



SCHOOL NUTRITION
PROGRAM
**ADMINISTRATIVE REVIEW
OFFSITE ASSESSMENT TOOL**
MODULE: CERTIFICATION
AND BENEFIT ISSUANCE

Questions 100-121

Welcome to the SD Child and Adult Nutrition Services webinar.
The following training will provide a brief overview for the 100-series of the
Administrative Review, also known as the Certification and Benefit Issuance module.

CERTIFICATION AND BENEFIT ISSUANCE

- These questions talk about free and reduced price (FR) student eligibility, how benefits are determined, recordkeeping of eligibility, and issuing of benefits to students
- Work with your determining official. This official determines benefits. Your determining official is listed in your iCAN Sponsor application question 35

Determining Official

35. This person processes applications and makes eligibility determinations.

Name/Title:

- Many questions will refer to the iCAN School Nutrition Program Application

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These questions talk about free and reduced price (FR) student eligibility, how benefits are determined, recordkeeping of eligibility, and issuing of benefits to students
To answer these questions, work with your determining official. This official determines benefits. Your determining official is listed in your iCAN Sponsor application question 35.

Many of these questions will refer to the iCAN School Nutrition Program Application

CERT & BI QUEST: 100

- Does the SFA meet one of the following criteria:
 - SFA-wide Special Provision Non-Base Year
 - RCCI without day students
 - SFA-wide CEP

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The first question of the 100 series, question 100, is: Does the School Food Authority meet one of the following criteria: SFA-wide Special Provision Non-Base Year, Residential Child Care Institution without day students, or SFA-wide Community Eligibility Provision?

CERT & BI QUEST: 100 *CONTINUED*

- *If you answer yes to any of these, go to question 300, but please check the N/A box.*
- *If you operate CEP, but operate standard sites, please complete the 100 series of questions for the non-CEP sites.*
- *If you do not answer yes to any of these options, please complete the 100 series of questions.*

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If you answer yes to any of these options, go to question 300, but please check the N/A box.

If you operate CEP, but operate standard sites, please complete the 100 series of questions for the non-CEP sites.

If you do not answer yes to any of these options, please complete the 100 series of questions.

CERT & BI QUEST: 101

- Who is the determining official for certifying household applications?
 - *List name and title*
 - *The determining official is the person who does the initial benefit determination for free or reduced meal applications.*
 - *See iCAN Sponsor Application – Question 35*

Determining Official

35. This person processes applications and makes eligibility determinations.

Name/Title:

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Question 101 is: Who is the determining official for certifying household applications?
*To answer this question please list the determining official's name and title.
The determining official is the person who does the initial benefit determination
for free or reduced meal applications.
This question corresponds to iCAN Sponsor Application – Question 35*

CERT & BI QUEST: 102A

- Does the SFA use an electronic **application approval system** or a manual application approval system?
- How does your district/agency approve applications?

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Question 102 part A asks: Does the SFA use an electronic **application approval system** or a manual application approval system? A further question would be How does your district/agency approve applications?

CERT & BI QUEST: 102A *CONTINUED*

- Families submit applications through a **computer system** and the application is determined by the computer system for all applications = Electronic
- **Scan paper applications** into your computer system and the application is determined by the computer system for all applications = Electronic
- Selecting Electronic means there is nearly no manual data entry by SFA

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This slide can help you determine if you should answer electronic or manual.

Do your families submit applications through a **computer system** and the application is determined by the computer system for all application? If that is the case, then you would answer Electronic

Do you **scan paper applications** into your computer system and the application is determined by the computer system for all applications? If so, answer Electronic

Remember: Selecting Electronic means that there is nearly no manual data entry by SFA

CERT & BI QUEST: 102A *CONTINUED*

- Does the SFA use an electronic **application approval system** or a manual application approval system?
 - Approve all applications submitted on paper by hand and then enter the student eligibility into a computer system = Manual

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Continuing on with Question 102 A. The question again is, Does the SFA use an electronic application approval system or a manual application approval system? If you approve applications by hand, and then enter results into the computer system, the school is using a **manual** method for application approval.

