



# SOUTHERN REGIONAL SCHOOL DISTRICT OF OCEAN COUNTY

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August 2023

Dear Parent/Guardian:

The Southern Regional School District's Free/Reduced Meal Application is available on the Parent Portal. It will be open in late August prior to the start of each school year, and accessible throughout the school year. If you do not have computer access, paper forms will be available upon request in the Main Office.

If you have already received notification FOR FREE MEAL/FREE MILK THROUGH SNAP/TANF DIRECT CERTIFICATION, it is not necessary to complete an application.

NOTE: The Meal Application is not required for all students, only those wishing to apply for FREE/REDUCED meals.

## Complete the application

- Log in to the Parent Portal
- Click on the FORMS tab
- Locate ONLINE MEAL APPLICATION and click on the Apply button
- Complete the application and be sure to 'certify' and 'submit'
- When you return to the FORMS library, your Meal Application Status will be 'Pending' if the application was submitted correctly
- Once the application is processed, the Meal Application Status will update to one of the following:
  - Free Lunch
  - Reduced Lunch
  - Denied
- It takes one (1) business day for the Free/Reduced status to go into effect in the cafeteria

## Parent Portal Access

- If you have forgotten your password, please use the Forgot Password link on the Genesis Parent Portal home page.
- If you do not have access to the Genesis Parent Portal, please contact the main office.

If you have any questions about the free/reduced meal application process or if you do not agree with the outcome of your application, please contact Pam Zoladz at (609)597-9481 ext. 4214.

Thank you.