



WILSON SCHOOL DISTRICT

2601 Grandview Boulevard, West Lawn, PA 19609 | 610-670-0180 | wilsonsd.org

Dear Parent/Guardian:

July 2025

Children need healthy meals to learn! We offer a wide variety of menu choices to meet the nutritional needs of your child. The meals we plan meet and exceed the requirements of the USDA School Breakfast and Lunch Program. **We encourage you to fill out a Free or Reduced lunch application if you feel you qualify based on the Income Chart below.** Breakfast and Lunch will be served starting on **Monday, August 25, 2025**. A detailed menu is provided on the Food Service webpage, www.wilsonsd.org. Meal prices are:

Breakfast: Elementary - \$2.25 Middle School - \$2.45 High School - \$2.65 Reduced Students - \$.30
Lunch: Elementary - \$3.10 Middle School - \$3.30 High School - \$3.50 Reduced Students - \$.40

If you received a **NOTICE OF DIRECT CERTIFICATION**, your child is automatically qualified for free meals. Please **DO NOT** complete the online or paper application. **DO** contact us if any children in your household are **not** listed on the **Notice of Direct Certification** letter you received. Contact the Food Service Office at **610.670.0180 x 1148** immediately to add other children who live in your household.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- 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.
- Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

2. HOW DO I APPLY FOR FREE OR REDUCED-PRICE MEALS?

ONLINE APPLICATION PROCESS! If you feel you might qualify for free or reduced-price meals, please go online to complete an application. We request you do this before the start of school to expedite application processing and parent notification. Applications should be completed online through Skyward Family Access. Instructions are attached.

The online application is available at www.wilsonsd.org, Skyward Family Access. After you enter Skyward Family Access, open the Free & Reduced Application link. **Select one of your children's names**, from here you will be guided through the application completion process. Be sure to **SUBMIT** the application for processing. We are not able to view your application until you submit the application to us. You can also apply for free and reduced price meals at the PA Department of Human Services website www.compass.state.pa.us. If you apply at Compass you **DO NOT** need to apply using Skyward.

3. **WHAT IF I HAVE PROBLEMS ENTERING INFORMATION ONLINE or I DON'T HAVE A COMPUTER?** You may fill out the Free & Reduced Price School Meals application and return it to the school office. Please contact **Food Service, 610.670.0180 x 1148** if you have questions or need additional assistance.

4. **HOW DO I PAY FOR MEALS?** We encourage you to make deposits using e-Funds in Skyward Family Access, www.wilsonsd.org for your children. Depositing money in your child's individual account helps ensure your child has money in their account and eliminates lost or forgotten money in the cafeteria line. To deposit money, go to e-Funds in Skyward Family Access. Please set-up a low balance message to let you know when funds get low in your child's account. You can also send a check made payable to Wilson Food Service or send cash with your child. Please note, checks or deposits with non-sufficient funds are charged a processing fee of \$15. **We encourage you to check the balance of your children's accounts at least weekly.**

5. **WHAT IF MY CHILD DOES NOT HAVE MONEY IN THEIR ACCOUNT? CAN THEY STILL GET A MEAL?** PA State Legislature requires the food service team to serve a meal to any student who comes through the line and does not have money. Accounts owing more than \$50 will be mailed a letter. If funds are not repaid or a payment plan is not established, the delinquent account will be sent to our collection agency. Additional fees for delinquent accounts will be added by the collection agency.

6. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** **NO.** You can complete one Free and Reduced-Price School Meal 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 in Skyward and SUBMIT the application.

