

Please place the following information on school letterhead.

Frequently Asked Questions About Free and Reduced-Price School Meals

Dear Parent/Guardian:

Children need healthy meals to learn. Newark City Schools offers healthy meals each school day. Breakfast is free to all students and lunch costs \$3.00. **Your children may qualify for free meals or for reduced-price meals.** Reduced price is \$.40 for lunch. This document is an application for free or reduced-price meal benefits and detailed instructions. Below are some common questions and answers to help you with the application process.

1. **Who can receive free or reduced-price meals?** All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP) or Ohio Works First (OWF); foster children that are under the legal responsibility of a foster care agency or court; children participating in their school's Head Start program; and children who meet the definition of homeless, runaway, or migrant are eligible for free meals. Also, your children may receive free or reduced-price meals if your household's income is within the federal income eligibility guidelines limits.

INCOME ELIGIBILITY GUIDELINES 2023-2024			
Household size	Yearly	Monthly	Weekly
1	\$26,973	\$2,248	\$519
2	36,482	3,041	702
3	45,991	3,833	885
4	55,500	4,625	1,068
5	65,009	5,418	1,251
6	74,518	6,210	1,434
7	84,027	7,003	1,616
8	93,536	7,795	1,799
Each additional Person:	9,509	793	183

2. **How do I know if my children qualify as homeless, migrant or runaway?** If members of your household lack a permanent address; are staying together in a shelter, hotel or other temporary housing arrangement; relocate on a seasonal basis or; children live with you who have chosen to leave their prior family or household then the children may qualify as homeless, migrant or runaway. If you have not been told your children will receive free meals, please call or email **Tara Boyer** at tboyer@newarkcityschools.org or **740-670-7050** to see if they qualify.
3. **Do I need to fill out an application for each child?** No. Use one free and reduced-price school meal application for all students in your household. We cannot approve an application that is not complete. Please submit all required information. **Return the completed application to the School Secretary.**
4. **Should I complete an application if I received a letter this school year saying my children are approved already for free meals?** No, but please read the letter carefully and follow the instructions. If any children in your household were missing from the eligibility notification, contact **Food Service Department at 740-670-7446** immediately.

5. **Can I apply online?** Yes. You are encouraged to complete an online application instead of a paper application if possible. The online application requirements are the same and will request the same information as the paper application. Visit **www.myschoolapps.com** to begin or to learn more about the online application process. Contact **Food Service Department, 740-670-7446** with any questions about the online application.
6. **My child's application was approved last year. Do I need to complete another application?** Yes. Your child's application is valid for that school year and for the start of this school year. You are required to submit a new application unless the school told you that your child is eligible for the new school year.
7. **I receive Women, Infants and Children (WIC) benefits. Can my child(ren) get free meals?** Children in households participating in WIC may be eligible for free or reduced-price meals. Please submit a completed application.
8. **Will the information I give be checked?** Yes, we also may ask you to send written proof.
9. **If I do not 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 the following contact person: **Todd Gallup, Food Service Director, 314 Granville Street, Newark, OH 43055** or **tgallup@newarkcityschools.org** or **740-670-7450**.
11. **May I apply if someone else 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.
12. **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, submit the report with the routine amount of \$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 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 that are asked for you to report on the application or may not receive income at all. When this happens, please write a 0 in the corresponding field. However, if any income fields are left empty or blank, those also will be counted as zeroes. Please be careful when leaving income fields blank.
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, it also 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. Any additional combat pay resulting from deployment also is excluded from income.
15. **What if there is not 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 more help. Are there other programs we might apply for?** To find out how to apply for Ohio SNAP or other assistance benefits, contact your local assistance office or call 877-852-0010.

If you have other questions or need help, call **Food Service Department 740-670-7446**.

Sincerely,

Food Service Department

INSTRUCTIONS FOR APPLYING

A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU

FOLLOW THESE INSTRUCTIONS: USE BLACK OR BLUE INK ONLY & ALL PARTS MUST BE COMPLETED

Part 1: List ALL household members who are infants, children, and students up to and including grade 12 filling in Legal Name, birthdate, grade level and school code if attending school.

Indicate if child is a student and if applicable, Foster Child, Migrant or Runaway.

SCHOOL CODES:

BEN FR..... EEB	HILLVIEW EEH	MCGUFFEY EEG	WILSON..... EMW	HEADSTART.....EHP
CARSON..... EEC	JOHN CLEM..... EEJ	HERITAGE..... EMH	NEWARK HIGH ... EHS	LITTLE LEARNERS.... ELP
CHERRY VAL..... EEV	LEGEND..... EEL	LIBERTY..... EML	NCS DIGITAL.....DAS	

Part 2: Enter the 7 digit case number for any household member (including adults) receiving SNAP (Food Stamps) or OWF benefits.

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

- **Name:** List all household members with income.
- **Gross Income and How Often It Was Received:** For each household member listed, enter all types of income received and how often the person receives the income. In Earnings from work, make sure to enter 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 the Public assistance/Child support/Alimony section, enter the amount and check the box to indicate how often each person receives. For the Pay from Pensions/Retirement/All other income section, this would include income from pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. **All Other Income** would be income from 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, WIC, Federal education benefits and foster payments received by the family from the placing agency. If you are self-employed, under *Earnings from Work*, report income after expenses. 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: Enter total number of household members, enter last 4 digits of social security number of person completing application, or indicate if no social security number is available. **(THE APPLICATION WILL NOT PROCESS WITHOUT THIS INFORMATION).**

Part 5: Enter home address, and the contact phone number (we will contact this person if there are any questions on the application). The person completing the application needs to print and sign their name, enter the current date and an email address (if available). Check mark the Children's ethnic/race identities (this is optional).

If you need any help completing the paper application, please contact the Food Service Department at 740-670-7446. We are available to help in any way we can.

Where do I send my completed application?

- You can Mail or deliver your completed application to:
Newark City Schools
Food Service Dept. OR Return to your school Office
314 Granville Street
Newark OH 43055
- You should receive a letter in the mail with results of approval or denial 5-7 school days after submitting a paper application. If no letter is received, please call Food Service at 740-670-7446. For quickest approval, complete and submit your application on-line at www.myschoolapps.com

Check your child's lunch account balance and pay for meals on-line at: www.myschoolbucks.com