



2023-2024

FREE/REDUCED

Applications Are Open

- **A new application is required every year for continued benefits.**
- For continued free or reduced benefits for the 2023-2024 school year, a new application must be received by **October 1, 2023.**
- 2022-2023 school year benefits will be terminated at that time until a new application is received.
- All charges accrued until a new application is received is your responsibility.
- Applications cannot be back dated to delete balances.
- **ONLY ONE APPLICATION PER HOUSEHOLD.**

SNAP/TANF ELIGIBILITY:

- You will receive a letter of eligibility if you receive SNAP/TANF state benefits.
- If you do **not** receive a letter you must apply to qualify for free or reduced benefits.

TO APPLY FOR FREE/REDUCED:

- Applications are available online through the Parent Genesis Portal under forms.
- Paper Applications are available to print on the district website under 'Lunch Information'.
- Please email Kristy.McKeown@sbschools.org with your mailing address to have a paper application mailed to you.
- Paper applications can be mailed back to:
231 Blackhorse Lane, Monmouth Junction, NJ 08852
- Applications emailed must be in PDF format, pictures of applications will **NOT** be accepted as they are hard to read and cannot be printed clearly
- You will receive a letter of determination within 10 days.

LUNCH PROCEDURES:

- Please see following 'Lunch Procedures'.
- Parents with children that entered the High School during the pandemic or have students entering the High School for the first time, you are encouraged to read the 'Lunch Procedures' as they are different from elementary or middle schools.

For any questions or concerns please email only.

LUNCH PROCEDURES

- Free and Reduced applications will be available online through your Parent Access on Genesis (<https://parents.sbschools.org>).
- You can access the online application in Genesis even if you were previously locked out for overdue balances.
- We encourage you to download the free MySchoolBucks state-of-the-art online app that offers you the convenience and information you need to manage your child's meal account to help you ensure that funds are available for your child's meal(s). It's fast and convenient for parents:
 - Create your free account and check account balances online: www.Myschoolbucks.com and download the app.
 - Monitor your child's purchases.
 - View your student's account balance 24/7.
 - Receive notifications when your child's account balance is low.
 - Make payments quickly & easily using a credit card, debit card, or e-check.
 - Create settings to automatically replenish your student's account when it reaches a low balance.
- Ala Carte purchases are cash only or a positive balance must be available in the students' MySchoolBucks account for purchase. Ala Carte items are not part of the Free or Reduced program.
- **Free Meal Benefits:** Free status students will be allowed to receive a free breakfast and lunch each day. A 2nd breakfast and/or lunch can be purchased with cash only at full price only.
- **Reduced Meal Benefits:** As of July 1st, 2020 all students determined as reduced price eligible will receive breakfast and lunch meals at no cost. A 2nd breakfast and/or lunch can be purchased with cash only at full price only.
- If you qualify for Free or Reduced benefits, it does **NOT** delete any previous balance owed.

NEGATIVE BALANCES

In the event a student's school lunch or breakfast bill is in arrears in excess of negative \$20.00, the student will receive an alternate lunch and/or breakfast as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture and the Food and Nutrition Services of the United State Department of Agriculture and their account will be charged accordingly.

The Food Service Provider shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due.

If the student's parent does not make full payment by the end of ten school days, the Food Service Provider or designee shall again contact the student's parent to provide a **second notice** that their child's breakfast or lunch bill is in arrears and shall provide the parent an additional 5 school days to pay the full amount due.

The student will continue to receive an alternate breakfast and/or lunch and their account will continue to be charged accordingly.

Elementary/Middle School Students:

- If payment is not received in full within a week of the 2nd notice, students will only receive an alternative breakfast/lunch until the balance is paid in full.
- Ala Carte purchases will be restricted until the balance is paid in full.
- The student/parent will lose privileges to the District's Student Information Center/Genesis Portal.
- The parent will be requested to meet with the food service provider to discuss and resolve the matter.

High School Students:

- Students in arrears of **-\$20.00** will only be able to purchase a standard lunch.
- Students in arrears of **-\$50.00** will only be able to purchase a standard lunch WITH CASH until the balance is paid in full.
- Ala Carte purchases will be restricted to all students until the balance is paid in full.
- The student/parent will lose privileges to the District's Student Information Center/Genesis Portal.
- Students with 3 or more consistent negative balances of over **-\$50.00** will be placed on 'Cash Only' status for the remainder of the school year.

Free/Reduced Students: (all grade levels):

- **Negative meal balance prior to free/reduced eligibility does NOT delete the balance owed.**
- As of July 1st, 2020, all students determined as **reduced** price eligible will receive breakfast and lunch meals at no cost.
- A 2nd breakfast and/or lunch can be purchased with cash only at full price only.
- If you qualify for Free or Reduced benefits, it does **NOT** delete any previous balance owed.
- Ala Carte purchases will be restricted until the balance is paid in full.
- The student/parent will lose privileges to the District's Student Information Center/Genesis Portal.
- The parents will be requested to meet with the food service provider to discuss and resolve the matter.

Sincerely,

David Pawlowski

South Brunswick Township School District

Business Administrator

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