

Posted: 10/9/2014

To: School Food Authorities

Subject: SFS – 15-05 Processing Household Applications for Free and Reduced Meals

According to the “Eligibility Manual for School Meals 2014”, for a Free and Reduced Household application to be considered complete, it must include all required information. Any application that is missing required information, that contains inconsistent information, or is unclear is considered an incomplete application and cannot be processed. The SFA should make reasonable efforts to contact the household to obtain or clarify required information.

Complete applications should include the following:

#### Categorical Eligibility Application

- Names of the children for whom the application is made
- SNAP, FDPIR or TANF case number, or other FDPIR identifier, for the child(ren) or for any household member listed on the application
- Signature of an adult household member

#### Other Source Categorical Eligibility Application for Homeless, Migrant or Runaway Children

- Names of children for whom the application is made
- Indication of the child’s categorical eligibility status (a box for each category is shown on the prototype application and households must check the appropriate one)
- Signature of adult household member
- Status must be confirmed by the SFA prior to certification for free or reduced price meals

#### Other Source Categorical Eligibility Application for foster children

- Name of the foster child
- Indication of a child’s foster care status (a box for each category is shown on the prototype application and households must check the appropriate one)
- Signature of an adult household member
- The child’s status for free meals is taken at face value

#### Income Eligibility Application

- Names of all household members
- Amount and source of current income for each member of the household as well as the frequency of the income (indicate “no income or zero” if a any member of the household does not receive income including children)
- Signature of an adult household member
- Last four digits of the social security number of the adult household member who signs the application or an indication that the household member does not have one

#### Applications with Different Types of Eligibility

After determining a child(ren)'s Other Source Categorically Eligible status for free meal benefits (requires documentation of their status except for child(ren) in foster care), the household's income and size (including children in the other source category) is used to determine if the non-categorically eligible child(ren) listed on the application are eligible for meal benefits.

A complete mixed application must provide:

- Names of all household members;
- Amount and source of current income for each member and the frequency of income;
- A checked box indicating the Other Source categorical Eligibility status of a child; for a foster child, list any personal income made available to the foster child, or earned by the foster child, as appropriate (it is optional for the household to include foster children residing in their care);
- Signature of an adult household member; and
- Last four digits of the social security number of the adult household member who signs the application or an indication that the household member does not have a social security number.