FEDERAL ELIGIBILITY INCOME CHART FOR SCHOOL YEAR 2025-2026				
HOUSEHOLD SIZE	ANNUAL	MONTHLY	BI-WEEKLY	WEEKLY
1	28,953	2,413	1,114	557
2	39,128	3,261	1,505	753
3	49,303	4,109	1,897	949
4	59,478	4,957	2,288	1,144
5	69,653	5,805	2,679	1,340
6	79,828	6,653	3,071	1,536
7	90,003	7,501	3,462	1,731
8	100,178	8,349	3,853	1,927
Each extra person	+10,175	+\$848	+\$392	+\$196

- 7. 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 other temporary housing household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, call Dr. Andrew Hoffert, Assistant Superintendent for Student Services and Programs, 610.670.0180 x 1124, or email him at hofand@wilsonsd.org
- 8. 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 last school year. **You must complete a new application by September 30, 2025,** unless you receive a letter stating your child is approved for the meals in the 2025-2026 school year.
- 9. I GET WIC. CAN MY CHILDREN GET FREE MEALS?** Children in households participating in WIC **may** be eligible for free or reduced price meals. Complete an online application.
- 10. WILL THE INFORMATION I GIVE BE CHECKED?** **YES.** We may also ask you to send written proof of the household income you report.
- 11. IF I DON'T QUALIFY NOW, MAY I REAPPLY?** 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 or reduced-price meals if the household income drops below the income limit.
- 12. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials. You also may ask for a hearing by calling or writing to: **Dr. Andrew Hoffert, Assistant Superintendent, 610.670.0180 x 1124, hofand@wilsonsd.org**
- 13. 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.
- 14. 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.
- 15. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?** Please list **all** household members on the application. If household members do not receive some types of income, we ask you to report on the application they do not receive income at all. When 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.
- 16. 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.
- 17. MY FAMILY NEEDS MORE HELP. 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, contact your local assistance office, or call 1-800-692-7462.
- 18. MY CHILD HAS A FOOD ALLERGY OR A SPECIAL DIET.** If your child requires a special diet due to a food allergy, is diabetic or has a medical situation impacting their diet we ask that you contact our office. You will need to have a recognized medical authority (Doctor, Physician's Assistant, Dentist) complete a Medical Plan of Care for your child. We cannot make changes to your child's diet plan without guidance from the medical authority. You can download the Medical Plan of Care on the Food Service page of the District website. If you have other questions or need help, call the Food Service Office at, **610.670.0180 x 1148.**

Sincerely,

Sarah Ginn, RD, Director School Nutrition

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School Breakfast and Lunch are available to ALL Students. You may complete the on-line Free & Reduced Application in Skyward Student to determine if you qualify for free or reduced priced meals!

Complete the annual application early to ensure seamless benefits. We will notify you by mail after your application has been processed.

If you received a Notice of Direct Certification, DO NOT complete an on-line application or apply through COMPASS.

Each year a **new application** must be completed to determine if your family qualifies for Free or Reduced Price Meals. **If you need assistance, please call the Food Service Office at 610-670-0180 extension 1148. If you are unable to fill out an application through Skyward, you may fill out a paper copy of the Free and Reduced School Meals Application and return it to your child's school or drop off at the Food Service Office in the Administration building. Only one application is required for each household to list all students in that household.**

Free & Reduced Application Steps to apply online in Skyward Student – Skyward Family Access:

- Step 1: Open **Skyward Student** to reach **Family Access**.
- Step 2: Select one of your children, you only need to complete this application ONE (1) time.
- Step 3: On the left side of the screen, click on **Food Service**.
- Step 4: You can select Translation if English is NOT your primary language.
- Step 5: Click on **Applications** in center of screen.
- Step 6: Click on **Add Application**.
- Step 7: As you complete the application follow the directions on each page, click on NEXT to continue the process.
- Step 8: When you have completed the application and reviewed the information be sure to click on **SUBMIT** or we will not be able to process your application.

Upon completion of the application, you will hear from us regarding the status of the application. We will feed your students during the approval processing period; however, you are financially responsible for any outstanding funds due to the School Nutrition Program if your application is determined to be reduced or full paid.

If your status changes through the school year and you feel you may qualify, please fill out another application.