).



MEAL PROGRAM ROSTER

The purpose of this job aid is to provide instruction on how to generate the **Meal Program Roster** report. Users with the **Principal, Scheduling Administrator, Counselor and Office Manager** role are able to perform this function. This job aid can be used for elementary or secondary school users.

Step 1 Log into MiSiS at <https://misis.lausd.net/start>, using your single sign-on (SSO) account.

**** Schools with multiple locations housed at the same site may need to access each location separately.**

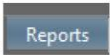
Users with multiple user roles will see a landing page similar to the sample pictured below. Click the **Select** link for the **Office Manager** role to proceed.

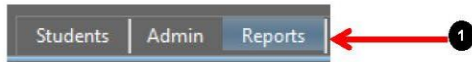
Select	User Role	School	Status	Access Type
		ANY LAUSD		
Select	Teacher	ANY LAUSD SCHOOL	Active	Read/Write
Select	Principal	ANY LAUSD SCHOOL	Active	Read/Write
Select	GATE Office User	ANY LAUSD SCHOOL	Active	Read/Write
Select	Secondary Athletic Director	ANY LAUSD SCHOOL	Active	Read/Write
Select	Summer School Counselor	ANY LAUSD SCHOOL	Active	Read/Write
Select	Scheduling Administrator	ANY LAUSD SCHOOL	Active	Read/Write
Select	Counselor	ANY LAUSD SCHOOL	Active	Read/Write
Select	Office Manager	ANY LAUSD SCHOOL	Active	Read/Write

MEAL PROGRAM ROSTER

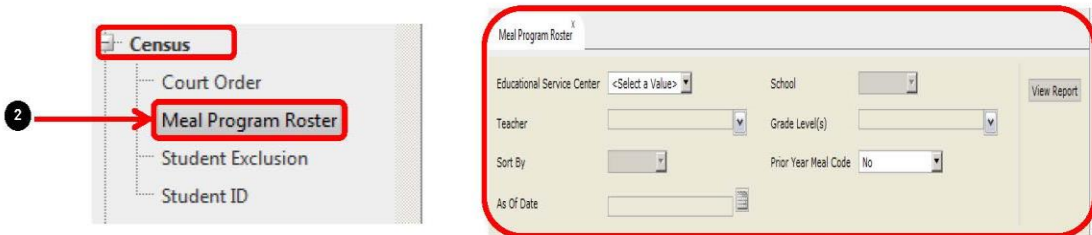
MEAL PROGRAM ROSTER

Generate Meal Program Roster

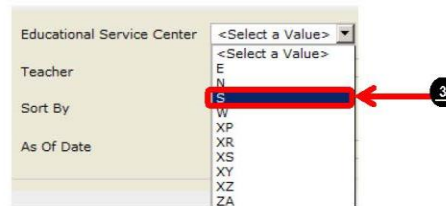
Step 1 Click the  link.



Step 2 Under the **Census** reports options, click the **Meal Program Roster** option and the student sections parameter window will display.



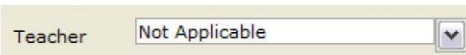
Step 3 Click the drop down list arrow for **Educational Service Center** and select the appropriate area, **S** will be selected for this job aid.



Step 4 Click the drop down list arrow for **School** and select the school.



** Teacher field is Not Applicable when generate this report.



MEAL PROGRAM ROSTER

** After the School Term is selected, the **Grade Level** field will become available with all options selected, click the drop down list arrow to deselect a grade level.

Step 5 Click the drop down list arrow for **Sort By**, and **By Student Name** will selected for this job aid.

** **Prior Year Meal Code** field defaults to **No**, click the drop down list arrow to select **Yes**, for this job aid **No** will be used.

Step 6 **As Of Date** defaults to the current date, click the calendar icon to select date or type date in **As Of Date** field in the following format mm/dd/yyyy.

August 2014						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today is Saturday, August 9, 2014

MEAL PROGRAM ROSTER

Step 7 Once all parameter fields are completed, click the **View Report** tab.

Meal Program Roster

Educational Service Center: S School: SOUTH GATE MIDDLE SCHOOL View Report

Teacher: Not Applicable Grade Level(s): 6, 7, 8

Sort By: By Student Name Prior Year Meal Code: No

As Of Date: 8/12/2014

Step 8 Reports displays below the parameters window, click the **Export** drop down menu to print or export report, select from the list of options for example PDF.