CERT & BI QUEST: 102A *CONTINUED*

- Does the SFA use an electronic **application approval system** or a manual application approval system?
 - Do you enter the application information into a computer system to find the determination = Check both Electronic and Manual
 - Do you approve some applications by hand and some using a computer system = Check both Electronic and Manual
 - If any part of the application approval is done by hand, it is considered a combination system.

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If your school provides paper applications to households and then enters information into a computer system for determination – you would consider this method as both ‘Electronic’ and ‘Manual’, as this is a combination method, it could have potential for human error in data entry.

It would also be combined electronic and manual if you approve some of the applications by hand and some using a computer system.

Remember: If any part of the application approval is done by hand, it is considered a combination system.

CERT & BI QUEST: 102B

- Does the SFA use an electronic **benefit issuance system** or a manual benefit issuance system?
 - Benefit Issuance means that student meal status is properly categorized as free, reduced price, or paid
 - The Benefit Issuance system is the method you track student eligibility, e.g., in a computer system, on a spreadsheet, and benefits are provided to the student.

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Part B of Question 102: Does the SFA use an electronic **benefit issuance system** or a manual **benefit issuance system**?

Benefit Issuance means that student meal status is properly categorized as free, reduced price, or paid

The Benefit Issuance system is the method you track student eligibility, e.g., in a computer system, on a spreadsheet, and benefits are provided to the student.

CERT & BI QUEST: 102B *CONTINUED*

- Does the SFA use an electronic **benefit issuance system** or a manual benefit issuance system?
- Does your district/agency use a **computer system** to add student eligibility into a **computer system** and that same **computer system** tracks student meal counts at the point of service = **Electronic**

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If your school has a computer system that holds student eligibility, and the eligibility is automatically used in the meal counting process, the school has an **electronic** system.

CERT & BI QUEST: 102B *CONTINUED*

- **An electronic system has virtually no manual data entry done by the SFA.** Benefit issuance rosters are kept electronically.
- Updates to benefits may be made manually in an electronic benefit issuance system.

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An electronic system has virtually no manual data entry done by the SFA. Benefit issuance rosters are kept electronically. But, updates to benefits may be made manually in an electronic benefit issuance system.

CERT & BI QUEST: 102B *CONTINUED*

- Does the SFA use an electronic **benefit issuance system** or a manual benefit issuance system?
- Does your district/agency use a **manual** method to add student eligibility into a tracking method and eligibility is **added by hand** to student meal counts at the point of service (POS) = **Manual**

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If the school district has to **manually** apply student benefits at the end of the month for claiming and household charging purposes, this is a **Manual** method.

CERT & BI QUEST: 102B *CONTINUED*

- Adding student eligibility to the POS document is done by hand by a person = Manual
- All updates to student benefits are made by hand = Manual
- Benefit issuance/eligibility rosters are updated manually.

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If you are Adding student eligibility to the POS document by hand, then you would answer Manual

If All updates to student benefits are made by hand, it would be Manual

Reminder: Benefit issuance/eligibility rosters are updated manually.

CERT & BI QUEST: 102B *CONTINUED*

- Does the SFA use an electronic **benefit issuance system** or a manual benefit issuance system?
 - *Does your system include both manual updates and updates made by a computer system = Check both Electronic and Manual*
 - Example: A district/agency has electronic as some, but not all sites/school and staff makes updates by hand at some sites. This process includes both Electronic and Manual benefit issuance.

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If your school uses both an Electronic Method and Manual Method, check both Electronic and Manual. One example of when a school is using both methods is if a number of schools have an Electronic Method in place, but maybe one or two school sites utilize a Manual Method, such as when a school district also has a colony site.

CERT & BI QUEST: 103

- At the beginning of the school year, how is benefit status handled for children who have NOT submitted an application for the current school year?
 - *Briefly describe the process your district/agency uses in this situation*
 - *Be sure to include specific time frames in your response*

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Moving on to Question 103 which asks: At the beginning of the school year, how is benefit status handled for children who have NOT submitted an application for the current school year?

Another way to ask this question would be: What benefit status would be in place for students at the beginning of the year that do not have a current application on file?

