

NORTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS

Administrative Offices:
 Maple Meade School Building, Old Georges Road
 Post Office Box 6016
 North Brunswick, N.J. 08902
 Tele. (732) 289-3000

District Web Site: www.nbtschools.org

Brian Zychowski, Ed. D.
 Superintendent of Schools
 E-Mail: bzychowski@nbtschools.org
 Fax: (732) 297-8567

Alex Benanti
 Assistant to the Business Administrator/
 School Accountant
 E-Mail: abenanti@nbtschools.org
 Fax: (732) 297-6590

Dear Parent/Guardian:

Children need healthy meals to learn. **North Brunswick 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	\$2.55	\$2.70	\$2.85	\$0.40	\$0.40	\$0.40
School Breakfast	\$1.25	\$1.50	\$1.50	\$0.00	\$0.00	\$0.00
After School Snack	\$0.75	\$0.75	N/A	\$0.15	\$0.15	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						

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.nbtschools.org.

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** 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.

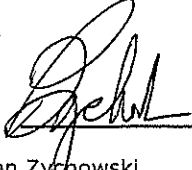
Hearing Officer Name: Brian Zychowski Address: 300 Old Georges Rd

Phone Number: (732)289-3030 Ext:

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 1-866-446-5942 or go to www.nj.gov/health/fhs/wic.

If you have other questions or need help,
call (732)289-3030 Ext:

Sincerely,

Signature: 

Name: Brian Zychowski

Title: Superintendent/Acting Business Administrator

NORTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS

Administrative Offices:
Maple Meade School Building, Old Georges Road
Post Office Box 6016
North Brunswick, N.J. 08902
Tele. (732) 289-3000

District Web Site: www.nbtschools.org

Brian Zychowski, Ed. D.
Superintendent of Schools
E-Mail: bzychowski@nbtschools.org
Fax: (732) 297-8567

Alex Benanti
Assistant to the Business Administrator/
School Accountant
E-Mail: abenanti@nbtschools.org
Fax: (732) 297-6590

September 8, 2015

Dear Parent,

The National School Lunch and Breakfast Program (NSLBP) is a federally funded program that provides nutritious meals to children each school day. Based on your household income your children may be eligible to receive free or reduced meals. The application for the 2015-2016 school year is to be completed on-line using E-Format. Please visit the North Brunswick Township Schools' website (www.nbtschools.org) and click on the (**Lunchapp**) link and follow the instructions. Please note that there is no paper application and a new application **MUST** be filled out each school year.

You will need your child's student ID number to get started. Once the on-line application is completed, the system will determine eligibility. A reduced priced lunch is \$0.40 per lunch should you qualify. Only one application per family is required for children who qualify and this information is kept confidential.

If you do not have access to a computer with internet, the North Brunswick Board of Education will have computers available at their office located at 308 Old Georges Road, North Brunswick, New Jersey, 08902. If you need further assistance, please call Brittany Busicchia at 732-289-3000 at extension 53064 or email her at bbusicchia@nbtschools.org .

Best regards,



Alex Benanti
Assistant to the Business Administrator/School Accountant
North Brunswick Township Board of Education

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 your 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 TYPE OR 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 school, *regardless of age*.

A) List each child's name. For each child, print their first name, middle initial, last name and name of school the child attends in this district. If the child does not attend school in this district, leave the school name blank. 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 district? Mark 'Yes' or 'No' under the column titled "Student" to tell us which children attend school within the district.

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. **Foster children who live with you may count as members of your household and should be listed on your application.** If you are *only* applying for foster children, after completing STEP 1, skip to STEP 4 of the application and these instructions.

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

FOR EACH ADULT HOUSEHOLD MEMBER:

Who should I list here?

When filling out this section, please include all members in your household who are:

- Living with you and share income and expenses, *even if 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.
- Children and students already listed in Step 1

How do I fill in the income amount and source?

FOR EACH TYPE OF INCOME:

- Use the charts in this section 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.
 - Gross income is the total income received before taxes or deductions.
 - 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 be counted as zeroes. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have known or available information that your household income was reported incorrectly, your application will be verified for cause.
- Mark how often each type of income is received using the check boxes to the right of each field.

B) List Adult Household member's name. 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. Refer to the chart titled "Sources of Income for Adults" in these instructions and 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?

If you are 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.

D) Report income from Public Assistance/Child Support/Alimony. Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the value of any cash value public assistance benefits **NOT** listed on the chart. If income is received from child support or alimony, only **court-ordered** payments should be reported here. Informal but regular payments should be reported as "other" income in the next part.