REGISTRATION REQUIREMENTS

Please complete the attached forms and return them to the appropriate school at the time of registration:

☐ PROOF OF AGE:
   Original birth certificate or passport.

☐ MEDICAL:
   Copy of immunization records. Please note that your child will not be able to attend school unless the Physical Examination/Immunization Form is completed and signed by your child’s physician. The physical exam must be no more than one year old as of the first day of attendance. If your child’s last physical exam does not meet these guidelines, please bring in proof of his/her immunization records and submit the updated physical before the first day of school. Also note that there are additional immunization requirements if you are registering a student in the 6th grade or higher.

☐ PROOF OF RESIDENCE:
   Homeowners – Deed or Property Tax Statement
   Renters – Current, signed lease with full names of all persons living at the address.
   Non-Leaseholders – (You rent but do not have a lease or you reside with a family member.) Please complete the attached Affidavit of Owner/Landlord. If you are renting from the owner please attach a copy of the owner’s deed or property tax statement. If you are renting from a renter please attach a copy of the renter’s current signed lease.

☐ Unofficial copy of transcript and / or report card from previous school.
**Part 1: Student Information:**

<table>
<thead>
<tr>
<th>Student's Legal Name</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(last, first, middle)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residence Street, City, Zip</th>
<th>Gender: M F</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mailing address (if different)</th>
<th>Siblings in District (name &amp; grade)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(street, city, state, zip)</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethnic Background (Required – Please check all that apply. See end of form for explanation.)</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian/Alaskan Native</td>
<td>Native Hawaiian/Pacific Islander</td>
</tr>
<tr>
<td>Asian</td>
<td>3</td>
</tr>
<tr>
<td>Black or African American</td>
<td>White or Caucasian</td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country of Birth</th>
<th>State of Birth</th>
<th>City of Birth</th>
</tr>
</thead>
</table>

What was the first language used by the student? ________

At home does the student hear or use a language other than English more than half the time? Y / N

Does the student understand a language other than English? Y / N

Please list any languages spoken by the student: English ______ Spanish ______ Other (please specify) ______

Would you like to receive alert messages from the school in Spanish? Y / N

---

**Part 2: Parent Information:**

<table>
<thead>
<tr>
<th>Parent(s)/Guardian(s) with whom student resides:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Cell Phone</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Cell Phone</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Telephone</th>
<th>Other Telephone</th>
<th>(specify)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mother email address</th>
<th>Father email address</th>
</tr>
</thead>
</table>

**If student does not reside with parent(s), proof of legal custody or guardianship papers must be attached**

**Information about non-resident parent (if applicable):**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mailing address</th>
<th>City, State, Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Cell or Business Phone</th>
<th>Add or mailing required Y / N</th>
</tr>
</thead>
</table>

Does child have Health Insurance? Y / N

Yes____ No____ If yes, name of insurance company ______

NJ FamilyCare provides free or low cost health insurance for uninsured children and certain low income parents. For more information call 800-701-0710 or visit www.njfamilycare.org to apply online.

You may release my name and address to the NJ FamilyCare Program to contact me about health insurance.

Signature: ________ Printed Name: ________ Date: ________

Written consent required pursuant to 20 U.S.C. § 1232g (b)(1) and 34 C.F.R. 99.30 (b).

Revised 7/2019
Part 3: School information

Grade registrant is entering: __________________________ Last grade completed: __________________________

School name and address transferring from: ____________________________________________________________

_______________________________________________________________
(city, state)

What date did your child first enter a U.S. School (mm/dd/yyyy)? __________________________

Is your child currently receiving, or has your child ever received special education services through the school? Y N

Does your child currently have an IEP (Individual Educational Program)? Y N

Has your child ever been excluded from school as a result of a weapons charge? Y N

Has the registrant ever attended school in the Somerset Hills School District? Y N If Yes, Grades attended __________________________

I certify that the information provided herein is true and accurate:

Signature of parent or legal guardian __________________________ Date __________________________

Explanation of ethnicity questions:

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture origin, regardless of race.