To answer this question you need to Briefly describe the process your district/agency uses in this situation and Be sure to include specific time frames in your response

CERT & BI QUEST: 104

- If the SFA has an electronic application approval system (or combination of electronic and manual), answer 104. If not, proceed to 105.
- If the SFA has a fully manual application approval system, record N/A and skip to 105.

We will discuss 104a, 104b, and 104c on the coming slides

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Now we are on Question 104.

If the SFA has an electronic application approval system (or combination of electronic and manual), answer 104. If not, proceed to 105.

If the SFA has a fully manual application approval system, record N/A and skip to 105.

We will discuss 104a, 104b, and 104c on the coming slides

CERT & BI QUEST: 104A

- How are records maintained and for how long?
 - Describe how your district/agency keeps electronic applications on file.
 - Describe how long your district/agency keeps electronic applications before they are destroyed.

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Question 104 A asks: How are records maintained, and for how long?

To answer this question:

Describe how your district/agency keeps electronic applications on file.

And describe how long your district/agency keeps electronic applications before they are destroyed.

CERT & BI QUEST: 104B

- Describe the backup to the electronic-based approval system.
- Describe the method your district/agency uses to back up your electronic applications.

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For Part B, Describe the backup to the electronic-based approval system and describe the method your district/agency uses to back up your electronic applications. For example, Is the eligibility roster saved somewhere?

CERT & BI QUEST: 104C

- List the method used to obtain household signature.
 - Describe your districts/agencies ability to obtain legally binding electronic signatures on electronic household applications.
 - More information can be found on electronic signature requirements:
 - [Eligibility Manual for School Meals](#), pg. 61.
 - [USDA memo SP 10-2007](#): Update on Electronic Transactions in the Child Nutrition Programs

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Part C says to List the **method** used to obtain household signature.

For this question, Describe your districts/agencies ability to obtain legally binding electronic signatures on electronic household applications.

More information on electronic signature requirements can be found on page 61 of the Eligibility Manual for School Meals and on USDA memo SP 10-2007 “Update on Electronic Transactions in the Child Nutrition Programs”

CERT & BI QUEST: 105

- How long does household application approval take from the date the SFA receives the application from the household?
- Describe your districts/agencies timeline once an application is received. How long does it take for a determination of eligibility to be made and granted to the student?

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Question 105 is: How long does household application approval take from the date the SFA receives the application from the household?

To answer this, you need to describe your districts/agencies timeline once an application is received. How long does it take for a determination of eligibility to be made and granted to the student?

CERT & BI QUEST: 106

- Within the SFA, who has access to the applications?
 - List the names and titles of each person allowed to access the free, reduced, and denied applications.
 - Be sure to include the names and titles of occasional users of this information.

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Moving to Question 106, which is “Within the SFA, who has access to the applications?”

Please List the names and titles of each person allowed to access the free, reduced, and denied applications.

Also, be sure to include the names and titles of occasional users of this information.

Reminder to list who has access to applications **and/or the eligibility system.**

CERT & BI QUEST: 107A

- When and how are households notified of students' certified eligibility?
 - Describe **when** your district/agency communicates to families about their **approved free or reduced meal benefits**.
 - Explain your timeframe for this process.
 - Describe **how** your district/agency communicates to families about their **approved Free/Reduced meal benefits**.
 - Explain this process.

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Part A of Question 107 asks: When and how are households notified of students' certified eligibility?

Describe **when** your district/agency communicates to families about their **approved free or reduced meal benefits**.

Explain your timeframe for this process.

Describe **how** your district/agency communicates to families about their **approved Free/Reduced meal benefits**.

Explain this process.

CERT & BI QUEST: 107B

- How are denied households notified?
 - Describe **how** your district/agency communicates to families about their **denied meal benefits**.

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Part B says How are denied households notified?

For this, Describe **how** your district/agency communicates to families about their **denied meal benefits**.

CERT & BI QUEST: 107B *CONTINUED*

- Submit a copy of the denial notification letter.
 - Make note if your iCAN Application > Checklist Items > Notification Letter attachment contains the current letter. If current version is attached in iCAN, you do not need to submit another copy.

