

# FARM Notification Letter

SUBJECT: School Year 2020-2021 Free – Reduced Meal Application Notification

Dear Parent/Guardian:

Children need healthy meals to learn. The DoDEA in partnership with the Navy Exchange (NEX) offer healthy meals through the School Meal Program every school day. For SY 2020-2021, lunch costs will be **\$3.25 for Elementary and \$3.50 for Secondary**. Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.40 for lunch.

1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Complete the application to apply for free or reduced price meals. *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: **Fleet and Family Support Center, CRC bldg. 3365, 4<sup>th</sup> floor, room 407.** **Or email it to FFSCinfo@fe.navy.mil along with any required supplemental documents.**
2. WHO CAN GET FREE MEALS? Your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines for Alaska 2020/2021.
3. CAN FOSTER CHILDREN GET FREE MEALS? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.
4. WHO CAN GET REDUCED PRICE MEALS? Your children can get low cost meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart, shown on this application.
5. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? Please read the letter you got carefully and follow the instructions. Call 243-9632 **if** you have questions.
6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? **Yes**. Your child's application is only good for that school year and for the first few days of this school year. **You must submit a new application each school year.**
7. 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.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes and we may also ask you to send written proof.
9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at anytime during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

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10. WHAT IF I DISAGREE WITH THE DECISION ABOUT MY APPLICATION? You should talk to FFSC FARM officials. You also may appeal a denial or ask for a hearing by calling or writing to: **Fleet and Family Support Center, CRC bldg. 3365, 4th floor, room 407 or 243-3372. OR Ikego Fleet and Family Support Center Office, bldg 673.2**
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) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them. Deployed Services members will be included.
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. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. (Basic allowance for housing [BAH] and “combat pay” is not calculated.)
14. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to their basic pay because of her deployment and it wasn’t received before she was deployed, combat pay is not counted as income. Contact the FFSC for more information.
15. MY CHILD IS IN SURE START, DO I NEED TO FILL OUT AN APPLICATION? No. Sure Start students are categorically eligible for free meals. However, other students in the household will need to complete an application.
16. USDA allows the previous year’s free or reduced meal to continue for a grace period of thirty days after the start of the new school year. The grace period for SY 20 – 21 will end on 06 Oct 2020. Therefore if you have not been approved for Free or Reduced meal (by end of the grace period) on 06 Oct 2020, your children’s meal accounts will convert to full pay meals.
17. WILL I NEED MY CHILD’S SSN? **No.** You will need your child’s DoDEA Student ID number can be located either from the school or by logging on to <https://dodea.gradespeed.net> under the Manage Student tab.

If you have other questions or need help call 243-3372.

Sincerely,

Fleet and Family Support Center

FARM Representative

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<https://www.fns.usda.gov/school-meals/income-eligibility-guidelines> Japan uses

Alaska Annual Income Eligibility Guidelines in determining eligibility.