American Indian or Alaska Native – A person having origins in any of the original people of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American -- A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White or Caucasian – A person having origins in the original peoples of Europe, the Middle East, or North Africa.

---

For Office Use Only

Type of Proof of Residency Submitted: __________________________ Type of DOB proof: __________________________

Starting date: __________________________ Student #: __________________________ Counselor: __________________________ Homeroom: __________________________

Copies made of original documents to be placed in file: __________________________ Date: __________________________

Revised 7/2019
THE SOMERSET HILLS SCHOOL DISTRICT

Student Transportation Request Form
(for eligible students)*

Student: ______________________________ Grade: ________

Home Address: ______________________________________

Mailing Address: ______________________________________

Home Telephone: ________________________________

Cell Phone: ________________________________________

Nearest intersection to student’s residence:____________________________________

Parent/Guardian Name: ______________________________________________________

Siblings in district (list names, grades) _________________________________________

Will you be using before or after care program: ______ Before _____ After _____

Will your child be going to a childcare provider: _____________________________

If yes, please provide childcare provider name/address/telephone

Name: ________________________________

Address: ________________________________

Telephone: ________________________________

Transportation requests for new students will take five (5) days for processing

*The Transportation Office will determine eligibility for state-mandated or subscription busing

**********************************************************************************************************************************************
Office Use Only:

Bus Pass Issued ______ Bus Route #________ Bus Stop #_______
Subscription ______ Payment received ___________ Check # _________
Walker _______
Train Pass Issued (9-12 only) _______ Student ID# __________________________
## SOMERSET HILLS SCHOOL DISTRICT

## AFFIDAVIT OF OWNER/LANDLORD

<table>
<thead>
<tr>
<th>Landlord Information</th>
<th>Tenant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Landlord:</strong></td>
<td><strong>Name of the Family:</strong></td>
</tr>
<tr>
<td><strong>Street Address:</strong></td>
<td><strong>Street Address:</strong></td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td><strong>City:</strong></td>
</tr>
<tr>
<td><strong>Phone Number(s):</strong></td>
<td><strong>Phone Number(s):</strong></td>
</tr>
</tbody>
</table>

### Lease Information

*Please specify the terms of the lease:

Relation to Renter: ____ No Relation ____ Family Member(s)
When did the tenant(s) move in? ____ / ____ / ____
How long is the agreement effective? Until: ____ / ____ / ____
What kind of rental agreement? ________________________________

List the names of all persons living in the apartment/house:

<table>
<thead>
<tr>
<th>Tenant Name</th>
</tr>
</thead>
</table>

I attest that, to the best of my knowledge, the information is true and correct and I am aware that fraudulent statements or claims may be prosecuted to the full extent of the law.

Sworn and subscribed before me this ______ day of ________________

Signature of Tenant ___________________________ Date ______

Signature of Landlord ___________________________ Date ______

Notary Public of New Jersey
Somerset Hills School District
Please send records to appropriate school listed below

RELEASE OF RECORDS

I hereby give my permission for:

__________________________________________________________
Name of school student is leaving

__________________________________________________________
Street Address

Town __________________________ State ______ Zip Code ______

To send all records (HEALTH, STANDARDIZED TEST RESULTS, PAST & MOST RECENT REPORT CARDS, ANY DISCIPLINARY AND/OR SPECIAL SERVICES RECORDS) for the student(s) listed below who are in the process of registering.

