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**2019-2020**  
**NEEDHAM PUBLIC SCHOOLS**  
**FREE & REDUCED MEAL APPLICATION PACKET**

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1330 Highland Ave. Needham, Massachusetts 02492 Phone: (781) 455-0400 x11219 FAX: (781) 455-0434

**NOTE:** This application is available in Spanish, Haitian Creole, Russian, Portuguese, and Korean at [www.needham.k12.ma.us](http://www.needham.k12.ma.us).

Go to Departments-Nutrition Services & On-line

**Dear Parent/Guardian:**

Children need healthy meals to learn. Needham Public Schools offer healthy meals every school day. Breakfast at Eliot & Mitchell costs \$1.75; breakfast at Pollard & HS costs \$2.00. Elementary Lunch costs \$3.00; Middle & High School Lunch costs \$3.25. Your children may qualify for free meals or for reduced price meals. The cost for reduced breakfast and lunch is being waived for the 2019-2020 school year in Needham, so there will be no charge to students who qualify for reduced price meals. This packet includes an application for free or reduced-price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

**Frequently Asked Questions:**

**1. WHO CAN GET FREE OR REDUCED-PRICE MEALS?**

- All children in households receiving benefits from **MA SNAP, MA TANF, or MEDICAID** 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.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2019-2020			
Household size	Yearly	Monthly	Weekly
1	\$23,107	\$1926	\$ 445
2	\$31,284	\$2,607	\$ 602
3	\$39,461	\$3,289	\$ 759
4	\$47,638	\$3,970	\$ 917
5	\$55,815	\$4,652	\$1,074
6	\$63,992	\$5,333	\$1,231
7	\$72,169	\$6,015	\$1,388
8	\$80,346	\$6,696	\$1,546
Each additional person:	\$+8,177	\$ +682	\$ +158

- 2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail Mary Lammi, Assistant Superintendent for Student Support Services, at 781-455-0400 x11213, or email [Mary\\_Lammi@needham.k12.ma.us](mailto:Mary_Lammi@needham.k12.ma.us), to see if you qualify.
- 3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. 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: **Ruth Griffin, Nutrition Services Director, Needham Public Schools, 1330 Highland Avenue, Needham, MA 02492, 781-455-0400 x11219.**
- 4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?** No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Ruth Griffin, 1330 Highland Avenue, Needham, MA 781-455-0400 x11219** or email: [Ruth\\_Griffin@needham.k12.ma.us](mailto:Ruth_Griffin@needham.k12.ma.us), immediately.

5. **CAN I APPLY ONLINE?** Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit [www.lunchapp.com](http://www.lunchapp.com) to begin, or to learn more about the online application process call 781-455-0400 x11219.
6. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW 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 has informed you that your child is eligible for the **new** school year.
7. **I GET WIC. CAN MY CHILDREN GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced-price meals. Please send in an application.
8. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof of the household income you report.
9. **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.
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: **Anne Gulati, Assistant Superintendent for Financial and Operations, 1330 Highland Avenue, Needham, MA 02492, 781-455-0400 x11206 or email at: Anne\_Gulati@needham.k12.ma.us.**
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. Contact Ruth Griffin at **781-455-0400 x11219 to receive a second application for additional household members.**
16. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for **MA SNAP** or other assistance benefits, contact your local assistance office or call **the MA SNAP Hotline at 1-866-950-3663.**
17. **ARE THERE ANY OTHER BENEFITS WE CAN RECEIVE THROUGH THE NEEDHAM PUBLIC SCHOOLS IF WE QUALIFY FOR FREE & REDUCED MEALS?** Financial assistance may be offered to those who are eligible for free or reduced priced meals. **Students eligible for free or reduced meals are entitled to free transportation to and from school.** However, you must complete and sign the "Sharing Meal Eligibility Information with Other Programs" form, allowing us to share your eligibility information with those programs.

If you have other questions or need help, call 781-455-0400 x11219.

Si necesita ayuda, por favor llame al telephone: 781-455-0400 x11219.

Si vous voudriez aide, contactez nous au numero: 781-455-0400 x11219.



# 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 Needham Public Schools. 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 Ruth Griffin, Nutrition Director, 781-455-0400 x11219 or Ruth\_Griffin@Needham.k12.ma.us.

**PLEASE 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/school system here], regardless of age.

**A) List each child's name.** Print each child's name. 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 at [name of school/school system here]?** Mark 'Yes' or 'No' under the column titled "Student" to tell us which children attend [name of school/school district here]. If you marked 'Yes,' write the grade level of the student in the 'Grade' column to the right.

**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. If you are **ONLY** applying for foster children, after finishing **STEP 1**, go to **STEP 4**. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.