Action	Checklist Item
View Modify	Audit Requirements
View Modify	Meal Count Method
View Modify	Verification & Monitoring
View Modify	Notification Letters

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You also need to Submit a copy of the denial notification letter.

Check to see if your iCAN Application contains the current letter. It can be found in the Notification Letter attachment of the checklist items under you iCAN application. If current version is attached in iCAN, then you do not need to submit another copy.

CERT & BI QUEST: 108

- Who is the hearing official?
 - List the name and title of the person responsible for handling hearing requests (disputes) about eligibility determination
 - This information is listed in your iCAN Sponsor Application - question 36

Hearing Official

36. This person shall ensure that all required provisions of the appeal process are followed as outlined on the Letter to Households of Approval/Denial of Benefits. The Hearing Official must be someone not involved in making the determination under appeal or any previous conference and hold a position at a higher administrative level than the reviewing and verifying official(s).

Name/Title:

*Hearing Official must be in a position higher than the Determining Official and Verifying Official.

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Now we are on Question 108: Who is the hearing official?

List the name and title of the person responsible for handling hearing requests (disputes) about eligibility determination

You can find This information in your iCAN Sponsor Application under question 36

CERT & BI QUEST: 109

- Who at the SFA receives the **direct certification documents** from the state or local agency?
 - List the **name and title** of the person(s) that **receives direct certification from the administering agency.**
 - List the **name and title** of the person(s) that **issues (gives) the direct certification free meal status to students.**

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Question 109 asks: Who at the SFA receives the **direct certification documents** from the state or local agency?

To answer this, List the **name and title** of the person(s) that **receives direct certification from the administering agency.**

Also list the **name and title** of the person(s) that **issues (gives) the direct certification free meal status to students.**

CERT & BI QUEST: 109 *CONTINUED*

- iMATCH contains SNAP (Supplemental Nutrition Assistance Program) & TANF (Temporary Assistance for Needy Families)
- FDPIR (Food Distribution on Indian Reservations)
- Homeless and Migrant
- Foster
- Head Start

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These are the Programs that iMATCH contains:
SNAP (Supplemental Nutrition Assistance Program) & TANF (Temporary Assistance for Needy Families)
FDPIR (Food Distribution on Indian Reservations)
Homeless and Migrant
Foster
And Head Start

CERT & BI QUEST: 109 *CONTINUED*

- Not Applicable (NA) is only appropriate for Head Start if your district/school does not have a local Head Start.
- All other programs listed are state administered and must be allowed at your school even if they do not occur frequently.
- It is possible that all programs have the same district/agency contacts

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You can only answer Not Applicable (NA) Head Start if your district/school does not have a local Head Start.

All other programs listed are state administered and must be allowed at your school even if they do not occur frequently.

Reminder that It is possible that all programs have the same district/agency contacts

Back to the question: Who at the school has access to the iMATCH system for Direct Certification information, **and also who receives foster/homeless/migrant/head start information?**

CERT & BI QUEST: 110

- Does the SFA use the direct certification notification letter provided by the State Agency?
 - **Answer Yes or No**
 - Answer Yes if your district/agency used the CANS template
 - CANS templates are available through: iCAN SNP Download Forms, iMATCH notifications, and posted on the CANS NSLP website
 - Answer No if your district/agency used a different template than those listed above

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Question 110 asks if the SFA uses the direct certification notification letter provided by the State Agency?

This is a yes or no question.

Answer Yes if your district/agency used the CANS template

CANS templates are available through: iCAN SNP Download Forms, iMATCH notifications, and posted on the CANS NSLP website

Answer No if your district/agency used a different template than those listed above

CERT & BI QUEST: 110 *CONTINUED*

- If prior question was answered **No**: Was your direct certification letter approved?
 - Answer Yes or No
 - Yes, you attached your template in your iCAN application > Checklist Items > Notification Letter and it was approved by CANS.
 - No, you did not obtain approval for your template. Send in a copy of your direct cert notification letter.