1. ___________________________________________ Grade ___
2. ___________________________________________ Grade ___
3. ___________________________________________ Grade ___
4. ___________________________________________ Grade ___

Send complete records to the appropriate school listed below:

Bedwell Elementary K-4  Bernardsville Middle School 5-8  Bernards HS 9-12
141 Seney Drive  141 Seney Drive  25 Olcott Avenue
Bernardsville, NJ 07924  Bernardsville, NJ 07924  Bernardsville, NJ
Fax # 908-204-0481  Fax# 908-953-2874  Fax# 908-766-8223

__________________________________________________________
Parent/Guardian Signature

__________________________________________________________
Date
Return this form ONLY if you DO NOT want your child to be photographed

The Somerset Hills School District
25 Olcott Avenue
Bernardsville, NJ 07924

Date: ________________

I DO NOT want The Somerset Hills School District, or anyone authorized by The Somerset Hills School District, to use and reproduce photographs/videos of my child participating in school events for use in the newspapers or Somerset Hills School District publications.

Student: ____________________________ Grade: ____________________________

Address: ____________________________

City: ____________________________ State: ____________________________ Zip: ________________

Signature of Parent or Guardian: __________________________________________________________________________

(If this form is not returned, The Somerset Hills School District understands permission is granted for use of all photographs.)
Dear Parent/Guardian;

Children need healthy meals to learn. The **SOMERSET HILLS SCHOOL DIS** offers healthy meals every school day at the prices listed below. **Your children may qualify for free meals or for reduced price meals.**

<table>
<thead>
<tr>
<th></th>
<th><strong>FULL PRICE</strong></th>
<th></th>
<th></th>
<th><strong>REDUCED PRICE</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Elementary</td>
<td>Middle</td>
<td>High</td>
<td>Elementary</td>
<td>Middle</td>
<td>High</td>
</tr>
<tr>
<td>National School Lunch</td>
<td>$2.95</td>
<td>$3.05</td>
<td>$3.20</td>
<td>$0.40</td>
<td>$0.40</td>
<td>$0.40</td>
</tr>
<tr>
<td>School Breakfast</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>After School Snack</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Special Milk Program</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Split Session Milk Program</td>
<td>N/A</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

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.shsd.org](http://www.shsd.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/WorkFirst-NJ** 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 INCOME CHART
For school Year 2019-2020

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Yearly</th>
<th>Monthly</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>23,107</td>
<td>1,926</td>
<td>445</td>
</tr>
<tr>
<td>2</td>
<td>31,284</td>
<td>2,607</td>
<td>602</td>
</tr>
<tr>
<td>3</td>
<td>39,461</td>
<td>3,289</td>
<td>759</td>
</tr>
<tr>
<td>4</td>
<td>47,638</td>
<td>3,970</td>
<td>917</td>
</tr>
<tr>
<td>5</td>
<td>55,815</td>
<td>4,652</td>
<td>1,074</td>
</tr>
<tr>
<td>6</td>
<td>63,992</td>
<td>5,333</td>
<td>1,231</td>
</tr>
<tr>
<td>7</td>
<td>72,169</td>
<td>6,015</td>
<td>1,388</td>
</tr>
<tr>
<td>8</td>
<td>80,346</td>
<td>6,696</td>
<td>1,546</td>
</tr>
<tr>
<td>For each additional person, add:</td>
<td>+8,177</td>
<td>+682</td>
<td>+158</td>
</tr>
</tbody>
</table>

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 your school, homeless liaison or migrant coordinator.

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 one of your children’s schools.

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 your school immediately.

5. **CAN I APPLY ONLINE?** If available, you are encouraged to complete an online application instead of a paper application. The online application has the same requirements and will ask you for the same information as the paper application. Contact your school if you have any questions about the online application.

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 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 calling or writing to:

    **Hearing Officer Name:** Sarah Latzke  **Address:** 25 Olcott Ave
    **Phone Number:** (908)630-3010  **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 1-800-328-3838 or go to www.nj.gov/health/fhs/wic.

If you have other questions or need help, call (908)204-1930 Ext:1118

Sincerely,

Signature: ________________________________

Name: Heather Goguen

Title: Business Administrator
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 the 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 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

<table>
<thead>
<tr>
<th>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.</th>
<th>B) Is the child a student in this school district? Mark ‘Yes’ or ‘No’ under the column titled “Student” to tell us which children attend the school district here. If you marked “Yes,” write the grade level of the student in the ‘Grade’ column to the right.</th>
<th>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.</th>
<th>D) Are any children Homeless, Migrant Worker, or Runaway? If you believe any child listed in this section meets this description, mark the “Homeless, Migrant Worker, Runaway” box next to the child’s name and complete all steps of the application.</th>
</tr>
</thead>
</table>

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 the school system, regardless of age.

