



**SUBJECT: School Year 2019/2020**  
Free – Reduced Meal Application Notification

Dear Parent/Guardian:

Children need healthy meals to learn. The Navy through partnership the Navy Exchange (NEX) offer healthy meals every school day. Elementary lunch cost is \$3.25 and the High School lunch costs \$3.50. Your children may qualify for free meals or for reduced price meals. Reduced price is currently \$.40 for lunch.

1. Do I need to fill out an application for each child? **No. Complete one application to apply for free or reduced price meals. Use one Free and Reduced Price School Meals Application listing all members of your household. We cannot approve an application that is not complete, so be sure to fill out all required information.**
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.**
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 Eligibility Income Chart, attached to 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 2172/2005 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 30 days of this school year. You must send in a new application unless the School Liaison Office told you that your child is eligible for the new 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. You will also be required to submit your current LES and orders with the application.**
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 reduced price meals if the household income drops below the income limit.**
10. What if I disagree with the decision about my application? **You should talk to Navy School Liaison Office. You also may ask for a hearing by calling or writing to: MWR Director, Tara Culbertson, 4490/74123, [tara.h.culbertson.naf@mail.mil](mailto:tara.h.culbertson.naf@mail.mil).**
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.**
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? **Your housing is Military Housing here on GTMO, so we do NOT include your housing as income.**
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 her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your School Liaison Office for more information.**
15. Where can I get an application, parent letter and Income Eligibility Guideline? **These documents are available at:  
<https://www.dodea.edu/WTsampsonEHS/meals.cfm>  
<https://www.mynavyexchange.com/StudentMealProgram-FARM>  
WT Sampson School Office or the School Liaison Office at the Chapel Annex.**

If you have other questions or need help, you may call 2172/636 359 3747.

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**School Liaison Officer**                [usn.gtmoslo@mail.mil](mailto:usn.gtmoslo@mail.mil)

**PLEASE NOTE: Application request must include a copy of the sponsor's orders and their latest Leave and Earnings Statement.**