Welcome to the SD Child and Adult Nutrition Services webinar on How to Approve a Free and Reduced Price Application.
STEP 1: CHECKING THE APPLICATION FOR COMPLETION IN STEP 1

- The application is broken out into different sections for the Determining Official’s (D.O.) convenience.
- In Step 1 it is important to check that the child’s first and last name is completed along with the age, name of school, and grade.
- In this step the D.O. will look to see if the family has checked the boxes for Foster child or Homeless, Migrant, Runaway.
  - If the child is marked as Foster Child the D.O. is required to accept that status at face value.
  - If the child is marked as Homeless, Migrant, Runaway the D.O. is required to verify this information with the districts Homeless Liaison.
In Step 2 the D.O. will check to see if the household has listed a case number from the Department of Social Services.

This case number can be from SNAP, TANF, or FDPIR, but NOT Medicaid. This case number typically starts with a 0 and is 9 digits long.

There are rare circumstances when the case number does not start with a 0. We encourage you to validate these case numbers for accuracy.

If the household lists a case number here they are not required to complete step 3. You can move to step 4.
STEP 1: CHECKING THE APPLICATION FOR COMPLETION IN STEP 3

- In Step 3 the D.O. will check to make sure the **first and last names of each adult household member** is completed.
- The household must list every adult in the home regardless of relationship.
- The D.O. will then check to see if the adults list any **income**.
  - If they list income, then check to make sure the family has listed their **income frequency**.
    - Please take note that there are five different areas where the family could list income and income frequency. Two of those places are for **child income** only.
  - If the family leaves the income frequency blank, the D.O. should take that to mean their income is 0. They are not required to write in this area.

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- If the family leaves the income frequency blank, the D.O. should take that to mean their income is 0. They are **not** required to write in this area.
STEP 1: CHECKING THE APPLICATION FOR COMPLETION IN STEP 3

- The D.O. will then check to make sure the family listed the **Total Household Members** and **last four digits of the Social Security Number (SSN)** of the adult completing the application. If the adult does not have a SSN they are required to check the **Check if no SSN box**.

- If no SSN is listed and the No SSN box is not checked, the application is then considered incomplete and cannot be approved until that information is received.

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If no SSN is listed and the No SSN box is not checked, the application is then considered incomplete and cannot be approved until that information is received.
In Step 4 the D.O. will check to make sure the household’s, **printed name of adult**, **signature of adult**, and **date** of signature is completed.

- **The Address, Daytime Phone number and email** are optional, and not required to be completed.

- If the application is not signed, the D.O. must return the application to the household to be signed. An eligibility determination cannot be made until the signature is received.
STEP 1: CHECKING THE APPLICATION FOR COMPLETION RACIAL AND ETHNIC

• On the back side of the application, the next section the D.O. should pay close attention to is the Children’s Racial and Ethnic information. While the parents/guardians are not required to complete this section, the D.O. is required to complete it when the parent does not.
• The Parent/Guardian or D.O. should only pick one ethnicity, but is able to select multiple Races.
• This was found to be one of the most commonly missed areas on an application during Administrative Reviews.

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The Parent/Guardian or D.O. should only pick one ethnicity, but is able to select multiple Races.

This was found to be one of the most commonly missed areas on an application during Administrative Reviews.
The D.O. does not need to complete anything in this section, but should be aware of the complaint procedure in the event that the school were to receive a Civil Rights complaint regarding the school's operation of the National School Lunch Program.

Please read this section thoroughly, and make sure staff are aware that they are not to handle these complaints internally. Staff should instruct the complainant to complete the USDA Program Discrimination Complaint Form found at the website listed in this section. The complainant then needs to file the complaint themselves. Staff at the LEA should not be handling, or investigating, the complaint unless otherwise instructed by USDA.

Incorrect handling of the Civil Rights Complaint procedure was found to be a commonly overlooked area during Administrative Reviews.
STEP 2: ELIGIBILITY DETERMINATION

- The next step for completing a Free and Reduced Price Meal Application is to determine the household’s income.
- When completing this step the D.O. should refer to the front of the application where income frequency and case numbers are listed.
- If the household reported a SNAP, TANF, or FDPIR case number, the child(ren) are Foster, or the child(ren) are determined to be Homeless, Migrant, Runaway, the D.O. will not complete the income section. The D.O. will then mark the child as Categorical Free Eligibility and indicate which category is applicable.
• If the child is not Categorically eligible the D.O. will then make a determination based on the household’s income.
• If the household reports one income frequency, the D.O. will leave all income in that frequency and list it in the Total Income box.
• If the household reports that income is coming into the home at multiple frequencies, the D.O. will convert all income to annual and list the total in the Total Income box. The instructions for converting income to annual are listed at the top of this section.

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If the household reports that income is coming into the home at multiple frequencies, the D.O. will convert all income to annual and list the total in the Total Income box. The instructions for converting income to annual are listed at the top of this section.
STEP 3: MARKING AN ELIGIBILITY DETERMINATION

- Once the household’s income or categorical eligibility has been determined the D.O. is then able to make an **eligibility determination** for the children in this household.
- The D.O. will make the **eligibility determination** based on the current years Income Eligibility Guidelines.
- The new Income Eligibility Guidelines are issued by United States Department of Agriculture (USDA) in the summer before each upcoming school year. The Child and Adult Nutrition Services (CANS) office will post them on their website and notify LEA’s.

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STEP 3: MARKING AN ELIGIBILITY DETERMINATION CONTINUED

• Once the eligibility determination has been made, the **D.O. must sign and date** the application.
• Benefits cannot be issued to the children on the application until this step has been completed.
• If a Confirmation Review takes place, the **Confirming Official (C.O.) will sign and date** once the review is completed.
• A Confirmation Review will only take place if an application is selected for Verification. The C.O. should not be reviewing every application that the school receives.
• If the household is selected for Verification for Cause or Verification, the **Verifying Official (V.O.) will sign and date** once the review is completed.

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If the household is selected for Verification for Cause or Verification, the **Verifying Official (V.O.) will sign and date** once the review is completed.
Thank you for attending this webinar on how to approve free and reduced price applications.

If you have any questions on this training, please feel free to contact our office. You can email us at DOE.SchoolLunch@state.sd.us or give us a call at 605-773-3413, or you can visit our website.
(3100) Free & Reduced Price Meal Benefits

Professional Standards Training Credit print, sign, and date this certificate for your records

This training credits for 15 minutes of training in

Key Area 3 – Eligibility (3110)
3110: USDA Requirements (15 minutes)

Your Name:
Date of Training:

This training credits for 15 minutes of training in Key area 3 Eligibility.
This is the certificate of training completion, please print and sign this slide for your records.
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(2) Fax: (202) 690-7442; or

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

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