



## FREQUENTLY ASKED QUESTIONS FOR SCHOOL STAFF

Please Note: The Following FAQs Address Questions for Both Pricing and CEP Schools

### 1. What is the “More than a Meal” Campaign?

“More than a Meal” is an outreach campaign aimed at ensuring that parents/guardians complete and submit either the LAUSD *Household Income Form for School Program Funding (Household Income Form)* or *Meal Application* for the 2021-2022 school year. The document a parent/guardian completes depends on the school’s meal service status (see question and answer 2 below).

### 2. What is the deadline for submitting meal applications or Household Income Forms?

In order to be included as part of your pupil count for your school’s Title I and TSP funding for the 2021-2022 school year, **all applications and forms must be submitted by Friday, October 29, 2021.** Please note question #3.

**For Meal Applications: Please submit as soon as they are completed.**

**For Household Income Forms: Please submit only after you have received the student’s PERMANENT ID# and have written it on the form.**

### 3. Which form will my school use to verify program eligibility for Title I and TSP?

- Community Eligibility Provision (CEP) Schools will use the yellow 2021-2022 *Household Income Form*.
- Pricing Schools will use the 2021-2022 *Meal Application*.

### 4. What is the difference between CEP Schools and Pricing Schools?

- CEP Schools: All students are eligible for free meals because the school qualified based on the percentage of students that are categorically eligible due to support from programs such as CalWORKS, KinGAP, and CalFresh.
- Pricing Schools: Some students are eligible for free/reduced meals and some pay the full price.

### 5. At a Pricing School, what reports can I access in the Dashboard to help monitor our progress collecting the *Meal Application*?

The MTAM Campus View in the Dashboard shows the overall progress of a school in meeting its More than a Meal goals.

There are three reports that provide student-level information that will be valuable in helping schools meet their MTAM goals.

- # of students with Expiring Eligibility—Student Detail Report
- # of students Missing *Meal Applications*—Student Detail Report
- # of Incomplete *Meal Applications*—Student Detail Report

**6. At a CEP School, what reports can I access in the Dashboard to help monitor our progress collecting the *Household Income Form*?**

The MTAM Campus View in the Dashboard shows the overall progress of a school in meeting its More than a Meal goals.

There are two reports that provide student-level information that will be valuable in helping schools meet their MTAM goals.

- # of students Missing *Household Income Forms*—Student Detail Report
- # of students with Incomplete *Household Income Forms*—Student Detail Report

**7. I am a principal in a CEP School. Should we continue to collect the *Household Income Form* from students after the October 29 deadline?**

Yes. HIFs collected by the October 29 deadline will be reflected beginning in the 2021-2022 funding allocations. HIFs collected November through June will be included beginning in the 2022-2023 funding allocations.

**8. Are the forms available online?**

Yes,

- CEP Schools: The *Household Income Form* may be completed online at <https://hif.lausd.net>.
- Pricing Schools: The *Meal Application* may be completed online at [www.myschoolapps.com](http://www.myschoolapps.com).

**9. If a principal needs additional *Meal Applications* or *Household Income Forms*, can they be photocopied?**

No, forms cannot be photocopied. Any photocopied applications/forms will be returned to the submitting school site.

**10. How do I find out whether my school is a Pricing School or a CEP School?**

A master list of schools is available at the MTAM website at <https://mtam.lausd.net>.

**11. I am the principal of a CEP school. Which students should complete the *Household Income Form*?**

For the 2021-2022 school year, all parents/guardians of *students who are new to the District* should be encouraged to complete a *Household Income Form*. *Household Income Forms* should not be collected from students who are not listed in the MTAM Dashboard as “missing” as they are exempt.

**12. I am a principal of a CEP school. I am receiving students in kindergarten from an LAUSD program (State Preschool, EEC or T-K). Should the parents/guardians be provided a *Household Income Form*?**

No, because the student’s eligibility had to be established during their first year of enrollment in an LAUSD school.

**13. I am the principal of a Pricing School. Who needs to complete the *Meal Application*?**

Every household should be encouraged to complete the 2021-2022 Meal Application. The application requires only one form per family. All children in the family should be listed on the form as long as they are enrolled at a pricing school. Be sure to focus first on those students eligible in the previous years as well as those students new to the District. This information is on the MTAM Dashboard.