** Select Excel to export as a spreadsheet for further filtering. Refer to "Filtering Meal Code Roster data" job aid for instructions.*

Meal Program Roster

Educational Service Center: S School: SOUTH GATE MIDDLE SCHOOL View Report

Teacher: Not Applicable Grade Level(s): 6, 7, 8

Sort By: By Student Name Prior Year Meal Code: No

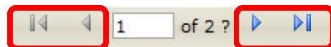
As Of Date: 8/12/2014

Los Angeles Unified School District SOUTH GATE MIDDLE SCHOOL Meal Program

Export options: XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel, TIFF file, Word

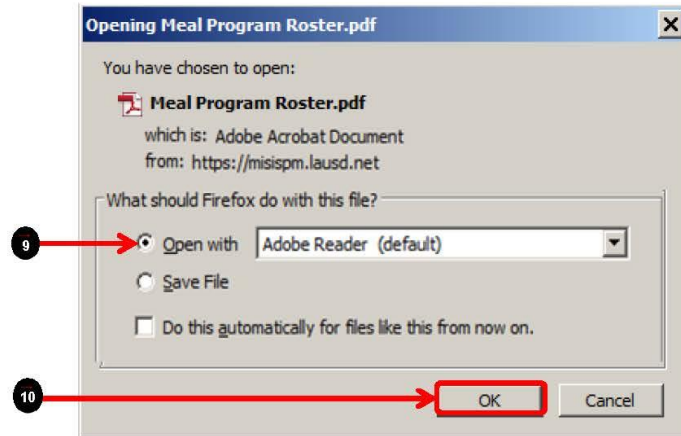
Student ID	Name	Current Year Meal Code	Contributor
072001F005	ABARCH, SHELLY	2	
882061M001	ACOSTA, STEVEN	3	
062001F004	BENSON, MARY	1	
042501M001	CASTRO, RICHARD	1	

** Use the turn page arrows to turn pages forward and backward, if the report consists of multiple pages.



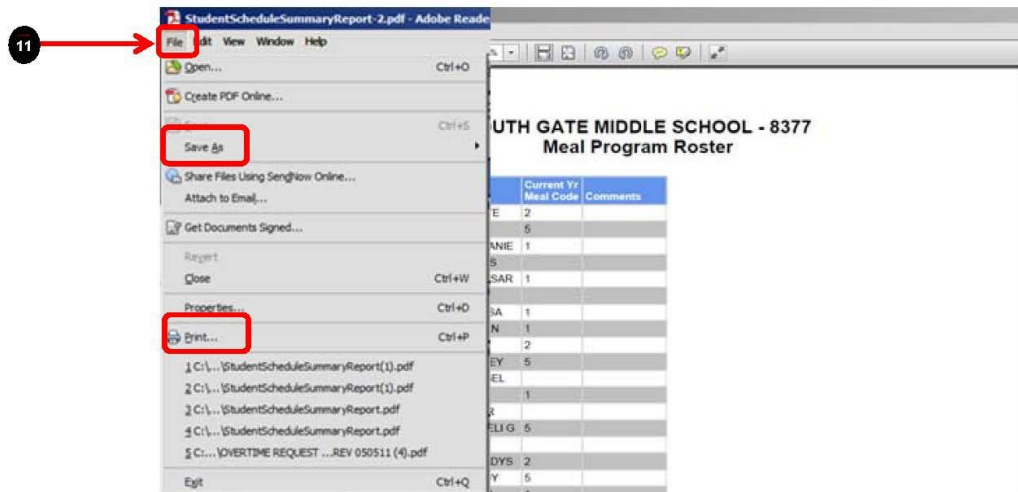
MEAL PROGRAM ROSTER

- Step 9** Click in the radio button for **Open with Adobe Reader** (default) or click the down arrow and select **other** to select a different option.



- Step 10** Click the **OK** tab.

- Step 11** Once report opens as a PDF, click the **File** tab and select **Save As** to save report or **Print** to print the report.



For any issues with Free and Reduced Lunch Meal Rosters in MiSiS, please contact the IT Helpdesk at 213-241-5200 and select the MiSiS option. Other options for getting support can be found at <http://achieve.lausd.net/helpdesk>.



SCHOOL-SITE SUPPORT

For questions regarding the “More Than A Meal Campaign,” please call Rochelle Hardemion-Jackson at 213-241-4113.

For specific meal applications on your site, please contact Patricia Millender in the Food Services Division at 213-241-3002.

For any issues with Free and Reduced Lunch Meal Rosters in MiSiS, please contact the IT Helpdesk at 213-241-5200 and select the MiSiS option. Other options for getting support can be found at <http://achieve.lausd.net/helpdesk>.

PARENT SUPPORT

When parents have questions regarding meal applications, please have them call (213) 241-3185, contact your school’s food services manager, or visit <http://achieve.lausd.net/Page/852>.