

SCOTCH PLAINS-FANWOOD PUBLIC SCHOOLS



Office of the Business Administrator

August 2026

Dear Parent/Guardian:

Children need healthy meals to learn. The Scotch Plains-Fanwood Public Schools offer healthy meals every school day. Your children may qualify for free meals or reduced-price meals. 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 online at https://www.spfk12.org/free_reduced. Application can be filled out, then printed.

Please note the following: **INCOME VERIFICATION MUST BE SUBMITTED WITH EACH APPLICATION. DO NOT SUBMIT APPLICATION WITHOUT SUPPORT. APPLICATIONS WITHOUT INCOME VERIFICATION ARE NOT PROCESSED.** Applications including documentation may be submitted to Judi Resnicoff by scanning and emailing to jresnicoff@spfk12.org. The application and documents may be sent via backpack to Judi Resnicoff once schools are in session. You may also drop-off at the Business Office located at 313 South Avenue, Fanwood, 2nd Floor or mail to the Business Office at 512 Cedar Street, Scotch Plains 07076.

	FULL PRICE			REDUCED PRICE		
	Elementary	Middle	High	Elementary	Middle	High
School Lunch	\$3.70	\$4.20	\$4.45	\$0.50	\$0.50	\$0.50
	N/A	\$4.60*	\$4.75*			
Split Session Milk Program	\$.75	N/A	N/A	N/A	N/A	N/A

*Variable Lunch Prices N/A - Not Applicable

Below are some common questions and answers to help you with the application process.

1. Who can get free and reduced meals?
 - All children in households receiving benefits from NJ SNAP or NJ TANF/WorkFirst-NJ.
 - Foster children that are under the legal responsibility of a foster care agency or court.
 - Children participating in their school's Head Start program.
 - Children who meet the definition of homeless, runaway, or migrant.
 - Children may receive free or reduced-price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines:

Christopher Jones
Scotch Plains-Fanwood Public Schools
512 Cedar Street
Scotch Plains, NJ 07076

cjones@spfk12.org
(908) 232-6161
spfk12.org

FEDERAL INCOME CHART For school Year 2026-2027			
Household Size	Yearly	Monthly	Weekly
1	29,526	2,461	568
2	40,034	3,337	770
3	50,542	4,212	972
4	61,050	5,088	1,175
5	71,558	5,964	1,377
6	82,066	6,839	1,579
7	92,574	7,715	1,781
8	103,082	8,591	1,983
Each additional household member	+10,508	+876	+203

2. What documents must I submit? ALL applicants requesting free or reduced lunch including those receiving NJ SNAP or NJ TANF. Foster and homeless children must also submit an application. Documentation must be attached to each application. Documentation MUST include one or more of the following:
- ☐ One recent pay stub.
 - ☐ Self Employed Only - 2025 Tax Return with Schedule C. If spouse receives pay stubs, need to submit both tax return and pay stub.
 - ☐ Unemployment check stub.
 - ☐ Letter from employer with income amount and frequency of payments, if paid in cash.
 - ☐ Current Award Letter for SNAP or TANF.
 - ☐ Current Award Letter for Social Security.
 - ☐ Court documents and/or legal agreement for proof of child support and/or alimony.
 - ☐ Pensions/retirement/all other income, provide pay stub of gross amount of deposit and frequency.
- NOTE: Proof of Medicaid and Health Insurance are not acceptable.
3. 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 contact Mrs. Marisa Stefani, Director of Special Services, 908-232-6161, 31501.

4. 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 with supporting income documents to one of your children's schools.
5. Should I fill out an application if I received a letter last school year saying my children are already approved for free meals? Yes, all students attending must submit an application this year.
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.
7. Since 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 along with your case number and award letter.
8. Will the information I give be checked? Yes. Documentation proving ALL forms of household income (i.e., paystubs, NJ SNAP, child support, social security, etc.) must be submitted with each application.
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 Hearing Officer:
Name: Lynn Hatter Phone: 908-232-6161, x-41302
Address: 512 Cedar Street, Scotch Plains, NJ 07076 E-mail: lhatter@spfk12.org
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 you normally receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, put down that you made \$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? 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 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 help. Are there any programs we might apply for? To find out how to apply for NJ SNAP, call 1-800-792-9773 or 908-838-4831 or go to <https://www.state.nj.us/humanservices/njsnap/apply/app/>. You can also contact NJ FamilyCare at 1-800-701-0710 or www.njfamilycare.org for information regarding health insurance for your family and for Medicaid. For Medicaid, you can also contact the Union County Board of Social Services at 1-908-791-7000 (Plainfield Area). For the WIC Program, call 1-908-753-3397 (Plainfield Area), 1-800-328-3838, or go to <https://www.nj.gov/health/fhs/wic>.

If you have other questions or need help, call (908) 232-6161, ext. 41303.

Sincerely,



Christopher Jones
Business Administrator