| INCOME ELIGIBILITY GUIDELINES  |                                   |                             |            |                 |                 |            |                    |            |                 |                 |            |  |
|--|-----------------------------------|-----------------------------|------------|-----------------|-----------------|------------|--------------------|------------|-----------------|-----------------|------------|--|
| Effective from July 1, 2020 to June 30, 2021                             |                                   |                             |            |                 |                 |            |                    |            |                 |                 |            |  |
| HOUSEHOLD SIZE   | FEDERAL POVERTY GUIDELINES ANNUAL | REDUCED PRICE MEALS - 185 % |            |                 |                 |            | FREE MEALS - 130 % |            |                 |                 |            |  |
|  |                                   | ANNUAL                      | MONTHLY    | TWICE PER MONTH | EVERY TWO WEEKS | WEEKLY     | ANNUAL             | MONTHLY    | TWICE PER MONTH | EVERY TWO WEEKS | WEEKLY     |  |
| <b>48 CONTIGUOUS STATES, DISTRICT OF COLUMBIA, GUAM, AND TERRITORIES</b> |                                   |                             |            |                 |                 |            |                    |            |                 |                 |            |  |
| 1 .....  | 12,760                            | 23,606                      | 1,968      | 984             | 908             | 454        | 16,588             | 1,383      | 692             | 638             | 319        |  |
| 2 .....  | 17,240                            | 31,894                      | 2,658      | 1,329           | 1,227           | 614        | 22,412             | 1,868      | 934             | 862             | 431        |  |
| 3 .....  | 21,720                            | 40,182                      | 3,349      | 1,675           | 1,546           | 773        | 28,236             | 2,353      | 1,177           | 1,086           | 543        |  |
| 4 .....  | 26,200                            | 48,470                      | 4,040      | 2,020           | 1,865           | 933        | 34,060             | 2,839      | 1,420           | 1,310           | 655        |  |
| 5 .....  | 30,680                            | 56,758                      | 4,730      | 2,365           | 2,183           | 1,092      | 39,884             | 3,324      | 1,662           | 1,534           | 767        |  |
| 6 .....  | 35,160                            | 65,046                      | 5,421      | 2,711           | 2,502           | 1,251      | 45,708             | 3,809      | 1,905           | 1,758           | 879        |  |
| 7 .....  | 39,640                            | 73,334                      | 6,112      | 3,056           | 2,821           | 1,411      | 51,532             | 4,295      | 2,148           | 1,982           | 991        |  |
| 8 .....  | 44,120                            | 81,622                      | 6,802      | 3,401           | 3,140           | 1,570      | 57,356             | 4,780      | 2,390           | 2,206           | 1,103      |  |
| <b>For each add'l family member, add</b>                                 | <b>4,480</b>                      | <b>8,288</b>                | <b>691</b> | <b>346</b>      | <b>319</b>      | <b>160</b> | <b>5,824</b>       | <b>486</b> | <b>243</b>      | <b>224</b>      | <b>112</b> |  |
| <b>ALASKA</b>  |                                   |                             |            |                 |                 |            |                    |            |                 |                 |            |  |
| 1 .....  | 15,950                            | 29,508                      | 2,459      | 1,230           | 1,135           | 568        | 20,735             | 1,728      | 864             | 798             | 399        |  |
| 2 .....  | 21,550                            | 39,868                      | 3,323      | 1,662           | 1,534           | 767        | 28,015             | 2,335      | 1,168           | 1,078           | 539        |  |
| 3 .....  | 27,150                            | 50,228                      | 4,186      | 2,093           | 1,932           | 966        | 35,295             | 2,942      | 1,471           | 1,358           | 679        |  |
| 4 .....  | 32,750                            | 60,588                      | 5,049      | 2,525           | 2,331           | 1,166      | 42,575             | 3,548      | 1,774           | 1,638           | 819        |  |
| 5 .....  | 38,350                            | 70,948                      | 5,913      | 2,957           | 2,729           | 1,365      | 49,855             | 4,155      | 2,078           | 1,918           | 959        |  |
| 6 .....  | 43,950                            | 81,308                      | 6,776      | 3,388           | 3,128           | 1,564      | 57,135             | 4,762      | 2,381           | 2,198           | 1,099      |  |
| 7 .....  | 49,550                            | 91,668                      | 7,639      | 3,820           | 3,526           | 1,763      | 64,415             | 5,368      | 2,684           | 2,478           | 1,239      |  |
| 8 .....  | 55,150                            | 102,028                     | 8,503      | 4,252           | 3,925           | 1,963      | 71,695             | 5,975      | 2,988           | 2,758           | 1,379      |  |
| <b>For each add'l family member, add</b>                                 | <b>5,600</b>                      | <b>10,360</b>               | <b>864</b> | <b>432</b>      | <b>399</b>      | <b>200</b> | <b>7,280</b>       | <b>607</b> | <b>304</b>      | <b>280</b>      | <b>140</b> |  |
| <b>HAWAII</b>  |                                   |                             |            |                 |                 |            |                    |            |                 |                 |            |  |
| 1 .....  | 14,680                            | 27,158                      | 2,264      | 1,132           | 1,045           | 523        | 19,084             | 1,591      | 796             | 734             | 367        |  |
| 2 .....  | 19,830                            | 36,686                      | 3,058      | 1,529           | 1,411           | 706        | 25,779             | 2,149      | 1,075           | 992             | 496        |  |
| 3 .....  | 24,980                            | 46,213                      | 3,852      | 1,926           | 1,778           | 889        | 32,474             | 2,707      | 1,354           | 1,249           | 625        |  |
| 4 .....  | 30,130                            | 55,741                      | 4,646      | 2,323           | 2,144           | 1,072      | 39,169             | 3,265      | 1,633           | 1,507           | 754        |  |
| 5 .....  | 35,280                            | 65,268                      | 5,439      | 2,720           | 2,511           | 1,256      | 45,864             | 3,822      | 1,911           | 1,764           | 882        |  |
| 6 .....  | 40,430                            | 74,796                      | 6,233      | 3,117           | 2,877           | 1,439      | 52,559             | 4,380      | 2,190           | 2,022           | 1,011      |  |
| 7 .....  | 45,580                            | 84,323                      | 7,027      | 3,514           | 3,244           | 1,622      | 59,254             | 4,938      | 2,469           | 2,279           | 1,140      |  |
| 8 .....  | 50,730                            | 93,851                      | 7,821      | 3,911           | 3,610           | 1,805      | 65,949             | 5,496      | 2,748           | 2,537           | 1,269      |  |
| <b>For each add'l family member, add</b>                                 | <b>5,150</b>                      | <b>9,528</b>                | <b>794</b> | <b>397</b>      | <b>367</b>      | <b>184</b> | <b>6,695</b>       | <b>558</b> | <b>279</b>      | <b>258</b>      | <b>129</b> |  |

