

Free and Reduced-Price School Meal Applications





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BREAK for a PLATE

Agenda

Free and Reduced-Price School Meal Applications

1. F/R Applications

- 2. Eligibility Manual Overview
- 3. USDA Prototype Options
 - Paper Application
 - Web-based Application
- 4. Application Processing
- 5. Appeal Process
- 6. Recordkeeping
- 7. Training

Direct Certification (DC) Electronic Matching

Direct Certification allows LEAs to establish student eligibility for free and reduced price meals using participant data from other means-tested programs (ex. SNAP, TANF, MEDICAID) eliminating the need for an application.

Automated Data Matching is the most common direct certification method used. ALSDE provides the Direct Cert list to public and charter schools by automatic upload through PowerSchool. Private Schools and RCCIs with day students must certify students by matching enrolled students to the direct cert list provided on the online application at the web address below

cnp.alsde.edu

NSLP >Forms >Direct Cert





Direct Certification - Medicaid - Electronic Matching

Children may ONLY be directly certified based on an automated data matching process between the Alabama State Department of Education and the Alabama Medicaid Agency.

Extended Eligibility:

Direct certifications of Medicaid Free or Reduced-Price determinations may be extended to other children in the same household.

Determination will be made at the state level and imported as part of the DC file nightly into PowerSchool. LEAs should not extend eligibility to siblings appearing on the DC file.

ALSDE Child Nutrition Programs

Direct Certification Other Source Categorically Eligible

- A process conducted through an automated data matching or an exchange of information between appropriate State or local agencies and officials such as the LEAs homeless/foster/runaway coordinator.
- DC may be conducted using lists of eligible children provided to the SA or LEA from appropriate officials. Letters from and contact with the officials may also be used as documentation for certification. [7 CFR 245.6(b)(2)]



Medicaid free and Medicaid reduced-price students are NOT considered categorically eligible since they must meet an income standard as a factor of eligibility. *These students are only matched electronically.

Direct Certification Other Source Categorically Eligible

Page 18 Eligibility Manual

- Federal Head Start
- State or Indian Tribal Pre-K Programs
- Homeless
- Migrant (Migrant Education Program)
- Runaway
- Foster

ALSDE Child Nutrition Programs

Direct Certification - Other Source Categorically Eligible Migrant Education Program (MEP)

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ADEN - Alabama Data Exchange Network	Certification Search	Assessment Review Portal	Cohort	College and Career Readiness (CCR)	Education Directory
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ALSDE Child Nutrition Programs

Notification of Eligibility through Direct Certification

DC Letters

- The notification must explain that the child is eligible for free or reduced benefits without further application.
- The notification must clarify eligibility that free or reduced meal benefits extend to all schoolaged children in the household.
- Must inform households of how to notify the LEA of any additional school-aged children in the household not listed on the notification.
- Must explain how the household can notify the LEA if the household does not wish to receive benefits for directly certified children.
- Included with the Free/Reduced information packet and at https://www.alabamaachieves.org/child-nutrition-programs/school-nutrition-programs/



Duration of Eligibility and Carryover Eligibility

DURATION OF ELIGIBILITY

Once an eligibility determination is made, a child's free, reduced or paid meal status remains in effect for the entire school year and up to 30 operating days into the following school year.

If the household reapplies or becomes eligible through direct certification the eligibility may change.

CARRYOVER ELIGIBILITY

(SFA's responsibility to establish grace period dates in POS) The child's eligibility free, reduced or paid status from the previous school year is carried into the current school year for up to 30 operating days.

30-Day Carryover Benefits Prior to Processing Applications

- Children with approved free or reduced price meal application on file from the previous year; Children directly certified for free or reduced meal benefits in the previous school year;
- Children who are newly enrolled in the LEA, but who reside in a household where another child (e.g., a sibling) has an approved application on file or was approved through direct certification with an Assistance Program in the previous year;
- Children determined Other Source Categorically Eligible for free benefits in the previous school year; and
- Children in kindergarten who were enrolled in Head Start under the jurisdiction of the same LEA during the previous school year.



