

**2011-2012**

**FREE & REDUCED PRICE SCHOOL MEAL HOUSEHOLD APPLICATION  
FOR SCHOOL BREAKFAST AND LUNCH MEALS**



**PLEASE RETURN THIS APPLICATION TO THE YOUNGEST CHILD'S SCHOOL NURSE**

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PENNSBURY SCHOOL DISTRICT 2011-2012 SCHOOL YEAR

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Dear Parent/Guardian:

Pennsbury School District offers healthy meals every school day. Elementary Breakfast **\$1.25**; Elementary Lunch **\$2.35**. Middle School Breakfast **\$1.40**; Middle School Lunch **\$2.65**; High School Breakfast **\$1.50**; High School Lunch **\$3.20**. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$.30** for breakfast and **\$.40** for lunch.

DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Complete the application to apply for free or reduced price meals. *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: the school nurse at your child's school. The deadline to return applications to the school nurse is Friday, October 14, 2011.** Families can also apply on line for free or reduced school meals, and other assistance benefits, at [www.compass.state.pa.us](http://www.compass.state.pa.us).

1. WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD? You must include all those living in your household, related or not, who share income and expenses.
2. WHO CAN GET FREE MEALS? All children in households receiving benefits from **State SNAP** or **State TANF**, can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.
3. CAN FOSTER CHILDREN GET FREE MEALS? YES, FOSTER CHILDREN THAT ARE UNDER THE LEGAL RESPONSIBILITY OF A FOSTER CARE AGENCY OR COURT, ARE ELIGIBLE FOR FREE MEALS. ANY FOSTER CHILD IN THE HOUSEHOLD IS ELIGIBLE FOR FREE MEALS REGARDLESS OF INCOME AND SHOULD BE INCLUDED ON THE HOUSEHOLD APPLICATION. THEY ARE NO LONGER CONSIDERED A HOUSEHOLD OF ONE.
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? Please read the letter you got carefully and follow the instructions. Call the school nurse at your child(ren's) school if you have questions.
5. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child's application is only good for that school year and for the first **30 operating days of this school year**. You must send in a new application by **Friday, October 14, 2011** unless the school told you that your child has been directly certified for free meals for the new school year.
6. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
7. WILL THE INFORMATION I GIVE BE CHECKED? Yes, and we may also ask you to send written proof.
8. 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.
9. 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: **Business Administrator, Pennsbury School District, 134 Yardley Avenue, Fallsington, PA. 19058 – phone: 215-428-4100**
10. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
11. 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.
12. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
13. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
14. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **State SNAP** or other assistance benefits, contact your local county assistance office or call 1-800-692-7462 (1-800-451-5886 TDD number for individuals with hearing impairments).
15. If you have other questions or need help, call 215-428-4100

Sincerely,



Stephen J. Kline  
General Manager - Food Service Department

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# INSTRUCTIONS FOR APPLYING

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## *A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU.*

IF NO ONE IN YOUR HOUSEHOLD GETS [State SNAP] OR [State TANF] BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, A MIGRANT OR RUNAWAY, FOLLOW THESE INSTRUCTIONS:

**Part 1:** Skip this part.

**Part 2:** If any child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call **Pennsbury School District Pupil Services at 215-428-4100, ext. 10024 to see if your child qualifies.**

**Part 3:** Complete child's name, grade and school the child attends only if a child in your household is eligible under Part 1. Complete entire section if Part 1 was skipped.

**Part 4:** Sign the form. The last four digits of a Social Security Number are not necessary if you didn't need to fill in Part 3.

**Part 5:** Answer this question if you choose.

IF YOU ARE APPLYING FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS:

**If all children in the household are foster children:**

**Part 1:** Skip this part.

**Part 2:** Skip this part.

**Part 3:** List all foster children and the name of school each child attends. Check the box indicating the child is a foster child. Include the grade of the school aged child.

**Part 4:** Sign the form. The last four digits of a Social Security Number are **not** necessary.

**Part 5:** Answer this question if you choose.

**If some of the children in the household are foster children:**

**Part 1:** If the household does not have a case number, skip this part.

**Part 2:** If any child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call **Pennsbury School District Pupil Services at 215-428-4100, ext. 10024 to see if your child qualifies.** If not, skip this part.

**Part 3:** Follow these instructions to report total household income from this month or last month.

- **Box 1—Name:** List all household members and the name of school for each child. For any person, including children, with no income, you must check the "No Income" box. Check the box if the child is a foster child. Include the income for the household members who have income. Include the grade of the school aged child.
- **Box 2—Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month, or monthly. For earnings, be sure to list the **gross income**, not the take-home pay. Gross income is the amount earned *before* taxes and other deductions. You should be able to find it on your pay stub or your employer can tell you. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under *All Other Income*, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For **ONLY** the self-employed, under *Earnings from Work*, report income after expenses (NET income). This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

**Part 4:** Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).

**Part 5:** Answer this question, if you choose.

ALL OTHER HOUSEHOLDS, INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

**Part 1:** If the household does not have a case number, skip this part.

**Part 2:** If any child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call **Pennsbury School District Pupil Services at 215-428-4100, ext. 10024 to see if your child qualifies.** If not, skip this part.

**Part 3:** Follow these instructions to report total household income from this month or last month.

- **Box 1—Name:** List all household members and the name of school for each child. For any person, including children, with no income, you must check the "No Income" box. Include the grade of the school aged child.
- **Box 2—Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month, or monthly. For earnings, be sure to list the **gross income**, not the take-home pay. Gross income is the amount earned *before* taxes and other deductions. You should be able to find it on your pay stub or your employer can tell you. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under *All Other Income*, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For **ONLY** the self-employed, under *Earnings from Work*, report income after expenses (NET income). This is for your business, farm, or rental property. Do not include income from SNAP, FDPIR, WIC or Federal education benefits. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

**Part 4:** Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).

**Part 5:** Answer this question if you choose.



Your children may qualify for reduced price or free meals if your household income falls at or below the limits on this chart.

| FEDERAL ELIGIBILITY INCOME CHART FOR SCHOOL YEAR 2011-2012 |          |         |         |
|--|----------|---------|---------|
| Household size   | Yearly   | Monthly | Weekly  |
| 1  | \$20,147 | \$1,679 | \$ 388  |
| 2  | \$27,214 | \$2,268 | \$ 524  |
| 3  | \$34,281 | \$2,857 | \$ 660  |
| 4  | \$41,348 | \$3,446 | \$ 796  |
| 5  | \$48,415 | \$4,035 | \$ 932  |
| 6  | \$55,482 | \$4,624 | \$1,067 |
| 7  | \$62,549 | \$5,213 | \$1,203 |
| 8  | \$69,616 | \$5,802 | \$1,339 |
| Each additional person:                                    | +\$7,067 | +\$589  | +\$136  |

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Privacy Act Statement: This explains how we will use the information you give us. 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 indicate that the adult household member signing the application does not have a social security number. We will use your 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 programs to 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.

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Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

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All households must be notified of their eligibility status. Households with children who are denied benefits must be given written notification of the denial. The notification must advise the household of the reason for the denial of benefits, the right to appeal, instruction on how to appeal, and a statement that the family may re-apply for free and reduced price meal benefits at any time during the school year. Households with children who are approved for free and reduced price benefits may be notified in writing or orally.