

Northern Burlington County Regional School District

Free and Reduced Meal Application FAQs

Application Completion Tips

What measures can I take to expedite my application's approval?

- 1) Apply online at: <https://mealapp.lunchtimesoftware.net>
OR
- 2) Do all of the following when filling out your paper application:
 - a. Use black or blue ink only.
 - b. Print clearly
 - c. Use your student's name as it appears on their Birth Certificate
 - i. All Students attending school are on one application; send one original to each school district students attend
 - d. List all other household members on the application
 - e. List any and all income received by anyone in the household on the application.
 - f. Fill in last 4 digits of your social security number (the signer) or if you do not have a social security number, check the box that says "none".
 - g. SIGNATURE IS REQUIRED.
 - h. Foster Children may be completed on a separate form, however the regulations now state that foster children may be included in the household application as part of the household size.

Do I need to fill out an application for each child?

No. Complete one application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all of the required information. Return the completed application to the Main Office of either the Northern Burlington County Regional Middle School or Northern Burlington County Regional High School.

Who can receive free meals?

There are several ways your children may be eligible for meals free of charge. Your child may receive free meals if your household income is within the free limits on the Federal Income Guidelines. You may also receive meals if you are "categorically eligible." If one member of your household is currently receiving assistance (benefits), all children in the household may be eligible for free meals. A household is defined as "...a group of related or non-related individuals, who are not residents of an institution or boarding house, but who are living as one economic unit."

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Foster children are categorically eligible for free meals. An application is not needed, however, there does need to be documentation of foster status from the State of New Jersey.

Have the eligibility guidelines changed from last school year?

Yes. The eligibility guidelines have changed from last school year and you do need to fill out a new application as soon as possible to determine eligibility for meal benefits.

Can homeless, runaway and migrant children receive free meals?

Yes, Other categorically eligible children are those who meet the definition of “migrant, homeless or runaway”. If you are a homeless, runaway or migrant child, please contact the Homeless Liaison at Northern Burlington County Regional School District, Mrs. Holly Post, for assistance.

I received a letter indicating my children are approved for free meals during the last school year. Do I need to fill out a new application?

Yes. Fill out a new application each and every school year, or anytime your financial status changes.

I receive WIC (Women, Infants and Children) benefits. Does my child qualify for meals?

Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application either online or by hand as soon as possible.

Will the information I give on my application be checked/verified?

Yes, we may ask you to send written proof of the information you provide on your application.

If I don't qualify now, may I apply later?

Yes, you may apply at any time during the school year.

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What if I disagree with the school's decision about my application?

You should talk to the school official listed on the letter you received with regard to your application. If you are still not satisfied, you may request a hearing by the Hearing Official (Dr. Sally Lopez at Northern Burlington County RSD).

May I apply if someone in my household is not a US Citizen?

Yes, you may apply. You or your child do not have to be US Citizens in order for your child to qualify for free or reduced price meals.

Who should I include as members of my household?

Include yourself, all children who live with you and all other people living in your household, related or not (such as grandparents, other relatives, or friends).

Are applications available in other languages?

Yes, please see the Northern Burlington County Regional School District website for both English and Spanish versions, as well as a link to other languages which are available.

If I have more than one student going to school in the School District, do I need to fill out more than one application?

No, only complete ONE APPLICATION PER FAMILY.

If I have a student living at home that goes to a private school, charter school, or Pre-K school, should I include them on the application?

Yes, include them as Other Household Members at the bottom of the form.

Why do I need to fill out last four digits of my Social Security Number and sign the application?

These two sections are required fields and it is very important that these sections be completed. If this information is not completed, the application will be returned to the applicant.

Online Free/Reduced Application Help:

Please contact the School District with questions about the following items:

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- Not being able to add a student to your account. LunchTime Software will not be able to provide you with any of the following values needed to add a student to your account:
 - First Name
 - Last Name (Remember the names must match the birth certificate, which should match the school registration)
 - Date of Birth
 - Student ID Number
- Questions with regard to final determination of eligibility.

You May contact LunchTime Software Support, at 1-800-963-0780, option 3 or by email at mealapp@lunchtimesoftware.com. LunchTime support is available only in English. LunchTime support can assist with questions to the following items:

- Creating an account
- Login Issues
- Questions on how to use the website.