



Pennsbury School District  
134 Yardley Avenue • P.O. Box 338 • Fallsington, PA 19058 • 215-428-4100  
[www.pennsbury.org](http://www.pennsbury.org)

July 26, 2022

Dear Parent/Guardian:

Children need healthy meals to learn. Pennsbury School District offers healthy meals every school day. Breakfast costs **\$1.50**; lunch costs **\$2.65** (elementary), **\$2.85** (middle school) and **\$3.25** (high school). **Your child(ren) may qualify for free meals or for reduced-price meals.** The reduced price is **\$ .30** for breakfast and **\$ .40** for lunch. [Please click here to access the application for free and reduced-price meal benefits and a set of detailed instructions on how to apply.](#) Below are some common questions and answers to help you with the application process.

If you have received a **NOTICE OF DIRECT CERTIFICATION** letter for free meals, **do not** complete the application. But **do** let the school know if any children in your household are not listed on the **NOTICE OF DIRECT CERTIFICATION** letter you received.

#### **1. Who can get free or reduced-priced meals or special milk?**

- All children in households receiving Supplemental Nutrition Assistance Program (SNAP) (formerly the Food Stamp Program) or Temporary Assistance for Needy Families (TANF) benefits are eligible for free meals.
- Foster children who 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 their 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.

INCOME ELIGIBILITY REDUCED PRICE GUIDELINES JULY 1, 2022-JUNE 30, 2023					
Family Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	25,142	2,096	1,048	967	484
2	33,874	2,823	1,412	1,303	652
3	42,606	3,551	1,776	1,639	820
4	51,338	4,279	2,140	1,975	988
5	60,070	5,006	2,503	2,311	1,156
6	68,802	5,734	2,867	2,647	1,324
7	77,534	6,462	3,231	2,983	1,492
8	86,266	7,189	3,595	3,318	1,659
Each additional family member add:	8,732	728	364	336	168

**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 another 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, call 215- 428-4100 ext. 10019 or email **Laurie Ruffing, Interim Director of Student Services, at [lruffing@pennsburysd.org](mailto:lruffing@pennsburysd.org).**

**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 the Student Services Department.

**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 read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification letter, immediately. contact **Laurie Ruffing, Interim Director of Student Services, at [lruffing@pennsburysd.org](mailto:lruffing@pennsburysd.org).**

**5. Can I apply online?**

Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit [the Pennsbury School District website](#) or the [PA Department of Human Services website](#).

**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 30 operating school 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 receive WIC. Can my children still receive free meals?**

Children in households participating in WIC may be eligible for free or reduced-price meals. Send in an application.

**8. Will the information I submit 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/or 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.**

Please reach out to school officials. You may also request a hearing by emailing **Kimberly Zedalis** at [kzedalis@pennsburyisd.org](mailto:kzedalis@pennsburyisd.org) or calling **215-428-4100**.

**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, write a 0 in the field. However, if any income fields are left empty or blank, those will **also** be counted as zeroes. 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. Contact **Laurie Ruffing, Interim Director of Student Services**, at [lruffing@pennsburysd.org](mailto:lruffing@pennsburysd.org). to receive a second application.

### **16. My family needs more assistance. Are there other programs we might apply for?**

To find out how to apply for **SNAP** or other assistance benefits, visit [www.compass.state.pa.us](http://www.compass.state.pa.us), contact your local county assistance office, or call 1-800-692-7462.

If you have any other questions or need help, please call 215-428-4100.

Sincerely,

Ms. Laurie A Ruffing  
Interim Director of Student Services

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 [Form AD-3027, USDA Program Discrimination Complaint Form](#), which can be obtained online, 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:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

ATTENTION: If you speak Spanish, language assistance services, free of charge, are available to you. Contact your child's school.  
ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Comuníquese con la escuela de su niño.