Spotswood Board of Education

ADMINISTRATIVE OFFICES 105 SUMMERHILL ROAD SPOTSWOOD, NEW JERSEY 08884





Graham Peabody, Superintendent

E-MAIL: GPEABODY@SPSD.US

Vita Marino, Business Administrator/ Board Secretary

E-MAIL: VMARINO@SPSD.US

#### Dear Parent/Guardian:

Children need healthy meals to learn. The **SPOTSWOOD BD OF ED** offers healthy meals every school day at the prices listed below. **Your children may qualify for free meals or for reduced price meals.** 

		FULL PRICE		REDUCED PRICE					
	Elementary	Middle	High .	Elementary	Middle	High			
National School Lunch	\$3.25	\$3.60	\$3.60	\$0.00	\$0.00	\$0.00			
School Breakfast	N/A	N/A	N/A	N/A	N/A	N/A			
After School Snack	N/A	N/A	N/A	N/A	N/A	N/A			
Special Milk Program	N/A	N/A	N/A	Not Applicable	Not Applicable	Not Applicable			
Split Session Milk Program	N/A	Not Applicable							
N/A - Not Applicable									

This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. For a convenient way to fill out the meal application, go to www.spsd.us.

Below are some common questions and answers to help you with the application process.

#### WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from NJ SNAP or NJ TANF/WorkFirst-NJ are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- · Children participating in their school's Head Start program are eligible for free meals.
- · Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- · Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

	FEDERAL INCOME For school Year 20		
Household Size	Yearly	Monthly	Weekly
. 1	23,606	1,968	454
2	31,894	2,658	614
3	40,182	3,349	773
4	48,470	4,040	933
5	56,758	4,730	1,092
6	65,046	5,421	1,251
7	73,334	6,112	1,411
8	81,622	6,802	1,570
For each additional person, add:	+8,288	+691	+160

- 2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail your school, homeless liaison or migrant coordinator.
- 3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to one of your children's schools.
- 4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact your school immediately.
- 5. CAN I APPLY ONLINE? If available, you are encouraged to complete an online application instead of a paper application. The online application has the same requirements and will ask you for the same information as the paper application. Contact your school if you have any questions about the online application.
- 6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
- 7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC <u>may</u> be eligible for free or reduced price meals. Please send in an application.
- 8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
- 9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
- 10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to:

Hearing Officer Name: <u>Vita Marino Address: 105 Summerhill Road, Spotswood, NJ - 08884</u> Phone Number: (732)723-2200 Ext: 5030

- 11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
- 12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you <u>normally</u> receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
- 13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
- 14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
- 15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application.
- 16. MY FAMILY NEEDS HELP. ARE THERE ANY PROGRAMS WE MIGHT APPLY FOR?To find out how to apply for NJ SNAP or other assistance benefits, contact your local assistance office, call 1-800-687-9512 or go to <a href="https://oneapp.dhs.state.nj.us/default.aspx">https://oneapp.dhs.state.nj.us/default.aspx</a>. You can also contact NJ FamilyCare or Medicaid at 1-800-701-0710 or <a href="https://www.njfamilycare.org">www.njfamilycare.org</a> for information regarding health insurance for your family. For the WIC Program, call 1-800-328-3838 or go to <a href="https://www.nj.gov/health/fhs/wic.">www.nj.gov/health/fhs/wic.</a>

If you have other questions or need help, call (732)723-2200 Ext:5030

Sincerely,

Signature.

Name: Kathy Boncze

Title: Administrative Assistant

# Application #: 2020-2021 Application for Free and Reduced Price School Meals

Available online at: www.spsd.us

Complete one application per household. Please type or use a pen (not a pencil).

