

Instructions for Public Media Release Universal Meals

Local educational agencies (LEA) are required to send a public media release (PMR) for free and reduced-price (F/RP) meals to the local media or post in a public place each school year, unless the school is (1) a boarding school, (2) a residential child care institution without day students, or (3) a school that includes food service fees in tuition and all students are provided the same meals per Title 7, *Code of Federal Regulations*, Section 245.5(a).

Per *Education Code (EC)* 49501.5, public school districts, county offices of education, and charter schools serving students in grades transitional kindergarten through grade 12 (TK–12) are required to provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility. While meals must be provided at no charge, **LEAs are still required to make eligibility determinations through the collection of meal applications and direct certification.**

Near the beginning of each school year, LEAs must notify the public that F/RP meals are available. LEAs must provide the PMR to the local news media, the local unemployment office, and any major employers who are contemplating large layoffs in the attendance area of the school.

The PMR must contain the same information supplied in the letter to households, except the PMR must contain both the free and reduced-price Income Eligibility Guidelines.

The LEA must sign, date, and send the PMR to the local media requesting that the release be published at no charge as a public service to the community. If your community does not have local media sources (i.e., newspaper, television, radio, podcast, etc.), post the PMR in several community areas (i.e., post office, community centers). You are not required to incur costs to have the PMR published and the local media is not required to publish it.

Make sure to keep a copy of the PMR and record the date when it was submitted, who it was sent to, and where the release was published/posted.

School Year 2024–2025
Public Media Release for Universal Meals

Manzanita Public Charter School announces its policy to serve nutritious meals every school day under the National School Lunch Program, School Breakfast Program. Breakfasts and lunches will be served free of charge every school day, but Manzanita Public Charter School is still required to make eligibility determinations for free and reduced-price meals. Effective July 1, 2024 through June 30, 2025, children are considered eligible for free or reduced-price meals if the household income is less than or equal to the federal guidelines.

Income Eligibility Guidelines
for Free and Reduced-price Meals or Free Milk
in Child Nutrition Programs

Effective from July 1, 2024, through June 30, 2025

Households with income at or below the following levels may be eligible for free or reduced-price meals or free milk. The household size and Income Eligibility Guidelines charts below have been prepared for you to copy and paste them into the Public Media Release and Letter to Households. Please note that the size of these charts will need to be adjusted manually.

National School Lunch and School Breakfast Programs

- Both free and reduced-price eligibility scales must appear in the Public Media Release
- Only the reduced-price eligibility scale must appear in the Letter to Households

Special Milk Program

- Only the free eligibility scale must appear in the Public Media Release and Letter to Households
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Free Eligibility Scale
Meals, Snacks, and Milk

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$ 19,578	\$ 1,632	\$ 816	\$ 753	\$ 377
2	\$ 26,572	\$ 2,215	\$ 1,108	\$ 1,022	\$ 511
3	\$ 33,566	\$ 2,798	\$ 1,399	\$ 1,291	\$ 646
4	\$ 40,560	\$ 3,380	\$ 1,690	\$ 1,560	\$ 780
5	\$ 47,554	\$ 3,963	\$ 1,982	\$ 1,829	\$ 915
6	\$ 54,548	\$ 4,546	\$ 2,273	\$ 2,098	\$ 1,049
7	\$ 61,542	\$ 5,129	\$ 2,565	\$ 2,367	\$ 1,184
8	\$ 68,536	\$ 5,712	\$ 2,856	\$ 2,636	\$ 1,318
For each additional family member, add:	\$ 6,994	\$ 583	\$ 292	\$ 269	\$ 135

**Reduced-price Eligibility Scale
Meals and Snacks**

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$ 27,861	\$ 2,322	\$ 1,161	\$ 1,072	\$ 536
2	\$ 37,814	\$ 3,152	\$ 1,576	\$ 1,455	\$ 728
3	\$ 47,767	\$ 3,981	\$ 1,991	\$ 1,838	\$ 919
4	\$ 57,720	\$ 4,810	\$ 2,405	\$ 2,220	\$ 1,110
5	\$ 67,673	\$ 5,640	\$ 2,820	\$ 2,603	\$ 1,302
6	\$ 77,626	\$ 6,469	\$ 3,235	\$ 2,986	\$ 1,493
7	\$ 87,579	\$ 7,299	\$ 3,650	\$ 3,369	\$ 1,685
8	\$ 97,532	\$ 8,128	\$ 4,064	\$ 3,752	\$ 1,876
For each additional family member, add:	\$ 9,953	\$ 830	\$ 415	\$ 383	\$ 192

Households do not need to turn in an application when the household receives a notification letter saying that all children automatically qualify for free meals when any household member receives benefits from CalFresh, CalWORKs, or FDPIR. Children who meet the definition of foster, homeless, migrant, or runaway, and children enrolled in their school's Head Start program are eligible for free meals. Contact school officials if any child in the household is not on the notification letter. The household must let school officials know if they do not want to be considered eligible for free or reduced-price meals.

Applications will be sent to the household with a letter about the school meal program. While breakfasts and lunches will be provided free of charge every school day, determining eligibility for free and reduced-price meals is still necessary and these determinations can be used to qualify households for other benefits. Households interesting in establishing eligibility for meal benefits, must fill out one application for all children in the household and give it to the nutrition office at [Manzanita Public Charter School, 991 Mountain View Blvd., Vandenberg SFB, CA 93437](https://www.manzanitacharterschool.com/). For a simple and secure method to apply, use our online application at <https://www.manzanitacharterschool.com/>. Contact [Tiffany Cole](mailto:tiffany.cole@manzanitacharterschool.com) at (805) 734-5600 for help filling out the application. The school will provide notification regarding the outcome of your applications.

Households may turn in an application at any time during the school year. If you are not eligible now, but your household income goes down, household size goes up, or a household member starts receiving CalFresh, CalWORKs, or FDPIR, you may turn in an application at that time. Information given on the application will be used to determine eligibility and may be verified at any time during the school year by school officials. The last four digits of the Social Security number from any adult household or checking that you do not have a Social Security number is required if you include income on the application.

Households that receive Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) benefits, may be considered eligible for free or reduced-price meals by filling out an application.

Foster children are considered eligible for free meals and may be included as a household member if the foster family chooses to also apply for the non-foster children on the same application. Including foster children as a household member may help the non-foster children qualify for free or reduced-price meals. If the non-foster children are not eligible, this does not keep foster children from being considered eligible for free meals.

Your child's eligibility status from last school year will continue into the new school year for up to 30 school days or until the school processes your new application, or your child is otherwise certified for free or reduced-price meals. School officials do not have to send reminder or expired eligibility notices.

If you do not agree with the decision or results of verification, you may discuss it with school officials. You also have the right to a fair hearing, which may be requested by calling or writing the hearing official: [Suzanne Nicastro, Superintendent, Manzanita Public Charter School, 991 Mountain View Blvd., Vandenberg SFB 93437, \(805\) 734-5600](mailto:suzanne.nicastro@manzanitacharterschool.com).

This institution is an equal opportunity provider.