NO Application after 30-Day Carryover

- If no new application is submitted and eligibility is not established through direct certification by the end of the 30-day carryover period, a child's eligibility for free or reduced-price meals expires, and the LEA must discontinue benefits.
- The household does not have a right to appeal a discontinuation of benefits due to the expiration of the carryover period because no eligibility determination was made during the current school year. (Eligibility Manual for Schools, page 54)

Please refer to page 54 Eligibility Manual.

Benefits for Students Transferring to a New School

The 30-Day carryover applies to:
1. Transfers within an LEA
2. Transfers between LEAs
3. Transfers from a CEP or Provision 2 school to a non-CEP/Provision 2 school.

This carryover ensures students do not experience a gap in school meal access.

Reference

Eligibility Manual for School Meals Determining and Verifying Eligibility July 18, 2017

Eligibility Manual for School Meals Determining and Verifying Eligibility

July 18, 2017

USDA Food and Nutrition Services

Child Nutrition Programs

Eligibility Manual for School Meals (azureedge.us)



SY26 will continue to use this version.

USDA Prototype Free and Reduced Price School Meals Application Packet

Alabama CNP - School Nutrition Programs - Alabama State Department of Education (alabamaachieves.org)

- Prototype Application for Free and Reduced-Price School Meals
- Prototype letter to households, *Frequently Asked Questions About Free and Reduced -Price School Meals*
- Prototype application instructions, How to Apply for Free and Reduced-Price School Meals
- Prototype information sharing authorizations; (<u>To ensure compliance use the letter posted on the ALSDE website.</u>)
 - Sharing Information with Medicaid/SCHIP
 - Sharing Information with Other Programs
- Prototype household benefit issuance notifications:
 - Notice to Direct Certification
 - Notice of Direct Certification Medicaid Reduced
 - Notice to Households of Approval/Denial of Benefits
- SYXX-XX Income Eligibility Chart
- SYXX-XX Public Release and Public Release Prototypes for CEP/Prov 2
- Prototype verification materials:
 - We Must Check Your Application
 - We Have Checked Your Application

NOTE: The USDA Non-Discrimination Statement is not required on FAQ if sent with all information in a packet. If documents are sent separately, the USDA Non-Discrimination Statement must be included on the Frequently Asked Questions for F/R Meal Applications and the How to Apply for Free and Reduced-Price School Meals.

The translated versions http://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals

Prototype Application and Supporting Documents Link

Child Nutrition Programs

School Nutrition Programs

Regulations and Policies

Forms and Resources

The USDA Free and Reduced-Price Meals Prototype Application for SY (XX-XX) will be posted on the Alabama State Department of Education website.

ALSDE Home Page : Alabama Achieves \rightarrow Family and Students \rightarrow Child Nutrition Programs \rightarrow School Nutrition Programs \rightarrow Then, Scroll down to Free and Reduced Forms.

Teachers & Administrators ¥

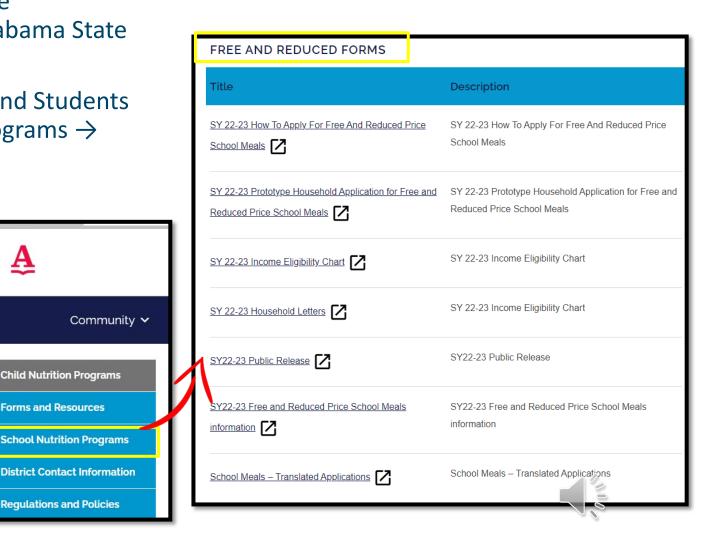
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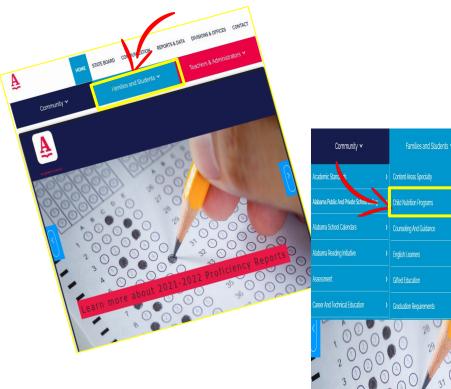
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School Report Card

