

School District of the Chathams

259 Lafayette Avenue Chatham, NJ 07928 973-457-2526 973-457-2483 FAX Email:pdaquila@chatham-nj.org Peter Daquila Business Administrator/ Board Secretary

August 28, 2020

Dear Parent/Guardian:

Children need healthy meals to learn. The SCHOOL DISTRICT OF CHATHAMS 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	\$3.50	\$4.00	\$4.25	\$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	Not Applicable	Not Applicable	Not Applicable	Not Applicable	
	•	N/A -	Not Applicable	9	· · · ·	· · · ·	

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 https://www.chatham-nj.org/Page/8850.

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

1. 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.
- \cdot 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 CHART For school Year 2019-2020							
Household Size	Yearly	Monthly	Weekly				
1	23,606	1,928	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 may 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: Peter Daquila Address: 259 Lafayette Avenue, Chatham, NJ – 07928/Phone Number: (973)457-2526

- 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 normally 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 https://oneapp.dhs.state.nj.us/default.aspx. You can also contact NJ FamilyCare or Medicaid at 1-800-701-0710 or www.njfamilycare.org for information regarding health insurance for your family. For the WIC Program, call 1-800-328-3838 or go to www.nj.gov/health/fhs/wic.

If you have other questions or need help, call (973)457-2526

Sincerely,

Peter Daquila (E.S.)

Peter Daquila Business Administrator/Board Secretary

Application #: 2020-2021 Application for Free and Reduced Price School Meals Complete one application per household. Please type or use a pen (not a pencil).

Available online at:

a su a a la a la l	Child's First Name		1	MI Ch	ild's Las	st Name	[press	spaceb	ar to ad	lvance]	Sch	ool Name (A	Abbr.)	Grade	Student a this schoo	district?		
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	A. Child Income									Ob	1 al 1 a a a a a .	Week		often?	Monthly			
	Sometimes children in the household		ive income. F	lease inc	lude the T	OTAL inco	me received	by all			ild income	Week	Iy BI-VVeeki	/ 2x Month	Monthly			
	Household Members listed in STEP 1	here.								\$		C	$)$ \bigcirc	0	0			
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Printed name of adult signing the form

Signature of adult

Today's date

Sources of Ind	come for Children	Sources of Income for Adults			
Sources of Child Income	Example(s)	Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income	
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages	- Salary, wages, cash bonuses	- Unemployment benefits - Worker's compensation	- Social Security (including railroad	
 Social Security Disability Payments Survivor's Benefits 	 A child is blind or disabled and receives Social Security benefits A Parent is disabled, retired, or deceased, and their child receives Social Security benefits 	 Net income from self- employment (farm or business) If you are in the U.S. Military: 	Supplemental Security Income (SSI) Cash assistance from State or local government	retirement and black lung benefits) - Private pensions or disability benefits - Regular income from	
-Income from person outside the household	- A friend or extended family member regularly gives a child spending money	- Basic pay and cash bonuses (do NOT include combat pay,	 Alimony payments Child support payments Veteran's benefits 	trusts or estates - Annuities - Investment income - Earned interest	
-Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust	FSSA or privatized housing allowances) - Allowances for off-base housing, food and dothing	- Strike benefits	 Rental income Regular cash payments from outside household 	

OPTIONAL Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one):	Hispanic or Latino	Not Hispanic	or Latino			
Race (check one or more):	American Indian or Alas	kan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition program sto help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

 mail civil rights complaints only to:
 U.S. Department of Agriculture

 Office of the Assistant Secretary for Civil Rights

 1400 Independence Avenue, SW

 Washington, D.C. 20250-9410

 fax:
 (202) 690-7442; or

 email:
 program.intake@usda.gov.

 This institution is an equal opportunity provider.