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# NEX Student Meal Program Enrollment Form



The purpose of this document is to create Student Meal Program (SMP) Account information. Once the information is captured and a parent/guardian signature is obtained, NEX will enter the data into Horizon OneSource. A separate form must be filled out for each individual student. **Submit completed forms back to your school's cafeteria (Japan),** local customer service desk (Rota, Sigonella, Naples) to complete enrollment. Once your child is enrolled and you receive your PIN, you are eligible to register on MyPaymentsPlus. Incomplete forms will not be accepted.

## Student Information

Child's First Name, MI, and Last Name: \_\_\_\_\_

Student DoDEA ID#: \_\_\_\_\_

\*DoDEA ID# can be found on School Registration paperwork, class schedule, or Report Card

Grade: \_\_\_\_\_

Last School Attended: \_\_\_\_\_

## Sponsor Information

Sponsor Name & DoD ID Number: \_\_\_\_\_

Sponsor Phone Numbers: Work: \_\_\_\_\_

Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Sponsor's Email: \_\_\_\_\_

PSC FPO Address: \_\_\_\_\_

Sponsor's Command Information: Command: \_\_\_\_\_

Department OIC: \_\_\_\_\_ Department OIC Phone

#: \_\_\_\_\_ Department OIC E-mail:

*By signing this form, I consent to entering my child's information into the Horizon OneSource database for participation in the NEX school lunch program. I agree to maintain a positive account balance, ensuring my child will receive meals in the school cafeteria at no additional cost to NEX. I acknowledge that my child may not be declined a meal even if my account has a zero or negative balance and that I remain financially responsible for all meals served to him/her. I further acknowledge that the NEX may use any means available to collect my account if it has a negative balance, including but not limited to, DoD wage garnishment procedures. Pre-payments to student accounts can be made at [www.mypaymentsplus.com](http://www.mypaymentsplus.com). Additional features of this site include low balance notifications and automatic debits to ensure that your child's account maintains a positive balance.*

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## NEX Use Only

Date Completed: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date Confirmation Sent: \_\_\_\_\_

### PRIVACY ACT STATEMENT

**AUTHORITY:** 5 U.S.C. §552a, Records Maintained on Individuals; 5 U.S.C. §301 Departmental Regulations; and 10 U.S.C. §5013 Secretary of the Navy.

**PRINCIPAL PURPOSES:** For correct name, home and cell phone numbers, email address, DoDEA and DoD ID numbers to process enrollment in Student Meal Program.

**ROUTINE USES:** In addition to those disclosures generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the particular Government agency responsible for collection for routine uses pursuant to 5 U.S.C. 552a(b)(3) and Government agency "blanket routine uses."

**DISCLOSURE:** Voluntary. However, failure to provide the requested information may preclude participation in this program. Disclosure of information is treated as "For Official Use Only – Privacy Sensitive." Any misuse or unauthorized disclosure may result in both civil and criminal penalties. Loss of this document must be reported immediately and all individuals notified that their information has been lost, stolen, or compromised.

FORM 4061 Updated: April 2019