> Special Education

Support Service:





State Approval Required for Customized Documents and Web-Based Applications

- Customized Household Application for Free and Reduced-Price School Meals
- Customized Letters for Application and Verification
- Web-based Application Link

The deadline for submitting these documents is June 17th.

USDA Prototype Web-Based Application Requirements

- Frequently Asked Questions About Free and Reduced-Price School Meals – Letter to Household
- For a web-based application, a paper copy should be available
- The letter to the household, must inform parents how to access the paper application.



https://www.fns.usda.gov/apps/school-meals/web-based-prototype/docs/index.html#/welcome

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FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

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Children need healthy meals to learn. **[Name of School/School District]** offers healthy meals every school day. Breakfast costs **[\$]**; lunch costs **[\$]**. **Your children may qualify for free meals or for reduced price meals**. Reduced price is **[\$]** for breakfast and **[\$]** for lunch. You can access the electronic application for free and reduced priced meals for the USDA's National School Lunch & School Breakfast Programs by visiting [<u>https://www.districtlink]</u> The web-based application will guide you through the application process. If you would like to apply using the paper application, you can get one from your local school office or download and print one from the district website. Complete the application and then return it to us at [Name of School/School District].

Below are some common questions and answers to help you with the application process.

Web-Based/Online Applications

The LEA is ultimately responsible for determining the eligibility for free or reduced-price meals, not the computer system.

The LEA must ensure the computer system meets all requirements and performs all functions with a high degree of accuracy, as outlined in the eligibility manual. (page 72)

Original date of approval

- Household size
- Household income
- Updates the status of the application to account for transfers, withdrawals, terminations and any other changes.

Web-Based/Online Applications Cont'd

- The determining official should sample a batch of applications to confirm that the software captures the required information.
- ALSDE recommends a batch of 5 applications. If an error is found, include documentation from the software company that the error has been corrected and confirm 5 additional applications.
- For documentation, the determining official may sign or initial the sample batch. Indicate name, title, and date.

USDA Prototype Application Paper and Web-Based

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 The highlighted field on the top right has space for the online line application address, school/district name and address.

 Additionally, a field has been added to Step 4 in the application instructions where program operators should include the mailing address where households may send completed applications.

Frequently Asked Questions About F/R School Meals Only change the **[bold bracketed fields]** or highlighted sections with state/district/facility specific information.

Be sure to:

-Identify appropriate contacts (director, superintendent, homeless liaison, etc.)
-Include appropriate phone numbers and addresses.

-Font size must be legible.

The letters may be distributed by:

- -US Postal Service
- -E-mailed to the parent or guardian, or -Information packets provided to students.

Common Mistakes

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit [website] to begin or to learn more about the online application process. Contact [name, address, phone] number, e-mail if you have any questions about the online application.

If you select YES - The FAQs must explain that the option to submit a paper application is still available and must indicate how the household may obtain and submit a paper application.

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FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian Children need healthy meals to learn