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STEP 1 List ALL H	ousehold Members who are infants, child	ren, and stu	uden	its up to	and line	duding (	Grade	12 (lifo	iore spaces	are re	ejulne	ed to	or addi	itiona	I names, a	illadi	amoliher	sheet	म (१६)	exe(r))
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Reduced Price School Meals for more information.																		LL		Ш
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	B. All Adult Household Members (include	lina voursel	fì							<b>-</b>						$\cup$				
Are you unsure what	List all Household Members not listed in STEP 1	(including you	rself)																	
income to include here?	for each source in whole dollars (no cents) only.	if they do not r	eceiv	e income	How ofte		write 0.		ssistance/		is blar How of		ou are c	eruryin	g (promising Pensions/R		iere is no i	How of		irt.
Flip the page and review the charts titled "Sources of Income" for more	Name of Adult Household Members (First and Last)	Earnings from W	Vork	Weekly	Bi-Weekly 2x	Month Month	hly			Weekly Bi-V	Veekly	2x Mont	th Monthly		All Other In		Weekly	Bi-Weekly	2x Month	Monthly
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STEP 4 Contac	t information and adult signature.	Mail Con	nple	eted Fo	orm To	e e														
"I certify (promise) that all informat false information, my children may	ion on this application is true and that all income is reported.  lose meal benefits, and I may be prosecuted under applicate	I understand the	at this deral la	information	n is given in	connection	n with the	receipt of	Federal funds, a	nd that sc	hool off	ficials	may ver	ify (chec	ck) the informa	ition. I am	aware that	if I purpo	sely giv	re
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Printed name of adult signing	the form	Signature	of ad	lult				omeownam da			Toda	ay's c	date							

Sources of Inc	come for Children
Sources of Child Income	Example(s)
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages
- Social Security - Disability Payments - Survivor's Benefits	<ul> <li>A child is blind or disabled and receives Social Security benefits</li> <li>A Parent is disabled, retired, or deceased, and their child receives Social Security benefits</li> </ul>
-Income from person outside the household	- A friend or extended family member regularly gives a child spending money
-Income from any other source	A child receives regular income from a private pension fund, annuity, or trust

S	ources of Income for Ad	dults
Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
- Salary, wages, cash bonuses - Net income from self-employment (farm or business)  If you are in the U.S. Military: - Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing	- Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government - Alimony payments - Child support payments - Veteran's benefits - Strike benefits	Social Security     (including railroad     retirement and black lung     benefits)     Private pensions or     disability benefits     Regular income from     trusts or estates     Annuities     Investment income     Earned interest     Rental income     Regular cash payments     from outside household

		housing, food and dothing	from outside household
OPTIONAL Children's Racial and Eth	nnic Identities		
Responding to this section is optional and d  Ethnicity (check one):  Hispanic or Latin	oes not affect your children's eligibility for f	free or reduced price meals.	make sure we are fully serving our community.  ative Hawaiian or Other Pacific Islander White
The Richard B. Russell National School Lunch Act re not have to give the information, but if you do not, we can meals. You must include the last four digits of the social see signs the application. The last four digits of the social seet behalf of a foster child or you list a Supplemental Nutrition Assistance for Needy Families (TANF) Program or Food (FDPIR) case number or other FDPIR identifier for your of member signing the application does not have a social seet determine if your child is eligible for free or reduced price the lunch and breakfast programs. We MAY share your nutrition programs to help them evaluate, fund, or determine program reviews, and law enforcement officials to help the lunch accordance with Federal civil rights law and U.S. Depar and policies, the USDA, its Agencies, offices, and employ administering USDA programs are prohibited from discrint disability, age, or reprisal or retaliation for prior civil rights funded by USDA.	nnot approve your child for free or reduced price icurity number of the adult household member who curity number is not required when you apply on an Assistance Program (SNAP), Temporary Distribution Program on Indian Reservations child or when you indicate that the adult household ecurity number. We will use your information to be meals, and for administration and enforcement of eligibility information with education, health, and nine benefits for their programs, auditors for nem look into violations of program rules.  Introduced the program of the progr	large print, audiotape, American Sign applied for benefits. Individuals who a through the Federal Relay Service available in languages other than Engi To file a program complaint of disci Form, (AD-3027) found online at: http://office, or write a letter addressed to Us form. To request a copy of the compla USDA by:  mail civil rights complaints only to: U.S. I Office 1400 Wash fax: (202)	rimination, complete the USDA Program Discrimination Complaint //www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA SDA and provide in the letter all of the information requested in the aint form, call (866) 632-9992. Submit your completed form or letter to  Department of Agriculture of the Assistant Secretary for Civil Rights Independence Avenue, SW sington, D.C. 20250-9410 690-7442; or am.intake@usda.gov.
Do not fill out For School Use Only			
Annual Income Conversion: Weekly x 52, Ev	very 2 Weeks x 26, Twice a Month x 24, Mo	onthly x 12	Eligibility:
Total Income Weekly	Bi-Weekly 2x Month Monthly Annual Household Size	Categorical Eligibility	Free Reduced Denied
Determining Official's Signature D	Confirming Official's Signat	ure Date	Verifying Official's Signature Date

# HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in the district. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact your school.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

# STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending the school system, regardless of age.

A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.

B) Is the child a student in this school district? Mark 'Yes' or 'No' under the column titled "Student" to tell us which children attend the school district here. If you marked 'Yes,' write the grade level of the student in the 'Grade' column to the right.

C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing STEP 1, go to STEP 4.

Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.

D) Are any children Homeless, Migrant Worker, or Runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant Worker, Runaway" box next to the child's name and complete all steps of the application.

## STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP) or NJ SNAP.
- Temporary Assistance for Needy Families (TANF) or NJ TANF/WorkFirst NJ.
- The Food Distribution Program on Indian Reservations (FDPIR).

# A) If no one in your household participates in any of the above listed programs:

Leave STEP 2 blank and go to STEP 3.

### B) If anyone in your household participates in any of the above listed programs:

- Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you
  participate in one of these programs and do not know your case number, contact your local county
  welfare agency: <a href="http://www.nj.gov/humanservices/dfd/programs/njsnap/cwa/index.html">http://www.nj.gov/humanservices/dfd/programs/njsnap/cwa/index.html</a>
- Go to STEP 4.

## STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

#### How do I report my income?

- Use the charts titled "Sources of Income for Adults" and "Sources of Income for Children," printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
  - o Gross income is the total income received before taxes.
  - O Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been

# STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.

- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

#### 3.A. REPORT INCOME EARNED BY CHILDREN

A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

#### 3.B REPORT INCOME EARNED BY ADULTS

#### Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- Do NOT include:

E) Report income from

- o People who live with you but are not supported by your household's income AND do not contribute income to your household.
- o Infants, Children and students already listed in STEP 1.
- B) List adult household members' names. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Do not list any household members you listed in STEP 1. If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.

pensions/retirement/all other income.

Report all income that applies in the

"Pensions/Retirement/ All Other

Income" field on the application.

- **C)** Report earnings from work. Report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.
- What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.
- F) Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.
- D) Report income from public assistance/child support/alimony. Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.
- G) Provide the last four digits of your Social Security Number. An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."

# STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

- A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.
- B) Print and sign your name and write today's date. Print the name of the adult signing the application and that person signs in the box "Signature of adult."
- C) Mail completed form: to your school district.
- D) Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.

# SHARING INFORMATION WITH MEDICAID or NJ FAMILYCARE

Dear Parent/Guardian:

If your children get free or reduced price school meals, they may also be able to get free or low-cost health insurance through Medicaid or NJ FamilyCare. Children with health insurance are more likely to get regular health care and are less likely to miss school because of sickness.

Because health insurance is so important to children's well-being, the law allows us to tell Medicaid and NJ FamilyCare that your children are eligible for free or reduced price meals, unless you tell us not to. Medicaid and NJ FamilyCare only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children. Filling out the Free and Reduced Price School Meals Application does not automatically enroll your children in health insurance.

If you do not want us to share your information with Medicaid or NJ FamilyCare, fill out the form below and send in (Sending in this form will not change whether your children get free or reduced price meals).

School Meals Application share Children's Health Insurance Pr								
If you checked no, fill out the form below to ensure that your information is NOT shared for the child(ren) listed below:								
Child's Name:	_School:							
Child's Name:	_School:							
Child's Name:	_School:							
Child's Name:	School:							
Signature of Parent/Guardian:	Date:							
Printed Name: A	ddress:							

Return this form to your child's school, ONLY if you do NOT wish your information to be shared with Medicaid or NJ FamilyCare.