



PASCACK VALLEY REGIONAL HIGH SCHOOL DISTRICT

Cynthia Kirk
Business Administrator/Board Secretary

Dear Parent or Guardian:

All families with students enrolled in New Jersey public schools must be surveyed to determine the percentage of students who qualify for free and reduced-price school meals. This survey is necessary even if the school does not participate in any of the federally funded Child Nutrition Programs.

Attached is an application to be used for survey purposes. If you believe you would qualify for free meals, please fill out this application as soon as possible, sign it and return it to your child's school with the income verification documentation. If possible, send copies, not original papers. If you do send originals, they will be sent back to you only if you ask.

Acceptable papers include:

EARNINGS FROM WORK: Paycheck stub or pay envelope that shows the amount and how often pay is received; letter from employer stating gross wages and how often you are paid; or, if you work for yourself, business or farming papers, such as ledger or tax books.

SOCIAL SECURITY, PENSIONS, OR RETIREMENT: Social Security retirement benefit letter, statement of benefits received, or pension award notice.

UNEMPLOYMENT, DISABILITY, OR WORKER'S COMP: Notice of eligibility from State employment security office, check stub, or letter from the Worker's Compensation's office.

WELFARE PAYMENTS: Benefit letter from the NJ SNAP or TANF office.

CHILD SUPPORT OR ALIMONY: Court decree, agreement, or copies of checks received.

OTHER INCOME (SUCH AS RENTAL INCOME): Information that shows the amount of income received, how often it is received, and the date received.

NO INCOME: A brief note explaining how you provide food, clothing, and housing for your household, and when you expect an income.

MILITARY HOUSING PRIVATIZATION INITIATIVE: Letter or rental contract showing that your housing is part of the Military Privatized Housing Initiative.

A handwritten signature in cursive script that reads "Cynthia Kirk".

Cynthia Kirk
Business Administrator/Board Secretary

APPLY ONLINE: Pascack.org

RETURN TO (School/District Name): Pascack Valley Regional HSD

ADDRESS: 28 W. Grand Ave, Suite2, Montvale, NJ 07645

STEP 1

Do not forget to list infants, children not in school, and children not applying for benefits. This includes children not related to you in your household. Do not forget to list infants, children attending other schools, children not in school, and children not applying for benefits. This includes children not related to you in your household.

[illegible]

STEP 2 Do any household members (including you) participate in: SNAP, TANF, or FDPIR?

☐ NO → Go to STEP 3.

☐ YES → Write case number here and proceed to STEP 4.

CASE NUMBER (NOT EBT NUMBER):

Write only one case number in this space.

STEP 3

A. All Adult Household Members (Anyone who is living with you and shares income and expenses, even if not related, including you.)

All Adult Household members (anyone who is living with you and shares income and expenses, even if not related, including you).
List all Adult Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they receive income, report total gross income (before taxes and deductions) 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)	How often received?				How often received?				How often received?						
	Weekly	Every 2 Weeks	2x/Month	Monthly	Annual	Weekly	Every 2 Weeks	2x/Month	Monthly	Annual	Weekly	Every 2 Weeks	2x/Month	Monthly	
	☐	☐	☐	☐	☐	\$	☐	☐	☐	☐		☐	☐	☐	☐
	☐	☐	☐	☐	☐	\$	☐	☐	☐	☐		☐	☐	☐	☐
	☐	☐	☐	☐	☐	\$	☐	☐	☐	☐		☐	☐	☐	☐
	☐	☐	☐	☐	☐	\$	☐	☐	☐	☐		☐	☐	☐	☐
	☐	☐	☐	☐	☐	\$	☐	☐	☐	☐		☐	☐	☐	☐

Name of Adult Household Members (Children and Adults)

Last Four Numbers of Social Security Number of Primary Wage Earner or other Adult Household Member (If Applicable)

Total Household Members (Children and Adults)

Child Income

Sometimes children in the household earn or receive income. Include the TOTAL income (before taxes and deductions) received by ALL children listed in STEP 1 here.

Child Income

\$

Public Assistance, Child Support, Alimony

Pensions, Retirement, Social Security, SSI, VA Benefits, All Other

Please see application's back for list of income sources.

B. Child Income

Sometimes children in the household earn or receive income.

Sometimes children in the household earn or receive income. Include the TOTAL income (before taxes and deductions) received by ALL children listed in STEP 1 here.

STEP 4

RETURN COMPLETED FORM TO YOUR CHILD'S SCHOOL: Insert school address here

"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 (confirm) 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."

Print Name of Adult Signing the Form		Signature of Adult		Today's Date	
City		State		Zip	
				Phone (optional)	
				Email (optional)	

Return completed form to your child's school.

SOURCES AND EXAMPLES OF INCOME

For additional information on income, please refer to the instructions that accompany this application.

Sources of Income

Earnings from Work

- Salary, wages, cash bonuses, tips, commissions
 - Net income from self-employment (farm or business)
- If you are in the U.S. Military:**
- Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances)
 - Allowances for off-base housing, food, and clothing

Public Assistance/Alimony/Child Support

- Unemployment benefits
- Workers' compensation
- Supplemental Security Income (SSI)
- Cash assistance from State or local government
- Alimony payments
- Child support payments
- Veterans benefits
- Strike benefits

Pensions/Retirement/All other sources of income

- Social Security/Disability (including railroad retirement and black lung benefits)
 - Private Pensions or disability benefits
 - Income from trusts or estates
 - Annuities
 - Investment income
 - Earned interest
 - Rental income
 - Regular cash payments from outside household
- A child has a regular full or part-time job where they earn a salary or wages
 - A child is blind or disabled and receives Social Security benefits
 - A parent is disabled, retired, or deceased, and their child receives Social Security benefits
 - A friend or extended family member regularly gives a child spending money
 - A child receives regular income from a private pension fund, annuity, or trust

Examples of Income for Children

OPTIONAL

Children's ethnic and racial identities. This information is kept confidential and may be protected by the Privacy Act of 1974.

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 (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race)

Race (check one or more): ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander

☐ White

☐ Not Hispanic or Latino

Return this completed form to your child's school. *Do not mail, fax, or email completed applications to the U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights.

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. Do not annualize income to determine eligibility unless more than one income frequency is listed.

Total Income

How often?
Weekly ☐ Every 2 Weeks ☐ 2x/Month ☐ Monthly ☐ Annual ☐

Household size

Federal Income Eligibility

Free ☐ Reduced ☐ Denied ☐

Categorical Eligibility ☐

Determining Official's Signature

Confirming Official's Signature

Date

Verifying Official's Signature

Date

Use of Information Statement

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met.

Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, 'Check if no Social Security Number'. Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

The contact information below is solely to file a complaint of discrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

*MAIL: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

FAX: (833) 256-1665 or (202) 690-7442; or
EMAIL: program.intake@usda.gov

*Do not mail applications to this address, only complaints of discrimination.

Return completed form to your child's school.

This institution is an equal opportunity provider.