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Your child's application is only coold for that school year and for the first few days of this school year. through fidat Art CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I MEED TO FILL OUT A NEW ONEY Yes. Your child's application is only good for that school year and for the first few days of this school year, through (date). You must school is a new application unless the school told you that your child is eligible for the new school year it wou do not send in a new application that is approved by the school or you have not been notified that your You must send in a new application unless the school fold you that your child is eligible for the new school year if you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals. I GET WIC. CAN MY CHILDREN GET FREE MERLS? Children in households perticipating in WiC may be elicible for free or reduced price meals. Please send in an application. 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MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZENT Yes. You, your children, or other household members do not have to be U.S. otherns to apply for free or reduced price meats. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you <u>normally</u> receive. For example, if wan normalive make \$1000 Ageb month, but you missed some work last month and only made \$900, put down . WinkAr IF MY INCOME is NOT ALWAYS THE SAME? List the amount that you <u>inversally</u> receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$2000 per month. If you normally get overtime, include it, but do not include it you down overtime sometimes. If you have lost a lob or had your hours or waces reduced, use your current income. that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only we overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income. 13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE IND INCOME TO REPORT? HOUSEhold me WHAT IF SOME HOUSEHOLD MEMBERS MAVE NO INCOME TO REPORT Household members may not receive come types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be some types of income we ask you to report on the application, or may not receive income at all. Whenever the happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as serves. Please be careful when leaving income fields blank, as we will assume you meant to do so. isppens, please write a 0 in the field. However, if any income fields are left empty or blank, those will <u>also</u> be counted ar serves. Please be careful when leaving income fields blank, as we will assume you <u>mean</u> to do so. 14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash boliuses must be renormed as income. If you get any cash value allowances for off-base housing, food, or clothing, if must . WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash boliuses must be reported as income. If you get any cash value allowances for off-base housing, food, or cloking, if must also be included as income. However, if your housing is part of the Military Mousing Privatization Industry, if not include your housing allowance as income. Any additional combat easy technic from deployment is also be included your housing allowance as income. Any additional combat easy technic from deployment is also also be included as income. However, if your housing is part of the Military Housing Frivatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also 15. WHAT IF THERE ESH T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a constate view of paper, and attack it to your annulation. Contact faither, address, balance WHAP IF THERE SAY T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional househo members on a separate piece of paper, and attach it to your application. Contact [name, address, phone number, e-mail] to receive a second application. MY FAMILY NEEDS MORE HELP, ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To fav, under to anoty for issate SNAPI or other assistance benefits, contact your local assistance office or call transition hotific . MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To fin/ in the apply for [State SNAP] or other assistance benefits, contact your local assistance office or call pract whither aumiber]. If you have other questions or need help, call [phone number].

Common Mistakes

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED-PRICE SCHOOL MEALS continued

CHILD'S APPLICATION WAS 6 MY APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year, through [date]. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

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How to Apply for Free and Reduced-Price School Meals



Please use these instructions to help you fill out the application for free and reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in the [Insert School District].

The application must be filled out completely to determine the eligibility of your child(ren) for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact [Insert school/school district contact here; phone and email preferred].

Please use a pen (not a pencil) when filling out the application and do your best to print clearly.

Step 1: List ALL children, infants, and students up to and including grade 12

Tell us how many infants/toddlers, children not in school, and elementary/middle/high school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- · Children age 18 or under AND are supported with the household's income;
- . In your care under a formal foster arrangement through a court or state/local agency, or qualify as homeless, migrant, or runaway youth;
- Students attending (regardless of age) [school/school system here].

Food and Nutrition Service

A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more	If "Yes," write the grade level of the student in the "Grade" column to the right.	children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing Step 1 , go to Step 4 .	D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and <u>complete all steps of the</u> <u>application</u> . Homeless, Migrant, Runaway <u>status</u> <u>must be confirmed</u> with the appropriate program
application, attach a second piece of paper (or a second application if completing electronically) with all required information for the additional children. This also applies to adults in Step 3. "MI" is short for middle initial. Print the first letter of each child's middle name in the box.		listed on your application. If you are applying for both foster and non-foster children, go to Step 3. Note: Adopted children are not considered foster children. A foster child is a minor child who has been taken into state	staff. If the school district cannot confirm your student's homeless, migrant, or runaway status, then the school district will contact you to complete an income-based application. You may choose to provide income information now in order to prevent the school district from potentially needing to contact you later.

Information Letters to Households

- The information letter (FAQs) must be sent to households before children begin attending school. The letters may be distributed by the postal service, e-mailed to the parent or guardian, or included in information packets provided to students on or before the first day of school.
 - SFAs using web-based applications are required to send only the FAQs. Include NDS on FAQs if it is the only document being sent to inform households of program availability.
- Direct Certification Letter must be sent to households of students directly certified through data matching from state agencies.