Do not fill out For School Use Only

Annual Income Conversion: Weekly	x 52, E			s x 26	, Twice	a Month x 24, Month	ly x 12	Eligibility:	
Total Income		-	often?						
	Weekly	Bi-Weekly	2x Month	Monthly	"Annual "	Household Size		Free Reduced Denied	
	0	\bigcirc	0	0			Categorical Eligibility	\circ \circ \circ	
Determining Official's Signature		Date			Confirm	ing Official's Signature	Date Veri	fying Official's Signatu	e 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, <u>even if your children attend more than one school in the district.</u> 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	B) Is the child a student in this	C) Do you have any foster children? If any children	D) Are any children Homeless, Migrant
name. Use one line of the application for each	school district? Mark 'Yes' or 'No'	listed are foster children, mark the "Foster Child"	Worker, or Runaway? If you believe any
child. When printing names, write one letter in	under the column titled "Student"	box next to the child's name. If you are ONLY	child listed in this section meets this
each box. Stop if you run out of space. If there	to tell us which children attend the	applying for foster children, after finishing STEP 1,	description, mark the "Homeless,
are more children present than lines on the	school district here. If you marked	go to STEP 4.	Migrant Worker, Runaway" box next to
application, attach a second piece of paper	'Yes,' write the grade level of the	Foster children who live with you may count as	the child's name and complete all steps
with all required information for the additional	student in the 'Grade' column to	members of your household and should be listed on	<u>of the application.</u>
children.	the right.	your application. If you are applying for both foster	
		and non-foster children, go to step 3.	

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	B) If anyone in your household participates in any of the above listed programs:
listed programs:	• Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you
• Leave STEP 2 blank and go to STEP 3.	participate in one of these programs and do not know your case number, contact your local county
	welfare agency: <u>http://www.nj.gov/humanservices/dfd/programs/njsnap/cwa/index.html</u>
	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

 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. Any income to report. Any income to report the combined gross income to regited 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 estimate or received by children. Report the combined gross income for ALL children listed in STEP 1 in your households on ot have any 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? Child income. 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 at receive income of their own. Do NOT include: People who live with you but are not supported by your household's income AND do not contribute income to your household. Infants, Children and students already listed in STEP 1. B) List adult household members' Report aincome from working at jobs. If you are a self-employed? What if 1 an self-employed? Report income from that work as a net amount. This is calculated by subtracting the total number of household is provide. The cash value of any public assistance/child Support/Alimony" field on the application. Do not
 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. 3A. 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? The your children. Many households do not have any child income. 3. REPORT INCOME EARNED BY ADULTS Whon filing 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. D on NOT include: D on NOT include: D on NOT include: D on Not include: D on Not include: D and students already listed in STEP 1. B' List adult household members' field on the application. This is usually the movery received from ownerk, and public assistance/child support/alimony. Report all income that application. Do not report the cash value of any public assistance benefits NOT list on movery cervied from child support or alimony, only report courd-ordered payments. Informal but regular payments should be reported as "other" income in the application. Do not report the cash value of any public assistance benefits NOT list on thousehold size. Enter the total operating expenses of your Social Security Number. An adult household member in the space provided. You are application the space provided. You are application the spa
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 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. 3.B. REPORT INCOME EARNED BY ADULTS Who should list here? Who hould list here? Who hould list here? Who is 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:
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 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: • People who live with you but are not supported by your household's income AND do not contribute income to your household. • Infants, Children and students already listed in STEP 1. B) List adult household members' mames. Print the name of each household members you listed in STEP 1. B) List adult household Members' (First and last)." Do not list any household members you listed in STEP 1. B) Report income from public assistance benefits NOT If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A. F) Report income from persons/retirement/all other income. F) Report total household Size. Enter the total number of household member must enter the last four digits of your Social Security Number. An Adults)." This number M
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: • People who live with you but are not supported by your household's income AND do not contribute income to your household. • Infants, Children and students already listed in STEP 1. B) List adult household members' (Names of Adult Household Members' (First and Last)." Do not list any household members you listed in STEP 1. b) What if I am self-employed? Report lincome 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) achild listed in STEP 1 has income, follower in the boxes form from pensions/retirement/all other income. F) Report income from pensions/retirement/all other income. F) Report total household size. Enter the total number of household B) Report income from pensions/retirement/all other income. F) Report total household size. Enter the total number of household
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and add them. It is very important to list all household members, as Security Number, leave this space blank and mark the box to the
the size of your household affects your eligibility for free and right labeled "Check if no SSN."
reduced price meals.
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 B) Print and sign your name and C) Mail completed D) Share children's racial and ethnic identities
address in the fields provided if this information is available. write today's date. Print the name form: to your school (optional). On the back of the application, we ask you
If you have no permanent address, this does not make your children's race and children ineligible for free or reduced price school meals. and that person signs in the box ethnicity. This field is optional and does not affect your

children's eligibility for free or reduced price school

meals.

"Signature of adult."

Sharing a phone number, email address, or both is optional,

but helps us reach you quickly if we need to contact you.

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).

No! I DO NOT want information from my Free and Reduced Price School Meals Application shared with Medicaid or the State Children's Health Insurance Program (NJ FamilyCare)

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:	Address:	

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