Manchester Township Board of Education

121 Route 539, P.O. Box 4100
Whiting, New Jersey 08759-4100

732-350-5900

DAVID TRETHAWAY
Superintendent of Schools

CRAIG A. LORENTZEN, CPA
School Business Administrator/
Board Secretary

DONALD WEBSTER
President

JAMES K. PATE
Vice President

Dear Parent/Guardian:

Children need healthy meals to learn. The ***Manchester Township School District*** *participates in the following Child Nutrition Programs at the prices indicated:*

	FULL PRICE			*REDUCED PRICE*		
	Elementary	*Middle*	*High*	*Elementary*	*Middle*	*High*
National School Lunch	*$2.25*	*$2.50*	*$2.50*	*$0.40*	*$0.40*	*$0.40*
School Breakfast	*$1.25*	*$1.50*	*$1.50*	*$0.30*	*$0.30*	*$0.30*
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 Kindergarten Milk	*N/A*	*Not Applicable*	*Not Applicable*	*Not Applicable*	*Not Applicable*	*Not Applicable*
N/A - Not Applicable						

How can I get health insurance for my children? New Jersey is committed to ensure that all children are enrolled in a health insurance program. Information on your meal application will be shared with NJ FamilyCare to determine if your children qualify to participate in this state insurance program. IF YOU DO **NOT** WISH TO SHARE YOUR INFORMATION WITH MEDICAID OR NJ FAMILYCARE YOU MUST COMPLETE AND SIGN THE ENCLOSED INFORMATION SHARING FORM FOR MEDICAID or NJ FAMILYCARE, AND RETURN IT TO YOUR CHILD'S SCHOOL. Contact information for NJ FamilyCare is listed below:

NJ FamilyCare www.njfamilycare.org 1-800-701-0710

Contact information for other food assistance programs in New Jersey are listed below:

NJ SNAP (Food Stamps) www.njsnap.org 1-800-687-9512
WIC Program www.nj.gov/health/fhs/wic 1-866-446-5942

1. **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 one of your children's schools.
2. **WHO CAN GET FREE MEALS?** All children in households receiving benefits from NJ SNAP or 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.
4. **CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail the school's homeless liaison or migrant coordinator to see if they qualify.
5. **WHO CAN GET REDUCED PRICE MEALS?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart, shown on this letter.

6. **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 if you have questions.

7. **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 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.
8. **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.

9. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes and we may also ask you to send written proof.

10. **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.

11. **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: Craig A. Lorentzen, CPA Address: 121 Route 539, Whiting, NJ 08759
    Phone Number: (732)350-5900 Ext: 2226

12. **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.

13. **WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.

14. **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.

15. **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.
16. **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.

If you have other questions or need help,
call (732)350-5900 Ext:2212

Sincerely,

Signature: Craig A. Lorentzen

Name: Craig A. Lorentzen, CPA

Title: Business Administrator/Board Secretary

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
For each additional person, add:	+7,067	+589	+136