



Dear Parent/Guardian:

Children need healthy meals to learn. **Newton Public Schools** offers healthy free and reduced breakfast and lunch meals every school day. The cost for breakfast at an elementary school (where available) is **\$1.75** and at a secondary school is **\$2.00**. The cost for lunch is as follows: elementary school **\$3.30**, middle school **\$3.60**, and high school **\$3.85**. **Your children may qualify for free lunch and free breakfast meals or for reduced price lunch and reduced price breakfast meals.** Reduced price is \$.30 for breakfast and \$.40 for lunch.

Snacks are offered at all schools but do not qualify under the free and reduced price meal program. “A La Carte” snacks are available at schools for purchase only and are **not free** to any students.

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- a. All children in households receiving benefits from **MA SNAP** and **MA TANF** are eligible for free meals.
- b. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- c. Children participating in their school’s Head Start program are eligible for free meals.
- d. Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- e. Children may receive free or reduced price meals if your household’s income is within the limits on the Federal Income
- f. 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 2017-2018			
Household size	Yearly	Monthly	Weekly
1	\$22,311	\$1,860	\$430
2	\$30,044	\$2,504	\$578
3	\$37,777	\$3,149	\$727
4	\$45,510	\$3,793	\$876
5	\$53,243	\$4,437	\$1,024
6	\$60,976	\$5,082	\$1,173
7	\$68,709	\$5,726	\$1,322
8	\$76,442	\$6,371	\$1,471
Each additional person:	\$+7,733	\$+645	\$+149

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 the Student

Services Office at 617-559-6025. Please ask to speak to the McKinney-Vento Liaison for Newton Public Schools.

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.

Apply online at <http://www.newtonps.schoollunchapp.com> or return a completed application to Newton Public Schools Operations/Food Service Department, 100 Walnut Street, Newtonville, MA 02460. If you have any questions please call 617-559-9000.

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 the NPS Office of Operations/Food Services Department at 617-559-9000 immediately.
5. **CAN I APPLY ONLINE? Yes!** **Newton Public Schools encourages all to apply online for free and reduced priced meals.** 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. **The process is FAST, SAFE, SECURE, PRIVATE, and AVAILABLE ANYTIME.**

To APPLY ONLINE:

1. Please log on to the Newton Public Schools website at:
<https://www.newton.k12.ma.us/>
Click on “Find It Fast”– “School Lunch App” - www.schoollunchapp.com or
2. Enter in your internet browser the web address:
<http://www.newtonps.schoollunchapp.com/>
2. Complete your application. This process will take 5 – 10 minutes and will result in a much faster approval process. You will receive a confirmation email after the application has been completed.
3. If you apply on line, you **DO NOT** have to send a paper application form.
4. Check your approval status within 48 hours on line at: www.schoollunchstatus.com

If you have any questions or concerns or you wish to learn more about the online application process please contact: Newton Public Schools Operations/Food Service Department at 617-559-9000.

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.** For school year 2017-2018, the cutoff date at which the 2016 -2017 free and reduced application is void is Wednesday, October 18, 2017. **You must complete a new application unless the school told 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 email at food_service@newton.k12.ma.us or

write: Mr. Liam Hurley, Assistant Superintendent for Business and Finance, 100 Walnut Street, Newtonville, MA 02460.

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 your child(ren)'s school or the Newton Public Schools Operations/Food Service Office at 617-559-9000 to receive a second application.
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**.

If you have other questions or need help, call **617-559-9000**.
Si necesita ayuda, por favor llame al teléfono: **617-559-9000**.
Si vous voudriez d'aide, contactez nous au numero: 617-559-9000.

Sincerely,
Liam Hurley
Assistant Superintendent for Business & Finance
Newton Public Schools
Telephone: 617-559-9000

The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children's eligibility for free or reduced price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced price meals. Pursuant to Section of 7 of the Privacy Act, disclosure of your Social Security number is not required. We do not need and are not requesting any Social Security numbers that may appear on documents you submit.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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