



Radnor Township School District

135 S. Wayne Avenue
Wayne, PA 19087-4117
610.688.8100
www.rtsd.org

Food Service Department

Food Service FAQs 2009-10

Children need healthy meals to learn. Radnor Township School District offers healthy meals every school day. Breakfast on the secondary level costs \$1.25; lunch on the elementary level costs \$2.25, secondary lunches costs \$2.50. Your child(ren) may qualify for free meals or for reduced price meals. Reduced price is \$.30 for breakfast and \$.40 for lunch.

1. 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: your student's school or The Food Service Department, Radnor Township School District, 135 S. Wayne Ave., Wayne, PA 19087.**

2. Who can get free meals? Children getting Food Stamps or TANF and most foster children can get free meals regardless of your income. Also, your child(ren) can get free meals if your household income is within the free limits on the Federal Income Guidelines.

3. Can homeless, runaway, and migrant children get free meals? Please call your student's school to see if your child(ren) qualify(ies), if you have not already been informed that they will get free meals.

4. Who can get reduced price meals? Your child(ren) can get low cost meals if your household income is within the reduced price limits on the Federal Income Chart, shown with application.

5. Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced price meals? Please read the letter you got carefully and follow the instructions. Call 610-688-8100 X 6048 if you have questions.

6. I get WIC. Can my child(ren) get free meals? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.

7. Will the information I provide be checked? Yes, we may ask you to send written proof.

8. If I don't qualify now, may I apply later? Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start receiving Food Stamps or TANF. If you lose your job, your children may be able to get free or reduced price meals. Contact your school.

9. What if I disagree with the school's decision about my application? You should talk to your school officials. You also may ask for a hearing by calling or writing to: Sharon Learn, **Radnor Township School District, 135 S. Wayne Ave., Wayne, PA 19087, 610-688-8100.**

10. May I apply if someone in my household is not a U.S. citizen? Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.

11. Who should I include as members of my household? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.

12. What if my income is not always the same? List the amount that you normally get. For example, if you normally get \$1,000 each month, but you missed some work last month and only got \$900, put down that you get \$1,000 per month. If you normally get overtime, include it, but not if you get it only sometimes.

13. We are in the military. Do we include our housing allowance as income? If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income.

If you have other questions or need help, call 610-688-8100.

Si necesita ayuda, por favor llame al teléfono: 610-688-8100

Si vous voudriez d'aide, contactez nous au numero: 610-688-8100

Sincerely,
The Food Service Department



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Food Service Department Instructions for Applying

If your household gets **FOOD STAMPS OR TANF**, follow these instructions:

Part 1: List child(ren)'s name, school, grade, and a Food Stamp or TANF case number. (9 digits)

Part 2: Check the appropriate box, if any, **and contact your school.**

Part 3: Skip this part.

Part 4: Skip this part.

Part 5: Sign the form. A Social Security Number is not necessary.

Part 6: Answer this question if you choose to.

If you are applying for a **FOSTER CHILD**, follow these instructions:

Part 1: Use a separate application for each foster child. List the child's name, school, and grade.

Part 2: Skip this part.

Part 3: Check the box and list the child's personal use monthly income, if any.

Part 4: Skip this part.

Part 5: Sign the form. A Social Security Number is not necessary.

Part 6: Answer this question if you choose to.

ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

Part 1: List each child's name, school, and grade.

Part 2: Check the appropriate box, if any.

Part 3: Skip this part.

Part 4: Follow these instructions to report total household income during last month.

Column 1–Name: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children living with you. Attach another sheet of paper if you need to.

Column 2–How often did you get paid last month and what was the gross amount. Next to each person's name list each type of income received last month, and how often it was received. For example, *Earnings from work*: List the **gross income** each person earned from work. This is not the same as take-home pay. **Gross income is the amount earned before taxes and other deductions.** The amount should be listed on your pay stub, or your boss can tell you. Next to the amount, write how often the person got it (weekly, every other week, twice a month, or monthly). *All other income*: List the amount each person got last month from welfare, child support, alimony (second column), pensions, retirement, Social Security (third column), and **ALL OTHER INCOME SOURCES** (fourth column). In the All Other column, include Worker's Compensation, unemployment, strike benefits, regular saving account withdrawals, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and **ANY OTHER INCOME**. Report net income for self-owned business, farm, or rental income. Next to the amount, write how often the person got it. If you are in the Military Housing Privatization Initiative, do not include this housing allowance.

Column 3–Check if no income: If the person does not have any income, check the box.

Part 5: An adult household member must sign the form and list his or her Social Security Number, or mark the box if he or she doesn't have one.

Part 6: Answer this question if you choose to.