Information Letters to Households, Cont'd

Options:

- Web based information letter (FAQs) with the link to the online application
- Hard copy application or email the following:
 - Frequently Asked Questions About Free and Reduced-Price School Meals (FAQs), and
 - How to Apply for Free and Reduced-Price School Meals must be provided to parents/guardians together.
 - The Prototype Application for Free and Reduced-Price School Meals,

LEAs cannot require a household to complete an application for benefits.

Public Notification

- All sponsors must notify the public of program participation on or before the first day of school but after July 1st.
- Information must be provided to local media outlets, unemployment offices and major employers anticipating layoffs.
- Sponsors may also post the public notification on their website.
- Notification may be made by mail or email. Documentation of notification must be maintained (ex. Printout of email sent to local media outlets).
- Some media outlets may charge to advertise the public notification. This is an allowable expense of CNP funds.
- ALSDE formatted Public Release letter templates may be found at https://alabamaachieves.org/cnp/school-nutri-prog/.



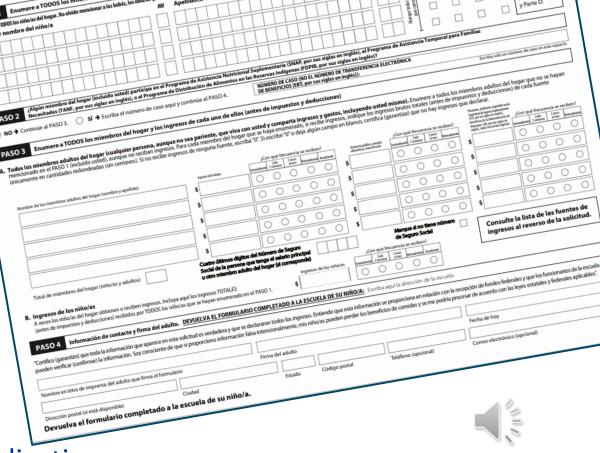
•Any action that may result in a child being recognized as eligible to receive free or reduced- price school meals.

•LEAs and SFAs must assure that a child's eligibility status is not disclosed at any point in the process of providing free or reduced-price meals or free milk. (This includes the application and notification process.)

Family Friendly Application Translations



Translated applications are available in 34 languages and intended to be used directly by families. The application package has been limited to include only the initial information that families need under the "Resources for Households" heading. The additional prototype household letters are found under the "Resources for State and Local Agencies". All items are located within the link below.

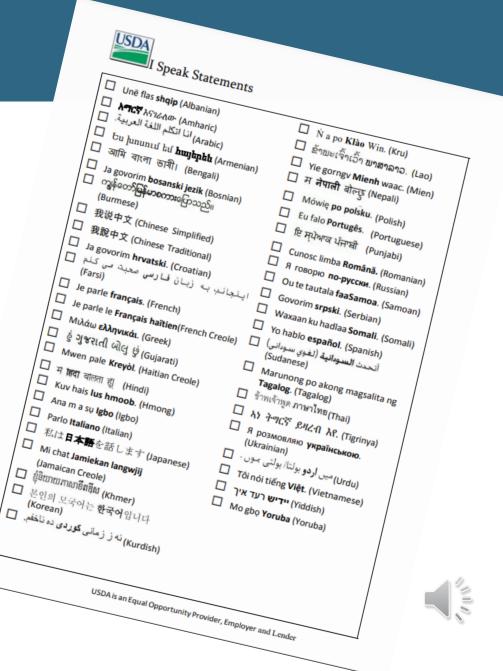


https://www.fns.usda.gov/cn/translated-applications

I Speak

Short Phrases 49 languages Applicant select language





Foreign Language Translations

Contact the district Limited English Proficiency (LEP) liaison to assist in identifying any households that may benefit from the translations.

Contact your area specialist if other foreign language translations are needed for the F/R Meal application, FAQs, and How to Apply for F/R Meals to identified households.



Processing F/R Meal Applications

Income

- Signature of adult household member
- The last four digits of the Social Security Number must be included or "I do not have a Social Security Number" checked.
- Names of all household members Income applications income and frequency for all household members including children and the student(s) for whom application is being submitted
- **SNAP/TANF/FDPIR** student name(s), case number, adult household member signature

Other Source Categorically Eligible – selection of applicable program (Local Foster, Runaway, Homeless), individual student name, adult household member signature

Processing F/R Meal Applications, Cont'd

- Applications with blank income fields are to be processed as complete.
- All required sections of the application must be completed.
- Application must be considered complete if the racial/ethnic data collection questions, address, phone number are not answered.

