## **Lindenwold Board of Education**

Kathleen Huder

Business Administrator/Board Secretary

801 Egg Harbor Road • Administration Building • Lindenwold, New Jersey • 08021



## Free and Reduced Meal Online Application

APPLICATIONS ARE ONLY AVAILABLE ON THE PARENT PORTAL IN ORDER TO DETERMINE YOUR ELIGIBLILTY, YOU MUST APPLY EVERY YEAR

- If you have more than one child in the district, you must first link your students on the Parent Portal. See directions to link more than one child below.
- Please complete only <u>ONE (1)</u> application per household for <u>all</u> students attending the Lindenwold Public Schools.
- To complete the application, log on to the parent portal viewing your **youngest** child.
  - o Click on "Meal Application" on the left-hand side
  - o Read all application documents
  - o Complete the application, make sure to answer all questions, and
  - Check all boxes
  - o When finished filling out the application, save & submit to the district
- The District will determine eligibility and notify Parent/Guardian by letter and can be viewed in the parent portal under <u>Correspondence</u>.

## FAILURE TO ENTER ALL INFORMATION MAY RESULT IN YOUR APPLICATION BEING DELAYED

## How to Link Students on the Parent Portal

- Log into Parent Portal using your YOUNGEST child's log in
- o You will be prompted to reset your password, if you have not already done so
- o In the Parent Portal Home screen, click on the 3 bars located at the top right of the screen
- Navigate to Link/Switch Student option
- o Create a new password for each student you link
- Once you link all of your children, you only need to log into your youngest child in order to view your household

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA

by: 1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.