

## HILLSBOROUGH TOWNSHIP BOARD OF EDUCATION 379 South Branch Road • Hillsborough • NJ • 08844-3443 • (908) 431-6600 • www.htps.us

Aiman Mahmoud School Business Administrator/Board Secretary

2020-2021 School Year

Dear Parent/Guardian:

Children need healthy meals to learn. The **Hillsborough Township Board of Education** 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	\$3.00	\$3.25	\$3.25	\$0.00	\$0.00	\$0.00
School Breakfast	\$2.25	\$2.25	\$2.25	\$0.00	\$0.00	\$0.00
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 Applie	cable		

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 <a href="https://www.htps.us">www.htps.us</a>.

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.
- · 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	3 40,182		773
4	4 48,470		933
5	5 56,758		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 +8,288 person, add:		+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>Dr. Lisa M. Antunes</u> Address: <u>379 South Branch Road</u>, <u>Hillsborough</u>, <u>NJ - 08844</u> Phone Number: (908)431-6600 Ext: 2002

- 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 (908)431-6600 Ext:2001

Sincerely,

Signature:

Name: Aiman A. Mahmoud

Title: School Business Administrator

### 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 FARNED 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 FARNED 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.

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."

## pensions/retirement/all other income. Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.

#### 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.

Signature

# 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: www.htps.us

				required for additional names,	Student attends Migrant V
Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related."	Child's First Name	MI Child's Last Name	[press spacebar to advance]	School Name (Abbr.) Grade	this school district? Foster Homeles Yes No Child Runaway
Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are					Check all that apply
eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.					
STEP 2 Do any	Household Members (including you) curre	ently participate in one or mo	re of the following assistance	orograms: SNAP, TANF, or FL	PIR? YES NO
	If you answered NO > Complete STEP 3. If y	ou answered YES > Write a case n	umber here then go to STEP 4 (Do not o		
					Write only one case number in this space.
STEP 3 Repor	t Income for ALL Household Members	Skip this step if you answ	ered 'Yes' to STEP 2)		
	A. Child Income     Sometimes children in the household earn or receive     Household Members listed in STEP 1 here.	income. Please include the TOTAL inc	come received by all	How often? Weekly St-Weekly 2x Month	Northly
Are you unsure what income to include here?	B. All Adult Household Members (including List all Household Members not listed in STEP 1 (including for each source in whole dollars (no cents) only. If the	uding yourself) even if they do not rec			
Flip the page and review the charts titled "Sources of income" for more information.	Name of Adult Household Members (First and Last)	How often?  Weekly BI-Weekly 2x Mant	Public Assistance/ Child Support/Alimony Weekly	How often?  Bu-Weekly 2x Month Monthly  All Other In	
The "Sources of Income for Children" chart will help you with the Child Income section.	\$	ÖÖÖ		5	
The "Sources of Income for Adults" chart will help you with the All Adult Household Members section.	\$ \$	000			
		Four Digits of Social Security Number (Sary Wage Earner or Other Adult Househ		Check if no SS	SN
STEP 4 Conta	ct information and adult signature. $\underline{\mathbf{M}}$	all Completed Form To:	ALTERNATION OF THE STATE OF THE		
	ation on this application is true and that all income is reported. I ur ay lose meal benefits, and I may be prosecuted under applicable St		nection with the receipt of Federal funds, and tha	it school officials may verify (check) the inform	ation. I am aware that if I purposely give
	1	1			

Print Name

Sources of Inc	come for Children		S	ources of Income for Ac	dults
Sources of Child Income	Example	(s)	Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
- Eamings from work	- A child has a regula where they earn a sa	,	- Salary, wages, cash bonuses	Unemployment benefits     Worker's compensation     Supplemental Security Income (SSI)     Cash assistance from State or local government	<ul> <li>Social Security (including railroad retirement and black lung benefits)</li> <li>Private pensions or disability benefits</li> <li>Regular income from</li> </ul>
<ul> <li>Social Security</li> <li>Disability Payments</li> <li>Survivor's Benefits</li> </ul>	Security benefits	abled and receives Social retired, or deceased, and cial Security benefits	<ul> <li>Net income from self- employment (farm or business)</li> <li>If you are in the U.S. Military:</li> </ul>		
-Income from person outside the household	- A friend or extende regularly gives a chil		- Basic pay and cash bonuses (do NOT include combat pay,	<ul><li>Alimony payments</li><li>Child support payments</li><li>Veteran's benefits</li></ul>	trusts or estates - Annuities - Investment income - Earned interest
-Income from any other source	- A child receives reg private pension fund		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 E	thnic Identities				
The Richard B. Russell National School Lunch Act not have to give the information, but if you do not, we do meals. You must include the last four digits of the social signs the application. The last four digits of the social sebehalf of a foster child or you list a Supplemental Nutri Assistance for Needy Families (TANF) Program or For (FDPIR) case number or other FDPIR identifier for you member signing the application does not have a social determine if your child is eligible for free or reduced pritche lunch and breakfast programs. We MAY share you nutrition programs to help them evaluate, fund, or deterprogram reviews, and law enforcement officials to help	cannot approve your child fi security number of the adult accurity number is not requir tion Assistance Program (S od Distribution Program on ur child or when you indicate I security number. We will a tice meals, and for administ or eligibility information with armine benefits for their pro-	or free or reduced price household member who ed when you apply on SNAP), Temporary Indian Reservations e that the adult household use your information to ration and enforcement of education, health, and grams, auditors for	large print, audiotape, American applied for benefits. Individuals withrough the Federal Relay Ser available in languages other than To file a program complaint of Form, (AD-3027) found online at: office, or write a letter addressed form. To request a copy of the cousday. The cousday by:	Sign Language, etc.), should contact who are deaf, hard of hearing or havivice at (800) 877-8339. Additional English. discrimination, complete the USDA http://www.ascr.usda.gov/complaint to USDA and provide in the letter all complaint form, call (866) 632-9992. Supplement of Agriculture	filing_cust.html, and at any USDA of the information requested in the ubmit your completed form or letter to
n accordance with Federal civil rights law and U.S. Dep	partment of Agriculture (USI	DA) civil rights regulations	1	Office of the Assistant Secretary for ( 1400 Independence Avenue, SW	Divil Rights
nd policies, the USDA, its Agencies, offices, and employees, and institutions participating in or dministering USDA programs are prohibited from discriminating based on race, color, national origin, sex, sability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or inded by USDA.			fax: (	Washington, D.C. 20250-9410 202) 690-7442; or program.intake@usda.gov.	
Do not fill out For School Use Only			This institution is an equal oppo	restincy provider.	
Annual Income Conversion: Weekly x 52, I		Twice a Month x 24, Mo	nthly x 12	- WA	
taked by a service	How often?	475 858	- J	Eligibility:	4
Weei	kly Si-Weekly 2x Month Monthly	Annual Household Size	Categorical Eligibility	File Regulation Denie	
Determining Official's Signature	Date C	onfirming Official's Signatu	ire Date	Verifying Official's Signa	ture Date

#### 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 sha	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.