Applications should be reviewed, and eligibility determination made within **10 operating days** of the receipt of the application.

Flexibility in Determining Effective Date of Eligibility

- Flexibility in Determining Effective Date of Eligibility requires ALSDE approval.
- SP11-2014

The LEA has a regulatory obligation to verify "for cause" all approved applications that may be questionable.

The verification effort cannot delay the approval of the application.

If an application is complete and indicates that the child is eligible for free or reduced-price benefits, the application must be approved.

Questionable Applications?



An incomplete application is missing required information, contains inconsistent information or is unclear.

- The LEA should make reasonable efforts to contact the household to obtain or clarify required information.
- Any income field left blank is a positive indication of no income; therefore, paper applications with blank income fields are to be processed as complete.



INCOMPLETE APPLICATIONS

Household Failure to Apply Local officials may complete an application for a student known to be eligible.

Applications must include:

- 1. Household size and income based on best information available.
- 2. Source of information must be noted on application.

Eligibility is based on application information.

Household must be notified.

This option is for limited use.



Documenting Changes

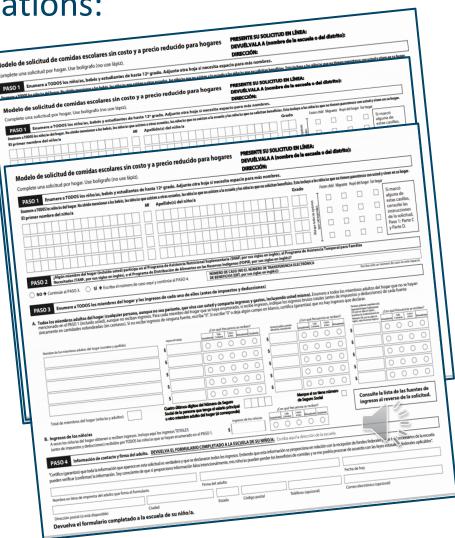
When documenting changes on applications:

- ✤ Initial
- Date

Remember!

Include any important information

- Who
- What
- When
- Where
- Why



Hardship Cases

> USDA has no provision for making exceptions based on unusual household circumstances.

Notification of Eligibility or Denial

Households must be notified, either in writing or verbally, of their child's eligibility status within 10 operating days of receipt of the application.

Households **denied** benefits must be notified in writing and include:

- 1. The reason for denial of benefits.
- 2. The right to appeal.
- 3. Instructions on how to appeal.
- 4. A statement that households may reapply for benefits at anytime during the school year with income documentation.

USDA Prototype: Notice to Households of Approval/Denial of Benefits



Decline of Benefits by Parent or Guardians

Households notified of their children's eligibility must contact the LEA or school if the household chooses to decline the free meal benefits.

 Parents/Guardians may decline benefits or request reduced benefits.
 Document by source, initial, and date.
 Meals are claimed at the status the parent's/guardian's request.



Free and Reduced-Priced Meals

Appeal Process

Household may appeal determination.

District must follow hearing procedures.



Filing and Maintaining Applications

- It is recommended that applications are filed in the district central office.
- ♣Applications must be readily retrievable.

APPLICATION

- Six categories of applications:
 - Free
 - Reduced
 - Denied
 - Withdrawn
 - Temporary
 - Verification

Document changes on applications.

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Recordkeeping

Follow the most restrictive record retention policy between USDA, Alabama, and your local district.

- Federal three years plus the current (4 years total)
- State current plus two years following the closure of your last Administrative Review.
- Approved Applications: date approved, level of benefits, signature or initials of reviewing official.
- Denied Applications: reason for denial, date of denial, date notice sent, signature of reviewing official.
- Dates of transfers, withdrawals and changes in eligibility must be maintained.

Disclosure of Confidential Information

- The LEA must seek written consent from the parent or guardian who signed the application to use the information provided on the application for non-program purpose.
- Parental consent must be obtained each school year and consent forms cannot be extended from one school year to the next.
- Eligibility may be disclosed without consent to programs such as Federal Education Programs, state health or education programs; Federal, state or local means-tested nutrition programs.



