



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: More Than a Meal Campaign for Local Control
Funding Formula and Title 1 Consolidated
Collection

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PURPOSE: This reference guide provides an overview of the policies, procedures and key timelines pertaining to the annual More Than a Meal (MTAM) Campaign. The campaign's purpose is to identify economically disadvantaged students through the collection of completed Meal Applications or Household Income Forms (HIFs). The identification of these students has a direct impact on the District's annual revenue from the State of California through the Local Control Funding Formula (LCFF) and schools' Title I rankings and allocations.

MAJOR CHANGES: This reference guide replaces reference guide REF-6569.1 dated June 26, 2017.

The 2019-2020 school year is considered a “**base year**”. In a base year, parents/guardians of **all students, with some exceptions**, should be asked to complete either a Meal Application or a HIF to determine their family's economic status for the purpose of Targeted Student Population (TSP) Funding (part of LCFF) and Title I ranking and allocation. (See section II for information regarding the exemptions.)

Students identified as “Direct Certification” or “Eligible by Program” do not need to submit either the Meal Application or the HIF. (See section II for information regarding the exemptions.)

The HIF may be completed and submitted online at <https://hif.lausd.net>. The use of the electronic form should be strongly recommended to the parents.

Students whose enrollment records are in the Early Education Student Information System (EESIS) will be included on the MTAM Dashboard. The parents/guardians of these students do not need to complete the HIF. The District will utilize data recorded in the EESIS from the student enrollment Form 9600 to determine eligibility.

ROUTING
Local District Superintendents
Administrators of Operations
Principals
Assistant Principals
School Food Services
Managers
Operations Coordinators
School Admin. Assistants
Title I Coordinators
FSD Regional Managers
FSD Area Food Supervisors



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Each principal at a Community Eligible Provision (CEP) School has been requested to identify a designee at their school who is responsible for tasks related to collecting the HIFs and monitoring the school's progress. The designee information should be recorded and updated annually in the principals' portal.

INSTRUCTIONS: I. BACKGROUND

In the 2013-2014 school year, the California Department of Education (CDE) implemented its new method of allocating funds to school districts through the LCFF. Under the LCFF, the District's TSP funding allocation is determined by the number of students identified as economically disadvantaged. School districts submit a count of these students to the CDE in October of each year in order to receive its maximum revenue.

In order for the District to identify economically disadvantaged students, parents/guardians should be requested to complete a Meal Application or a HIF with the exception of those students identified Direct Certification or Eligible by Program as they are exempt from needing to complete the applications or forms.

Every year, at Pricing Schools, the parents/guardians of all students (except those with students who meet the applicable exemptions) are asked to complete a Meal Application as the District must reestablish the students' eligibility every year.

Every four years (the base years), at CEP Schools, the parents/guardians of all students (except those with students who meet the applicable exemptions) are asked to complete the HIF. The student's eligibility in the 2019-2020 base year will stay constant for the next four years as long as the student continues to be enrolled at a CEP school. This makes the collection of the HIFs in 2019-2020 very important as it will determine four years of TSP funding and Title I ranking.

In the non-base years, (the three years between the base years) at CEP Schools, only parents/guardians (except those with students who meet the applicable exemptions) of students new to the District should be requested to complete HIFs as the District determined all of the existing students' eligibility in the base year.

II. EXEMPT STUDENTS

There are parents/guardians who should not be asked to complete either the Meal Application or the HIF. If a student has been identified as a Direct Certification (the family is receiving some form(s) of social service support or the student is a foster youth) or as Program Eligible (the student/family is homeless with a current Student Residency Questionnaire or has been designated as a migrant education student), these students are already identified as eligible making the completion of the application or form unnecessary.



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In addition, parents/guardians of students enrolled in early education programs complete an enrollment form, Form 9600, which includes the needed information to determine the student's eligibility. These students' parents/guardians should not be asked to complete a HIF. The 9600 forms should not be submitted to Data and Accountability, but the information from the forms must be recorded in ESSIS in order for the data to be accessible for eligibility determination.

III. DISTRIBUTION OF MEAL APPLICATIONS AND HOUSEHOLD INCOME FORMS

The HIFs are distributed directly to school principals in the spring for the following year. Elementary schools' distribution is in late February through early March and the secondary schools is in late April through early May depending on the Local Districts' principal meeting schedule. The online HIF is available in July at <https://hif.lausd.net>.

The Meal Applications are mailed to students' home addresses and/or to schools in July of each year. Online Meal Applications are also available beginning in July at: www.myschoolapps.com. If a principal prefers to distribute the applications rather than have any of the applications mailed to students' homes, they may do so by completing an online survey emailed to them in May of each year. If the survey is not completed, the applications will be mailed to the students' homes.

Both documents are dated with the corresponding school year. Meal Applications and HIFs from the previous school year should be discarded. It should also be noted that Meal Applications and HIFs cannot be processed if they are photocopied or scanned and submitted electronically. Only original documents with original parent/guardian signatures can be processed.

IV. FORM AND APPLICATION SUBMISSION

While Meal Applications and HIFs should be submitted and processed throughout the school year, only documents received by the October deadline will be included in the calculations for the schools' TSP funding and Title I ranking and allocation for the following school year.

HIFs submitted and processed between November and June of the current school year will be included in the calculations for TSP funding for the second year out. It is important to note that if the HIF is not submitted and processed in the base year or the year the student is new to the District in non-base years, the District will not have the opportunity to collect a form or count this student for funding purposes until the next base year. It is important that every attempt is made not to lose out on multi-years' funding opportunity by not collecting the HIF according to the submission schedule.



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If a school is unsure of whether or not a form or an application is needed, the school should reference their “Missing List” found in the More than a Meal Dashboard. The icon to access the Dashboard is at the bottom left of the *More Than a Meal* website <https://mtam.lausd.net>.