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If prior question was answered **No**: Was your direct certification letter approved?
Say Yes if you attached your template in your iCAN application > Checklist Items > Notification Letter and it was approved by CANS.
Select No if you did not obtain approval for your template. Also Send in a copy of your direct cert notification letter.

CERT & BI QUEST: 110 *CONTINUED*

- Make note if your iCAN Application > Checklist Items > Notification Letter attachment contains the current letter.
- If current version is attached in iCAN, you do not need to submit another copy.

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Check to see if your iCAN application contains the current letter. It is found in the Notification Letter Attachment under the checklist items of your iCAN Application. If current version is attached in iCAN, then you do not need to submit another copy.

CERT & BI QUEST: 111

- What is the SFA's procedure for extending free school meal eligibility to all children who are members of a household in which one person in that household is receiving SNAP, TANF or FDPIR benefits?

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Question 111.

What is the SFA's procedure for extending free school meal eligibility to all children who are members of a household in which one person in that household is receiving SNAP, TANF or FDPIR benefits?

CERT & BI QUEST: 111 *CONTINUED*

- Extending eligibility means that direct certification free meal benefits for one student is extended to all other students that live in the same household
- Describe your district/agency process to extend direct certification benefits. How do you determine students living in the same household?

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Extending eligibility means that direct certification free meal benefits for one student is extended to all other students that live in the same household

For this question, Describe your district/agency process to extend direct certification benefits. How do you determine students living in the same household?

CERT & BI QUEST: 112

- Does the benefit issuance system identify how eligibility was determined?
- Answer Yes or No

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Question 112 is a yes or no question. Does the benefit issuance system identify how eligibility was determined?

CERT & BI QUEST: 112 *CONTINUED*

- Yes: the benefit issuance list (eligibility roster list, eligibility software, etc.) contains information on how the eligibility was determined
 - E.g., Income, Direct Certification – SNAP, Direct Certification – Other Methods, Categorical Free, etc.

- No: the benefit issuance list does not contain information on how the eligibility was determined

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Answer Yes: if the benefit issuance list (which is eligibility roster list, eligibility software, etc.) contains information on how the eligibility was determined

For example: Income, Direct Certification – SNAP, Direct Certification – Other Methods, Categorical Free, etc.

Answer No for this question if the benefit issuance list does not contain information on how the eligibility was determined

CERT & BI QUEST: 113A

- Who has access to the benefit issuance system and/or documentation?
 - List name and position of all people that have access to your benefit issuance system, information, and/or documentation

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Question 113 Part A asks: Who has access to the benefit issuance system and/or documentation?

For this question, List the name and position of all people that have access to your benefit issuance system, information, and/or documentation

CERT & BI QUEST: 113A *CONTINUED*

- Be sure to include the names and titles of occasional users of this information
- Remember: The benefit issuance can be a computer system, paper list with eligibility and student names, or a combination of electronic and manual methods. List people that have access to any benefit issuance information that contains student eligibility

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Also Be sure to include the names and titles of occasional users of this information

Remember that The benefit issuance can be a computer system, paper list with eligibility and student names, or a combination of electronic and manual methods. List the people that have access to any benefit issuance information that contains student eligibility

List the name of all people which have access to the benefit issuance system (whether it be electronic or manual process), and the documentation.

CERT & BI QUEST: 113B

- What safeguards are in place to ensure that only authorized individuals have access to the benefit issuance system and/or documentation?
- Describe how you protect the confidentiality of the benefit issuance system, information, and/or documentation.

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On to 113 Part B.

What safeguards are in place to ensure that only authorized individuals have access to the benefit issuance system and/or documentation?

For this, Describe how you protect the confidentiality of the benefit issuance system, information, and/or documentation.

CERT & BI QUEST: 114

- How are benefits issued and distributed to students?
 - *Describe how benefits reach the point of sale meal count so that each student's meals are claimed at the proper benefit level (F/R/P)?*
 - Examples:
 - Students use a unique PIN or Scan Card that contains their current eligibility (F/R/P)
 - Check-off sheet that contains eligibility

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Question 114 is: How are benefits issued and distributed to students?

To answer this question, Describe how benefits reach the point of sale meal count so that each student's meals are claimed at the proper benefit level (F/R/P)?