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

## STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?

**If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:**

- The Supplemental Nutrition Assistance Program (SNAP) or [insert State SNAP here].
- Temporary Assistance for Needy Families (TANF) or [insert State TANF here].
- The Food Distribution Program on Indian Reservations (FDPIR).

**A) If no one in your household participates in any of the above listed programs:**

- Leave **STEP 2** blank and go to **STEP 3**.

**B) If anyone in your household participates in any of the above listed programs:**

- Write the Agency ID for SNAP, TANF, or FDPIR. You only need to provide one Agency ID. If you participate in one of these programs and do not know your Agency ID, contact: [State/local agency contacts here].
- Go to **STEP 4**.

## STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

**How do I report my income?**

- Use the charts titled "**Sources of Income for Adults**" and "**Sources of Income for Children,**" printed on the back side of the application form 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.

### STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

- 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 also be counted as a zero. If you write ‘0’ or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

#### 3.A. REPORT INCOME EARNED BY CHILDREN

**A) Report all income earned or received by children.** Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked “Child Income.” Only count foster children’s income if you are applying for them together with the rest of your household.

**What is Child Income?** Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

#### 3.B REPORT INCOME EARNED BY ADULTS

##### Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are 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.
  - Infants, Children and students already listed in **STEP 1.**

**B) List adult household members’ names.** 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.** 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?** 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.** Report all income that applies in the “Public Assistance/Child Support/Alimony” field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as “other” income in the next part.

**E) Report income from pensions/retirement/all other income.** Report all income that applies in the “Pensions/Retirement/ All Other Income” field on the application.

**F) Report total household size.** Enter the total number of household members in the field “Total Household Members (Children and Adults).” This number **MUST** be equal to the number of household members listed in **STEP 1** and **STEP 3.** If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.

**G) Provide the last four digits of your Social Security Number.** An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled “Check if no SSN.”

### STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

**All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.**

**A) Provide your contact information.** Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

**B) Print and sign your name and write today’s date.** Print the name of the adult signing the application and that person signs in the box “Signature of adult.”

**C) Mail Completed Form to: Insert School/District address here**

**D) Share children’s racial and ethnic identities (optional).** On the back of the application, we ask you to share information about your children’s race and ethnicity. This field is optional and does not affect your children’s eligibility for free or reduced price school meals.







# NEEDHAM PUBLIC SCHOOLS

OFFICE OF FINANCIAL OPERATIONS

ANNE GULATI, ASSISTANT SUPERINTENDENT FOR FINANCE AND OPERATIONS  
1330 HIGHLAND AVENUE \* NEEDHAM, MA 02492  
781-455-0400 EXT. 206 \* 781-455-0417 (FAX)

Dear Parent/Guardian

August 2019

## IMPORTANT:

If you qualify for Free and Reduced-Price School Meals, you may also qualify for other benefits in the Needham Public Schools, such as scholarships to Needham Public School programs and activities. In addition, eligible students are entitled to free transportation to and from school.

**Please note:** If you wish to be considered for available scholarships, or to receive a refund of any transportation fee that you may have paid, please complete the parental consent form, entitled “Sharing Meal Eligibility Information with Other Programs” which is on the back of the Free & Reduced Meal Application, attached to this packet. It authorizes the Nutrition Services Department to share your child’s free and reduced lunch application information with school programs offering these benefits.

**You MUST complete and return the “Sharing Meal Eligibility Information with Other Programs” form before we may release your child’s eligibility information to other school programs. The Needham Public Schools cannot issue transportation refunds NOR award eligibility-based scholarships to your child UNLESS this consent form is on file.** Completing the consent form will not change whether your child gets free or reduced priced meals.

**Completed consent form and free & reduced application should be filled out completely, signed, dated and returned to:**

Ruth Griffin  
Nutrition Services Director  
Needham Public Schools  
1330 Highland Ave.  
Needham, MA 02492  
Fax: 781-455-0434  
Phone: 781-455-0400 x11219

If you have questions, or need additional information, please contact me at: 781-455-0400 x 11206.

Thank you very much.

Sincerely,

Anne Gulati  
Assistant Superintendent for Finance and Operations

**NEEDHAM PUBLIC SCHOOLS  
SHARING INFORMATION WITH OTHER PROGRAMS  
2019-2020**

Dear Parent/Guardian:

**If you qualify for Free & Reduced Meals, you may also qualify for other benefits in the Needham Public Schools, such as Transportation & Scholarship programs. Students eligible for free or reduced priced meals are entitled to free transportation to and from school.**

The information reported on this application may be shared with other programs for which your children may qualify. **For the following programs, we must have your permission to share your information.** Completing this form will not change whether your children get free or reduced price meals.