1. Clarification - SFAs are required to distribute letters to the household to each student. Is it enough to have the letter posted to the school's web page and online application portal?

 To inform families about the availability of free and reduced-price meals or free milk, schools must distribute information letters to the households of children attending the school. [7 CFR 245.5(a)(1)]. The letters may be distributed by the postal service, e-mailed to the parent or guardian, or included in information packets provided to students.

2. Is distribution of paper application packets on the first day of school approved?

- Yes, distribution of a complete paper application packet (consisting of an application form, How-to-Apply instructions, and the letter to households/FAQs) is an allowable distribution method.
- SFAs (School Food Authority) that do not have a web-based F/R application, must provide a paper application packet to all enrolled students in one of the distribution methods highlighted in question #1.
- SFAs that have a State approved web-based F/R application, must send only the letter to household/FAQ letter to all households in one of the distribution methods highlighted in question #1. Because of the availability of the web-based application, a paper application packet does not have to be available for all enrolled students, but available upon request.
- The letter to household must include a statement explaining how to obtain a paper application if a household decides it can't or won't complete an application electronically.



3. Are districts required to send DC notification letters to students in CEP schools?

- No, for SFAs participating in CEP a notice of approval, as required by <u>7 CFR 245.6(c)(6)</u>, would not be appropriate since individual student eligibility is not an issue.
- The correct protocol for informing the public about CEP is found in <u>SP 54-2016</u> "Notification and Publication Requirements" Question 3, which states "LEAs electing CEP should use their usual channels of communication (i.e., the required public announcement included at 7 CFR 245.5) to notify that school meals will be available at no cost to all enrolled students.
- LEAs may also consider including information about CEP when distributing "back-to-school" packets with student registration materials each fall, posting information about CEP on the district website, and/or sharing information about CEP in student handbooks.

4. If all applications are processed online, should a copy of all processed applications be printed

- No, keep an electronic copy to have readily available.
- 5. When will the DC file be exported to PowerSchool?
 - The DC file will be exported to PowerSchool on July 1st. Check for the DC file on or around July 3rd.



Don't Forget to Train



CNP Directors are responsible for training <u>all</u> staff members who process Free and Reduced-Price Meal Applications.

Remember when training your staff this year, encourage school secretaries and principals to update student addresses on a regular basis. We discovered through the Pandemic EBT process that many families did not have accurate contact information which delayed receipt of their PEBT cards.

STEP 1 List ALL children, infants, and students up to a		iot a pe	<u> </u>					ADDRESS:	÷	ol/District I						
List ALL children in the household. Do not forget to list infa	ants, children		-		ren not ir	school, a	nd children no		or benefi						1.	
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STEP 2 Do any household members (including you) p	articipate in	: SNAP.	TANE. or F	DPIR?												
	/rite case nur				4.	CASE	NUMBER (NOT	EBT NUMB	ER):			Write only or	ne case nur	nber in thi:	s space.	
STEP 3 List ALL household members and income for e	each membe	r (befo	re taxes an	d deductio	ins)											
A. All Adult Household Members (Anyone who is living	with you a	id share	es income a	nd expens	es, even											
List all Adult Household Members not listed in STEP 1 deductions) for each source in whole dollars (no cent																
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(confirm) the information. Fam aware that if i purposely	give faise in	rormati	on, my chii	uren may i	ose mea	benefits,	and I may be	prosecute	a under a	spplicable Sta	te and rede	di idWS.				
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State Coordinator Contact Information

Department of Education Migrant Program Coordinator Contact: Sally Meek <u>sally.meek@alsde.edu</u> 334-694-4527 Department of Education Homeless Program Coordinator Contact: LaDonna Rudolph <u>ladonna.rudolph@alsde.edu</u> 334-694-4534 Department of Human Resources Food Assistance Division Director Contact: Brandon Hardin Brandon.harding@dhr.alabama.gov 334-242-1700





Nondiscrimination Statement

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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/ad-3027.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.

Send questions to: <u>cnpnslp@alsde.edu</u>. Put *"Free/Reduced Meal Application Question"* in the subject line.





Post Assessment

HTTPS://FORMS.OFFICE.COM/R/ XZGLFCHMGN?ORIGIN=LPRLINK