Some Examples are:

Students can use a unique PIN or Scan Card that contains their current eligibility (F/R/P)

Also, a Check-off sheet that contains eligibility can be used

CERT & BI QUEST: 115

- How are eligibility determinations **transferred to the benefit issuance document**?
 - Describe the process used to update the student eligibility information to your benefit issuance document (could be manual or electronic document).
 - Include if an electronic system is used:
 - is it a seamless/instant update?
 - are there timed uploads?
 - do the updates need to be push/started by staff?

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We are now on Question 115.

How are eligibility determinations **transferred to the benefit issuance document**?

Describe the process used to update the student eligibility information to your benefit issuance document (it could be a manual or electronic document).

If an electronic system is used, please include if:

is it a seamless/instant update or not?

If there timed uploads?

And if the updates need to be push/started by staff?

CERT & BI QUEST: 116

- How are benefit issuance documents **transferred to the point of service system?**
 - Describe the process used to update the new benefit issuance documents into the point of service system (this is the meal count method either a computer or list in the cafeteria/meal service area).

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Question 116 says: How are benefit issuance documents transferred to the point of service system?

Please, Describe the process used to update the new benefit issuance documents into the point of service system (this is the meal count method either a computer or a list in the cafeteria/meal service area).

How the student eligibility is applied to point of service meal counts needs to be described as well.

CERT & BI QUEST: 116 *CONTINUED*

- Include if an electronic system is used:
 - is it a seamless/instant updates from office to cafeteria POS computer terminal?
 - are there timed uploads?
 - does the office/cafeteria have to push/start data uploads?
 - does the data have to be manually entered?

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If an electronic point of service system is used, describe how the student eligibility is entered into the system.

Also include if it is a seamless/instant updates from office to cafeteria Point of service computer terminal? If there are timed uploads? If the office/cafeteria have to push/start data uploads? And if the data has to be manually entered?

If a manual point of service process is used, describe how the student eligibility is tied to specific point of service meal counts.

CERT & BI QUEST: 117

- How are **eligibility status updates made** to the point of service and to the benefit issuance documents?
 - *Describe the process used to get eligibility information into the point of service meal count system and the benefit issuance roster sheet.*
 - *For many district/agencies, this can be a similar/same response to the questions 115 & 116*

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Question 117 says: How are **eligibility status updates made** to the point of service and to the benefit issuance documents?

To answer this, please Describe the process used to get eligibility information into the point of service meal count system and the benefit issuance roster sheet. For many district/agencies, the answer to this can be the same or similar response to the questions 115 & 116

CERT & BI QUEST: 118

- **How frequently are updates made** to the point of service and benefit issuance document/system?

- Describe how frequent eligibility updates are made to your benefit issuance roster document
 - Examples: instant, daily at 10AM, end of day, weekly on Monday, etc.

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Question 118.

How frequently are updates made to the point of service and benefit issuance document/system?

Describe how frequently eligibility updates are made to your benefit issuance roster document

Some Examples would be: instant, daily at 10AM, end of day, weekly on Monday, etc.

CERT & BI QUEST: 118 *CONTINUED*

- Describe how frequent updates to the point of service (ensuring proper benefits are applied to students) are made
- Examples: instant, daily at 10AM, end of day, weekly on Monday, etc.

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Also, describe how frequent updates to the point of service are made (ensuring proper benefits are applied to students)

The same examples apply here: instant, daily at 10AM, end of day, weekly on Monday, etc.

CERT & BI QUEST: 119

- Does the benefit issuance document indicate the **date the eligibility status changes** were made?
 - **Answer Yes or No**
 - Yes, your benefit issuance document (eligibility roster or software) indicates the start date of each student's eligibility
 - No, your benefit issuance document does not contain the start date of each student's eligibility

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Moving to Question 119: Does the benefit issuance document indicate the **date the eligibility status changes** were made?

This is a yes or no question.