### 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 NJ SNAP.
- Temporary Assistance for Needy Families (TANF) or NJ TANF/WorkFirst NJ.
- 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 a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact your local county welfare agency: [http://www.nj.gov/humanservices/dfd/programs/njsnap/cwa/index.html](http://www.nj.gov/humanservices/dfd/programs/njsnap/cwa/index.html)
- 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.
  - 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
### STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

- 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 your school district.**

**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.
Application #: 2019-2020 Application for Free and Reduced Price School Meals
Complete one application per household. Please type or use a pen (not a pencil).

Available online at: 

**STEP 1** List ALL Household Members who are infants, children, and students up to and including Grade 12 (if more spaces are required for additional names, attach another sheet of paper).

**Definition of Household Member:** “Anyone who is living with you and shares income and expenses, even if not related.”

Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.

**Child’s First Name**

**MI**

**Child’s Last Name** [press spacebar to advance]

**School Name (Abbr.)**

**Grade**

**Student attends this school district?**

**Yes**

**No**

**Foster Child**

**Homeless, Runaway**

**STEP 2** Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR? **YES** **NO**

If you answered NO > Complete STEP 3.

If you answered YES > Write a case number here then go to STEP 4 (Do not complete STEP 3)

**Case Number:**

Write only one case number in this space.

**STEP 3** Report Income for ALL Household Members (Skip this step if you answered ‘Yes’ to STEP 2)

A. Child Income

Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

B. All Adult Household Members (including yourself)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write ‘0’. If you enter ‘0’ or leave any fields blank, you are certifying (promising) that there is no income to report.

- **Name of Adult Household Members (First and Last)**
- **Earnings from Work**
  - **Weekly**
  - **Bi-Weekly**
  - **2x Month**
  - **Monthly**
- **Public Assistance/Child Support/Alimony**
  - **Weekly**
  - **Bi-Weekly**
  - **2x Month**
  - **Monthly**
- **Pensions/Retirement/Other Income**
  - **Weekly**
  - **Bi-Weekly**
  - **2x Month**
  - **Monthly**

**Total Household Members (Children and Adults)**

**Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member**

**Check if no SSN**

**STEP 4** Contact information and adult signature

Mail Completed Form To:

*I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.*

Street Address (if available)

Apt #

City

State

Zip

Daytime Phone and Email (optional)

Printed name of adult signing the form

Signature of adult

Today’s date
### Sources of Income for Children

<table>
<thead>
<tr>
<th>Sources of Child Income</th>
<th>Example(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Earnings from work</td>
<td>- A child has a regular full or part-time job where they earn a salary or wages</td>
</tr>
<tr>
<td>- Social Security</td>
<td></td>
</tr>
<tr>
<td>- Disability Payments</td>
<td></td>
</tr>
<tr>
<td>- Survivor’s Benefits</td>
<td>- A child is blind or disabled and receives Social Security benefits</td>
</tr>
<tr>
<td>- Parent is disabled, retired, or deceased, and their child receives Social Security benefits</td>
<td></td>
</tr>
<tr>
<td>- Income from person outside the household</td>
<td>- A friend or extended family member regularly gives a child spending money</td>
</tr>
<tr>
<td>- Income from any other source</td>
<td>- A child receives regular income from a private pension fund, annuity, or trust</td>
</tr>
</tbody>
</table>

