

The Free and Reduced Meals Application

If you have received a letter stating that your child is Directly Certified and on free lunch please **do not** send in an application. Please make sure all your school age children are named in the letter. If not, please contact the Food Service Director.

Common mistakes that delay the approval process.

(We must contact you before we can process your application if there are any of these errors.)

- The writing/printing on the application is illegible. Please print clearly.
- All children and adults in the household are not listed. Include young children and babies.
- The total number of names listed does not match the number written in the box in Step 3.
- Your SNAP number is missing. If you receive SNAP from the state, your SNAP case number must be included on the application. The number is included in the letter you receive received from The Department Of Transitional Assistance.
- SSN is missing but the box saying No SSN is not checked off. If no adult has an SSN, please check the box.
- The application is not filled out completely.

Things to Remember...

If you have received a letter of Direct Certification from the school stating that your child/ren are eligible for free or reduced price meals for this school year, you do not need to send in an application.

- ❖ Fill out the front page of the application only. DO NOT write on the back.
- ❖ Please check your email often. That is how we communicate with you.
- ❖ Your child will be charged the regular price for meals if we have not received and processed your application by the time the grace period runs out. *Please send it in as soon as possible to allow us time to process the app and avoid charges.*

Return the application to school with your child or drop it off at the school's main office. Please put it in a sealed envelope and write Cafeteria Manager on it.

Food Service Director
978-772-8600 ext. 1167