Answer Yes if your benefit issuance document (eligibility roster or software) indicates the start date of each student's eligibility

Answer No if your benefit issuance document does not contain the start date of each student's eligibility

CERT & BI QUEST: 120A

- How and when are the following changes made to the point of service and benefit issuance document:
- When a household application is submitted for a **new student**, how and when are changes made to the point of service and benefit issuance document?

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Question 120 is: How and when are the following changes made to the point of service and benefit issuance document:

Part A asks: When a household application is submitted for a **new student**, how and when are changes made to the point of service and benefit issuance document?

CERT & BI QUEST: 120A *CONTINUED*

- Describe how and when these changes are made.
- Point of service is in the cafeteria/meal service area
- Benefit issuance is the master roster of students with their eligibility

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Describe how and when these changes are made.

Reminder: The Point of service is in the cafeteria/meal service area

Also remember that: Benefit issuance is the master roster of students with their eligibility

CERT & BI QUEST: 120B

- How and when are the following changes made to the point of service and benefit issuance document:
- When receiving a **transfer student**, how and when are changes made to the point of service and benefit issuance document?

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Part B of Question 120 asks: When receiving a **transfer student**, how and when are changes made to the point of service and benefit issuance document?

CERT & BI QUEST: 120B *CONTINUED*

- Describe how and when these changes are made.
- Point of service is in the cafeteria/meal service area
- Benefit issuance is the master roster of students with their eligibility

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For this part again Describe how and when these changes are made.
Remember that Point of service is in the cafeteria/meal service area and that
Benefit issuance is the master roster of students with their eligibility

CERT & BI QUEST: 120C

- How and when are the following changes made to the point of service and benefit issuance document:
- How are **withdrawn student** changes made to the point of service and benefit issuance document?

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Part C asks: How are **withdrawn student** changes made to the point of service and benefit issuance document?

CERT & BI QUEST: 120C *CONTINUED*

- Describe how and when these changes are made.
- Point of service is in the cafeteria/meal service area
- Benefit issuance is the master roster of students with their eligibility

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Once again Describe how and when these changes are made.

CERT & BI QUEST: 120D

- How and when are the following changes made to the point of service and benefit issuance document:
- How is **30-day carryover of prior eligibility updated to the point of service and benefit issuance document?**

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120 Part D says: How is **30-day carryover of prior eligibility updated to the point of service and benefit issuance document?**

CERT & BI QUEST: 120D *CONTINUED*

- Describe how and when these changes are made.
- Point of service is in the cafeteria/meal service area
- Benefit issuance is the master roster of students with their eligibility

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Again, Describe how and when these changes are made.

CERT & BI QUEST: 121

■ a: Is there a backup system/process for updating the benefit issuance document (eligibility roster)?

■ **Answer Yes or No**

■ If yes, describe the backup method used for your benefit issuance system. Remember to include your manual or electronic system.

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Now we are on Question 121

Part A: Is there a backup system/process for updating the benefit issuance document (eligibility roster)?

This is a yes or no question.

And if you answer yes, please describe the backup method used for your benefit issuance system. Remember to include your manual or electronic system.

CERT & BI QUEST: 121 *CONTINUED*

- b: If a is Yes, describe the backup system/process for updating the benefit issuance document

- Examples: backup paper copies, backup data in computer, backup person, backup procedure

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Part B: If you answered Yes to A, describe the backup system/process for updating the benefit issuance document

Some Examples for this would be: backup paper copies, backup data in computer, backup person, backup procedure

CERTIFICATION AND BENEFIT ISSUANCE RESOURCES

- Additional information & resources:
 - USDA Eligibility Manual for School Meals
<http://doe.sd.gov/cans/documents/17-USDAEg.pdf>
 - iCAN School Nutrition Program Application
<https://ican.sd.gov/ICAN/Splash.aspx>

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That is all the questions under Module 100. Here are a few Additional resources you can use if needed.

CONTACT US!

CANS Office

Email: DOESchoolLunch@state.sd.us

Phone: 605-773-3413

Website: doe.sd.gov/cans/index.aspx

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Thank you for attending this webinar! If you have any questions about this training feel free to contact our office. You can email us at DOESchoolLunch@state.sd.us or give us a call at 605-773-3413, or you can visit our website.

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(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

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