

**TITLE:** More than a Meal Campaign – Data Collection for School Title I and TSP Funding

**NUMBER:** REF-149309

**ISSUER:** William R. Johnston  
Executive Director  
Office of Data and Accountability

Gerardo Cervantes  
Interim Executive Director  
Federal and State Educational Programs

**DATE:** January 29, 2024

**ROUTING**  
Region Superintendents  
Administrators of Operations  
Principals  
Assistant Principals  
Operations Coordinators  
MTAM Liaisons  
School Admin. Assistants  
Title I Coordinators

**PURPOSE:** The purpose of this Reference Guide is to provide an overview of the policies, procedures and key timelines related to the annual More than a Meal (MTAM) Campaign. The MTAM Campaign’s purpose is to identify students who are potentially eligible for federal and state funding through the collection of Household Income Forms (HIFs). The identification of these students has a direct impact on schools’ Title I ranking and allocation, as well as the District’s annual revenue from the State of California through the Local Control Funding Formula (LCFF).

**MAJOR CHANGES:** This reference guide replaces reference guide REF-142108.0 titled "More than a Meal Campaign for Local Control Funding Formula and Title I Consolidated Collection" dated July 3, 2023, which is no longer accessible in the e-Library system. Effective November 1, 2023, schools are not expected to collect any household income forms between end of the fall collection campaign on October 31st, and the beginning of the subsequent campaign, which begins the following March once the US Department of Agriculture releases new eligibility guidelines. This revised reference guide provides updated guidance resulting from these changes that are informed by CDE policy.

**BACKGROUND:** School districts are required to distribute and collect alternative income forms (also known as Household Income Forms or HIFs) to identify students who meet the criteria for free and reduced-price meal eligibility for Local Control Funding Formula (LCFF) purposes.

The information collected in the HIF is compared to income eligibility

guidelines published by the United States Department of Agriculture (USDA) each year, and for all students enrolled on fall Census Day—the first Wednesday of October—LA Unified submits an FRPM program record to CALPADS by the Fall 1 Certification deadline (typically mid-December).

Since the HIF information is only relevant for students who are enrolled on Census Day, and all information is submitted to the state by mid-December, LA Unified is amending its collection policy to no longer collect any HIF forms during the winter months between November 1 and the beginning of the subsequent year's campaign in mid-March.

## **INSTRUCTIONS: I. HOUSEHOLD INCOME FORM (HIF) COLLECTION CYCLE**

Every four years (the rebase years), the parents/guardians of all students, except students identified as Direct Certified or Eligible-by-Program, are asked to complete the HIF. The 2023-2024 school year is a MTAM rebase year. As a result, students' eligibility in the 2023-2024 rebase year will stay constant for the next three years. Therefore, the collection of the HIFs in the 2023-2024 school year is especially important, as it will determine four years of TSP funding and Title I ranking for schools for 2024-2025.

In the non-rebase years, (the three years between the rebase years), only parents/guardians of newly enrolled students to the District should complete HIFs. Examples of newly enrolled students to the District include students enrolling from private schools, home schooling, or from out of the district, state or country. In addition, students who were previously enrolled in LAUSD Early Education Centers (EECs) or California State Preschools (CSPPs) are considered newly enrolled to LAUSD when they begin a traditional TK-12 program in LAUSD.

Whether it is a rebase or non-rebase year, schools will no longer be expected to collect any HIFs between November 1<sup>st</sup> and the beginning of the next collection cycle the following March. The spring launch will coincide with the USDA's annual publication of eligibility requirements, which usually occurs in mid-March. Students who were enrolled on Census Day of a rebase year (the first Wednesday in October) but did not submit an HIF by October 31<sup>st</sup> will not be eligible to submit an HIF until the next rebase year. Students who were newly enrolled *after* Census Day will be eligible to submit an HIF as a part of the following year's collection campaign.

**Exhibit 1. Summary of 4-Year HIF Collection Cycle**

|             |                  |                                     |   |
|-------------|------------------|-------------------------------------|---|
| Year 1      | Rebase Year      | 2023-2024                           | HIFs required for all students* enrolled on Census Day – new and students continuing from 2022-2023.                        |
| Years 2 - 4 | Non-rebase Years | 2024-2025<br>2025-2026<br>2026-2027 | HIFs required only for students* enrolling new to LAUSD who were not enrolled during the previous school year’s Census Day. |

\*Except those students identified as Direct Certified or Eligible-by-Program

**II. HIF SUBMISSION DEADLINES AND SCHOOL FUNDING**

Between March and October, Household Income Forms (HIFs) may be submitted using the paper HIF or online HIF at <https://hif.lausd.net>. Only HIFs received between the spring launch and 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.

It is important to note that if the HIF is not submitted by October 31 of a rebase year (or the year that the student first enrolled new to the District in non-rebase years), the District will not have the opportunity to count this student for funding purposes until the next rebase year. It is important that every attempt be made to collect the HIFs according to the submission cycle, so that the school does not lose multi-year funding opportunities.

**III. DISTRIBUTION OF HOUSEHOLD INCOME FORMS (HIFs)**

HIF distribution for the 2023-24 cycle has concluded, and instructions for the 2024-25 collection cycle will be released in March 2024 once the USDA has released new guidance.

#### IV. MONITORING HIF SUBMISSION PROGRESS

During the months when the HIF collection campaign is active (approximately mid-March through October 31), monitoring of HIF submission progress is key to maximizing schools' funding resulting from the HIF Campaign. The dashboard allows for monitoring the schools' daily progress regarding HIF submission. The MTAM Dashboard can be accessed by logging into the MTAM website at <https://mtam.lausd.net> and clicking "MTAM Dashboard."

Each principal 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 Principal's Portal.

**RELATED  
RESOURCES:**

The MTAM Principal Toolkit is available at <https://mtam.lausd.net> with the following resources, which will all be updated prior to the 2024 campaign launch in March 2024.

- Confidentiality of Household Income Form (HIF) Information – Addressing Parent/Guardian Concerns
- Frequently Asked Questions and Quick Tips
- MTAM 2023-2024 Update – PowerPoint
- MTAM Talking Points – Communication with Parents/Guardians
- Parent Blackboard Connect Ed or Telephone Message
- Parent Letter Template
- Principals' MTAM Checklist

**ATTACHMENTS:** Not Applicable

**ASSISTANCE:** For assistance or further information please contact the Office of Data and Accountability at 213-241-2460.