

**BERNARDS TOWNSHIP PUBLIC SCHOOLS**

101 Peachtree Road  
Basking Ridge, New Jersey 07920

James Rollo  
School Business Administrator/  
Board Secretary

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Dear Parent/Guardian:

Below are some common questions and answers to aid in the process of determining your child's eligibility.

**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 application for all students in your household. We cannot approve an application that is not completed, so be sure to fill out all required information. Return the completed application to one of your children's schools.

**2. 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.

**3. CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS?**

Yes. Children who meet the definition of homeless, runaway, or migrant qualify for free meals. Please call or email the school's homeless liaison or migrant coordinator to see if they qualify.

**4. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER FORM?**

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 for the new school year.

**5. 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.

**6. WILL THE INFORMATION I GIVE BE CHECKED?**

Yes and we may also ask you to send written proof.

**7. 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.

**8. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?**

You should talk to school officials. Please contact:

Hearing Officer Name: James Rollo

Address: Bernards Township Board of Education, 101 Peachtree Road, Basking Ridge, NJ 07920

Phone Number: (908) 204-2600 Ext. 106

**9. 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 a U.S. Citizen to qualify for free or reduced price meals.

**10. 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 do not support or otherwise share income with you or your children, and who pay a prorated share of expenses), do not include them.

**11. WHAT IF MY INCOME IS NOT ALWAYS THE SAME?**

List the amount that you normally receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, put down that you make \$1,000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have a job or had your hours or wages reduced, use your current income.

**12. WE ARE IN THE MILITARY; DO WE INCLUDE OUR HOUSE 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.

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](http://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](http://www.njsnap.org)    1-800-687-9512

WIC Program    [www.nj.gov/health/fhs/wic](http://www.nj.gov/health/fhs/wic)    1-866-446-5942

*If you participate in one of the programs above, your children may qualify for free meals or for reduced price meals.*

If you have any other questions or need help, please call (908) 204-2600 ext. 106.

Sincerely,

James Rollo  
School Business Administrator/  
Board Secretary

### ***New Jersey Expanded Income Guidelines (NJEIE)***

New Jersey participants qualify for meals at no charge if the household income falls at or below the limits on this chart and above the limits on the Federal Reduced Price Meal chart.

**NJEIE does not apply to schools/sites participating in CEP.**

<b>Household Size</b>	<b>Annual</b>	<b>Monthly</b>	<b>Twice Per Month</b>	<b>Every Two Weeks</b>	<b>Weekly</b>
- 1 -	35,056	2,922	1,461	1,349	675
- 2 -	47,376	3,948	1,974	1,823	912
- 3 -	59,696	4,975	2,488	2,296	1,148
- 4 -	72,016	6,002	3,001	2,770	1,385
- 5 -	84,336	7,028	3,514	3,244	1,622
- 6 -	96,656	8,055	4,028	3,718	1,859
- 7 -	108,976	9,082	4,541	4,192	2,096
- 8 -	121,296	10,108	5,054	4,666	2,333
Each add'l household member	12,320	1,027	514	474	237

*Annual Income Conversion: Weekly x 52, Every 2 weeks x 26, Twice a month x 24, and Monthly x 12*