### Sources of Income for Adults

<table>
<thead>
<tr>
<th>Earnings from Work</th>
<th>Public Assistance / Allergy / Child Support</th>
<th>Pensions / Retirement / All Other Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Salary, wages, cash bonuses</td>
<td>- Unemployment benefits</td>
<td>- Social Security (including railroad retirement and black lung benefits)</td>
</tr>
<tr>
<td>- Net income from self-employment (farm or business)</td>
<td>- Worker’s compensation</td>
<td>- Private pensions or disability benefits</td>
</tr>
<tr>
<td>- A child is blind or disabled and receives Social Security benefits</td>
<td>- Supplemental Security Income (SSI)</td>
<td>- Regular income from trusts or estates</td>
</tr>
<tr>
<td>- A Parent is disabled, retired, or deceased, and their child receives Social Security benefits</td>
<td>- Cash assistance from State or local government</td>
<td>- Annuities</td>
</tr>
<tr>
<td>If you are in the U.S. Military:</td>
<td>- Alimony payments</td>
<td>- Investment income</td>
</tr>
<tr>
<td>- Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</td>
<td>- Child support payments</td>
<td>- Earned Interest</td>
</tr>
<tr>
<td>- Allowances for off-base housing, food and clothing</td>
<td>- Veteran’s benefits</td>
<td>- Rental income</td>
</tr>
<tr>
<td>- Social Security (including railroad retirement and black lung benefits)</td>
<td>- Strike benefits</td>
<td>- Regular cash payments from outside household</td>
</tr>
</tbody>
</table>

### Optional: Children’s Racial and Ethnic Identities

We are required to ask for information about your children’s race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children’s eligibility for free or reduced price meals.

- **Ethnicity (check one):**
  - Hispanic or Latino [ ]
  - Not Hispanic or Latino [ ]

- **Race (check one or more):**
  - American Indian or Alaskan Native [ ]
  - Black or African American [ ]
  - Native Hawaiian or Other Pacific Islander [ ]
  - Asian [ ]
  - White [ ]

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

### Do not fill out For School Use Only

**Annual Income Conversion:** Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12

<table>
<thead>
<tr>
<th>Total Income</th>
<th>Weekly</th>
<th>Biweekly</th>
<th>2x Month</th>
<th>Monthly</th>
<th>Annual</th>
</tr>
</thead>
</table>

**Determining Official’s Signature**

**Date**

**Categorical Eligibility**

**Household Size**

<table>
<thead>
<tr>
<th>Free</th>
<th>Reduced</th>
<th>Denied</th>
</tr>
</thead>
</table>

**Eligibility:**

**Confirming Official’s Signature**

**Date**

**Verifying Official’s Signature**

**Date**

This institution is an equal opportunity provider.
SHARING INFORMATION WITH MEDICAID or
NJ FAMILYCARE

Dear Parent/Guardian:

If your children get free or reduced price school meals, they may also be
able to get free or low-cost health insurance through Medicaid or NJ
FamilyCare. Children with health insurance are more likely to get
regular health care and are less likely to miss school because of
sickness.

Because health insurance is so important to children's well-being, the
law allows us to tell Medicaid and NJ FamilyCare that your children
are eligible for free or reduced price meals, unless you tell us not to.
Medicaid and NJ FamilyCare only use the information to identify children
who may be eligible for their programs. Program officials may contact
you to offer to enroll your children. Filling out the Free and Reduced
Price School Meals Application does not automatically enroll your
children in health insurance.

If you do not want us to share your information with Medicaid or NJ
FamilyCare, fill out the form below and send in (Sending in this form will
not change whether your children get free or reduced price meals).

☐  No! I DO NOT want information from my Free and Reduced Price
School Meals Application shared with Medicaid or the State
Children's Health Insurance Program (NJ FamilyCare)

If you checked no, fill out the form below to ensure that your
information is NOT shared for the child(ren) listed below:

Child's Name: __________________ School:____________________
Child's Name: __________________ School:____________________
Child's Name: __________________ School:____________________
Child's Name: __________________ School:____________________
Signature of Parent/Guardian: ___________________ Date: ______
Printed Name:________________________ Address:____________________

Return this form to your child's school, ONLY if you do NOT wish your
information to be shared with Medicaid or NJ FamilyCare.