**The School Department will not issue transportation refunds nor award eligibility-based scholarships to your child/ren UNLESS you check yes to the applicable sharing section/s, and sign & date below.**

- 
- Yes! I **DO** want Nutrition Services to share information from my Free and Reduced Price School Meal Application with the Needham Public Schools **Transportation** Department.
  - Yes! I **DO** want Nutrition Services to share information from my Free and Reduced Price School Meal Application with my child's **School Principal & Guidance Counselor**, who may share with school programs if there is a benefit to me, such as scholarships, ie: From Yearbook, Graduation Gowns, tutors etc.) Waived fees if applicable.
  - Yes! I **DO** want Nutrition Services to share information from my Free and Reduced Price School Meal Application with the **Community Education Programs**, including Kindergarten After School Enrichment (KASE), Elementary After School Enrichment (EASE), Pollard After School Enrichment (PAS), Before/After school Structured Programs, Adult Education, and Summer School.

- 
- No! I **DO NOT** want information from my Free and Reduced Price School Meal Application shared with any of these programs.

If you checked yes to any or all of the boxes above, fill out the form below to ensure that your information is shared for the child(ren) listed below. **Your information will be shared only with the programs you checked.**

Child's Name \_\_\_\_\_ School: \_\_\_\_\_

Child's Name \_\_\_\_\_ School: \_\_\_\_\_

Child's Name \_\_\_\_\_ School: \_\_\_\_\_

Child's Name \_\_\_\_\_ School: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Address: \_\_\_\_\_

For more information, you may call **Ruth Griffin, Nutrition Services Director at (781) 455-0400 x11219 or e-mail at: Lunch\_Account@needham.k12.ma.us.** Return this form to: **Nutrition Services at Needham Public Schools, 1330 Highland Avenue, Needham, MA 02492 or FX: 781-455-0434 & Please print clearly.**





If your child is eligible for free or reduced school meals, your child may also be eligible for **free or low cost health insurance** through MassHealth.

**To learn more call: 1-800-841-2900**

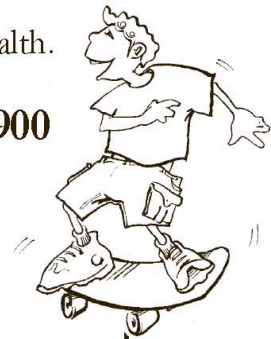
**MassHealth**



Si su niño es eligible para almuerzo gratis o reducido, su niño pueda ser eligible para **seguro de salud gratis o de bajo costo** por medio de MassHealth.

**Para saber mas, llame al: 1-800-841-2900**

*covering  
kids*





## I Speak Statements

- أنا أتكلم اللغة العربية. (Arabic)
- Ես խոսում եմ հայերեն (Armenian)
- 我说中文 (Chinese Simplified)
- 我說中文 (Chinese Traditional)
- Ja govorim hrvatski. (Croatian)
- اینجانب به زبان فارسی صحبت می کنم. (Farsi)
- Je parle français. (French)
- Μιλάω ελληνικά. (Greek)
- હું ગુજરાતી બોલું છું (Gujarati)
- Mwen pale Kreyòl. (Haitian Creole)
- मैं हिंदी बोलता हूँ (Hindi)
- Kuv hais lus hmoob. (Hmong)
- 私は日本語を話します。 (Japanese)
- ខ្ញុំនិយាយភាសាខ្មែរ (Khmer)
- 본인의 모국어는 한국어입니다. (Korean)
- ئە ز زمانى كوردى دە ئاخفم. (Kurdish)
- ຂ້າພະເຈົ້າເວົ້າ ພາສາລາວ. (Lao)
- Yie gorngv Mienh waac. (Mien)
- Mówię po polsku. (Polish)
- Eu falo Português. (Portuguese)
- ਇ ਸੁਪਆਕ ਪੰਜਾਬੀ (Punjabi)
- Я говорю по-русски. (Russian)
- Ou te tautala faaSamoa. (Samoan)
- Govorim srpski. (Serbian)
- Waxaan ku hadlaa Somali. (Somali)
- Yo hablo español. (Spanish)
- أتحدث السودانية (لغوي سوداني) (Sudanese)
- Marunong po akong magsalita ng Tagalog. (Tagalog)
- ข้าพเจ้าพูด ภาษาไทย (Thai)
- ኣነ ትግርኛ ይዘረብ ኣየ. (Tigrinya)
- Я розмовляю українською. (Ukrainian)
- میں اردو بولتا/بولتی ہوں . (Urdu)
- Tôi nói tiếng Việt. (Vietnamese)

USDA is an equal opportunity provider and employer.

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_