**14. My school is currently a Pricing School. When will we be eligible for consideration for CEP?**

Each year the District reviews the percent of Direct Certified students at each of the Pricing Schools to determine if the percentage is high enough to convert the school to CEP the following year.

**15. I am not experienced with the Dashboard. Is there someone I can call for help?**

You may contact your Local District MTAM liaison for assistance. The list is accessible on the More than a Meal website at <https://mtam/lausd.net>.

**16. What is the Meal Eligibility grace period?**

At Pricing Schools, during the first 30 days of school, students will be eligible based on their status the prior year. If a new application is not received by this date, a student with a free/reduced-price eligibility the prior year will lose their previous eligibility and must pay full price for meals.

**17. How does my CEP School benefit by collecting the *Household Income Form* from parents/guardians of students new to the District?**

By increasing the number of students who submit *Household Income Forms*, you increase the number of students who are potentially eligible for supplemental TSP funding and Title I ranking for school programs.

**18. How does my Pricing School benefit from the completion of the *Meal Application*?**

By maximizing the number of students who submit *Meal Applications*, you maximize the number of students who are eligible for free or reduced-price meals, and supplemental TSP and Title I ranking for school programs.

**19. Can a parent/guardian choose not to complete the *Meal Application* or *Household Income Form*?**

Yes, a parent/guardian may choose not to complete a *Meal Application* or *Household Income Form*. Such parents/guardians should check the "Decline to Complete" box on the application/form, complete the student name section, sign the form and submit it.

However, by not completing either of these, parents/guardians run the risk of their potentially eligible student not being included in the District's funding count.

At Pricing Schools, parents/guardians should be informed that if they do not complete the appropriate form, their child may not be eligible for free/reduced-price meals.

**20. Is it possible that a parent/guardian will be filling out both a Household Income Form AND a Meal Application?**

Yes, a parent/guardian may have a child at a CEP School and another at a Pricing School. The parent/guardian will be asked to fill out a *Household Income Form* for the child at the CEP School as well as fill out a *Meal Application* for the sibling at the Pricing School.

**21. I am the principal of a CEP School, and I have a foster parent enrolling a student who is new to the District in my school. Should I ask the foster parent to complete a Household Income Form?**

No. It is not necessary for the foster parent to complete a *Household Income Form*. The foster child's information will be provided to the District through the direct certification process with the Department of Children and Family Services.

**22. If parents/guardians express concern about the confidentiality of the information requested on the Household Income Form or Meal Application, what should I tell them?**

Parents/guardians can be assured that the information collected is confidential and for use in the District Only. There are talking points available in the toolkit to support principals in speaking with parents/guardians regarding form/application confidentiality.

**23. Who at my school may support the “More than a Meal” campaign?**

- CEP Schools: Your school administrative assistant, coordinators, and an assistant principal, as well as MTAM liaisons from your Local District may support More than a Meal efforts at your school site.  
**Note: The school's cafeteria staff may not help with the collection of the HIFs at CEP schools.**
- Pricing Schools: Your school's food services manager, school administrative assistant and Title I coordinators, as well as your cafeteria manager, may support More than a Meal efforts at your school site.

**24. What resources are available to help me communicate with my staff and my parents/guardians?**

- Principal Toolkit: The District has developed a Principal Toolkit that includes parent letters, Blackboard Connect scripts, talking points, directions to access the MTAM Dashboard, etc. The toolkit is available on the More than a Meal website at <https://mtam.lausd.net>.
- Help and Email Line:
  - Pricing Schools (Meal Application): Food Services Team at (213) 241-2993
  - CEP Schools (Household Income Form): Local District More than a Meal liaison. For a list of Local District MTAM liaisons, go to <https://mtam.lausd.net>.

**25. Whom should I contact if I need additional support or materials during the collection period?**

- Go to the MTAM website to find the list of Local District MTAM liaisons for further assistance.
- CEP Schools: Go to the Dashboard and click the form request link in the upper left corner.
- Pricing Schools: Contact your area food services supervisor.

**26. Where do I send completed forms?**

- **CEP Schools: Office of Data & Accountability, Student Record Center, Local District E, Attn: Mark Dominguez.**
  - Please make sure the forms are completely filled out and signed by the parent/guardian as any missing information may result in the form not being properly processed and submitted.
  - The bottom section of the form requires the school staff to record the school name, location code and the student's identification number prior to the form being submitted.
- **Pricing Schools: School site food services manager**, who will review for completion and submit them to the Central Office on the school's behalf.