The specific October deadline date for submitting the applications and forms is announced annually on the *More Than a Meal* website.

V. COMPLETING MEAL APPLICATIONS AND HOUSEHOLD INCOME FORMS

At Pricing Schools, in base years and non-base years, all parents/guardians (except those noted in section II) of all enrolled students should be encouraged to complete the Meal Applications. The applications not only determine the cost of the students’ meals but also will identify economically disadvantaged students eligible for TSP funding and the school’s Title I ranking and allocation.

At CEP Schools, in base years, all parents/guardians (except those noted in section II) of all enrolled students should be encouraged to complete the HIF. The forms will identify economically disadvantaged students for Title I ranking and allocation purposes and for TSP funding for the following four school years. The HIFs are not utilized to determine the cost of the student’s meal as the student is being provided meals at no cost.

At CEP Schools, in non-base years, only parents/guardians of students new to the District should be encouraged to complete the HIF. Students are considered new to the District if they were not enrolled in an LAUSD school, State Preschool, TK program or affiliated charter at any time during the previous school year.

The table below summarizes the directions for which document needs to be completed for the base and non-base years depending on the school’s type (Pricing or CEP).

	2019-2020 Base Year	2020-2021 Non-Base Year	2021-2022 Non-Base Year	2022-2023 Non-Base Year	2023-2024 Base Year
Pricing Schools	Request a Meal Application For All Students (Except those exempt see section II.)	Request a Meal Application For All Students (Except those exempt see section II.)	Request a Meal Application For All Students (Except those exempt see section II.)	Request a Meal Application For All Students (Except those exempt see section II.)	Request a Meal Application For All Students (Except those exempt see section II.)



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	2019-2020 Base Year	2020-2021 Non-Base Year	2021-2022 Non-Base Year	2022-2023 Non-Base Year	2023-2024 Base Year
CEP Schools	Request a HIF For All Students (Except those exempt see section II.)	Request a HIF For Students who are <u>New</u> to the District (Except those exempt see section II.)	Request a HIF For Students who are <u>New</u> to the District (Except those exempt see section II.)	Request a HIF For Students who are <u>New</u> to the District (Except those exempt see section II.) Collection stops in October in this year.	Request a HIF For All Students (Except those exempt see section II.)

Each year, schools should utilize the “Missing List” which can be accessed in the MTAM Focus Dashboard which identifies which student’s parents/guardians need to be provided a Meal Application or a HIF. This list excludes all of the exempt students described in section II providing the school with a list of those students who need to submit a form or an application.

VI. SUBMISSION OF MEAL APPLICATIONS AND HIFS

Schools should encourage parents/guardians to complete the Meal Application or the HIF, as applicable.

All hard copy Meal Applications and HIFs must be submitted to the Office of Data and Accountability 16th Floor, Beaudry Building.

Parents/guardians of students enrolled at a Pricing School may mail a hard copy of the application via the U.S. Postal Service directly to the Los Angeles Unified School District Office of Data and Accountability, 16th Fl 333 S. Beaudry Ave. Los Angeles, CA 90017, or provide the application to the school’s main office or cafeteria staff for submission to the Office of Data and Accountability.

Parents/guardians of students enrolled at a CEP School should provide the completed HIF to the designated school staff. Because the completion of the HIF is only applicable to TSP funding and Title I ranking and allocation and not to the students’ meal charges, cafeteria staff **should not** participate in the process of soliciting the completion and collection of the HIF from the parents/guardians or the submission of the HIF to the Office of Data and Accountability.

VII. MONITORING PROGRESS

Monitoring progress and identifying missing forms are keys to maximizing funding resulting from the campaign. The District has developed a MTAM Dashboard for



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the Central Offices, Local Districts and schools to monitor the daily progress of the submission of Meal Applications and HIFs. In addition, a list of students whose parent/guardian has not submitted the application or the form can be reviewed and/or printed from the dashboard.

The dashboard can be accessed by logging into the MTAM website at <https://mtam.lausd.net> and clicking “MTAM Dashboard”.

VIII. TITLE I RANKING

Students meeting all three criteria listed below will be included in the counts for Title I ranking for the following year’s allocation:

1. Student must be enrolled at the school on the Fall Census Day of the current school year (i.e., CBEDS Day). The Fall Census Day is the first Wednesday in October, and
2. Student must be 5 – 17 years old by the Fall Census Day; and
3. Student must have submitted a completed Meal Application or HIF by the October deadline date and determined to be eligible for free/reduced-price meals.

RESOURCES:

To support Local Districts and school staff with information and tools for a successful campaign, a website and a dashboard have been created. Through the website, <https://mtam.lausd.net>, staff may access a tool kit, deadline information and other applicable announcements.

The MTAM Dashboard allows for daily monitoring of document submission progress and access to a list of students who are missing either a Meal Application or a HIF.

A Principal Toolkit with the following outreach tools is available at <https://mtam.lausd.net>.

- Campaign Overview PowerPoint
- FAQs
- Contact List – Area Food Supervisors
- List of Schools by Type (Pricing/CEP)
- Checklist
- Parent Flyer
- Phone Call Script Template
- Letter to Parents Template
- Parent Presentation PowerPoint
- Talking Points for Meetings with Parents
- Reference Guide
- Dashboard Instructions



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ASSISTANCE: For assistance or further information, please contact the following offices:

Program/Process	Division	Contact number
Free and Reduced-Price Meal Applications	Food Services Division	213-241-3185
<i>More Than a Meal</i> Campaign	Local District Office or the Office of Business Support	213-241-4133
Title I Program	Federal and State Education Programs Branch	213-241-6990