FREE AND REDUCED PRICE MEALS AND APPLICATIONS

SD Department of Education Child and Adult Nutrition Services

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REIMBURSEMENT

- $ Paid for Meals Served
- Rates Based – Family Eligibility
  - Rates Updated – July 1st
  - Higher Rates – Income Eligible Families
    - Free and Reduced Price Meal Application
      - Household Size
      - Household Income
    - Confidential
  - Base (Paid) Rate – All Other Enrolled Children
    - No Application Returned
    - Household is Over Income Cutoff

PRICING VS. NON-PRICING PROGRAMS

- Requirement Differences
  - Pricing – Charge Fee for Meals
    - Required – Each Family Offered F/RP Meal Application
  - Non-Pricing – No Fee for Meals
    - No Requirement to Give Out F/RP Meal Applications

COMPLETE FREE AND REDUCED PRICE APPLICATIONS – CATEGORICAL ELIGIBILITY

- Categorical Programs (Automatically Eligible Free)
  - SNAP
  - TANF
  - FDPIR

- Categorical Applications Require:
  - Name of Each Child
  - Case Number
  - Signature of Adult Household Member

COMPLETE FREE AND REDUCED PRICE APPLICATIONS – INCOME ELIGIBILITY

- Income Applications – Based on Household Income

- Income Applications Require
  - Names and Gross Income of Each Member of the Household
    - Including Children
    - No Income? – Write in "0" or Leave Blank
  - Signature of Adult Household Member Signature
  - Last Four Digits of Social Security Number for Household Member That Signed.
    - If No Social Security Number – Box Must be Checked

ELIGIBILITY ROSTERS

- List of Enrolled Children
  - Show First and Last Name of Each Child
  - Show Expiration Date
    - End of Month One Year After Effective Date
  - Shows Category on Completed Application
    - Free
    - Reduced
    - Paid
  - Review Monthly
    - Updated if Needed
  - Maintain Confidentially

SUGGESTIONS FOR COLLECTING AND APPROVING APPLICATIONS

- Include Packet in Enrollment Papers

- Discuss with Parents/Guardians
  - Have Them Complete it Right Away

- Remind Parents – Form is CONFIDENTIAL.

- Once Complete Application Returned – Approve/Deny

- If Necessary, Convert Income to Same Frequency
  - Convert All to Annual

CONVERTING HOUSEHOLD INCOME

- If Frequency of Income Varies

  - Use Income Eligibility Guidelines for Calculations

  - Convert All to Annual Income:

Weekly Income	X	52
Bi-Weekly Income (Every Other Week)	X	26
Twice A month Income	X	24
Monthly Income	X	12

SUGGESTIONS FOR COLLECTING AND APPROVING APPLICATIONS (CONTINUED)

- Add All Income

- Determine the Household Size

- Using Current Income Eligibility Guidelines – Determine Eligibility Category

- Authorized Local Agency Staff Complete and Sign Box on Page 2 of Application

- Record Eligibility Category on Eligibility Roster

SUGGESTIONS FOR COLLECTING AND APPROVING APPLICATIONS (CONTINUED)

- Place Applications in Three-Ring Binder

- Collect New Applications – Same Time Each Year
  - Always Use Current Income Guidelines

- File Expired Applications
  - Back of the Binder
  - Or with CACFP Records for Same Year

- Maintain Information Confidentially
  - Secure Location

COMMON MISTAKES

- Missing Required Information
  - Don't Change or Add Information
    - Return to Parents

- Total Household Income Converted/Added Incorrectly

- Total Number in the Household Not Correct
  - Counting Unborn Children, for Example

- Application Not Signed by an Adult Household Member

COMMON MISTAKES (CONTINUED)

- Eligibility Category (Free, Reduced, or Paid)
  - Not Checked or Marked Incorrectly

- Not Completed and Signed by Authorized Person

- Application is More Than 1 Year Old

- Parent/Guardian Not Given Complete Packet
  - Actual Application (2 Pages)
  - Instructions for Applying (4 Pages)
  - FAQ / Parent Letter (2 pages)

COMMON QUESTIONS

- What is a Household?

  - A household is defined as a group of related or non-related individuals who are living as one economic unit who share housing and all significant income and expenses.

- Is a Foster Child Considered a Member of the Household?

  - Yes, a foster child may be considered a member of the household.

- Is a Foster Child Automatically Eligible for Free Meals?

  - Yes. However, the eligibility does not extend to the other children in the household.

COMMON QUESTIONS (CONTINUED)

- How Is Current Income Defined?

  - Current income is defined as income received during the month prior to the time the application is completed. If the prior month's income is not an accurate reflection of the household's annual income, the prior year's income, divided by 12 may be used as the basis for the monthly income.

- If an Application Has "0" Income Reported and No Case Numbers Listed, What is the Center Required To Do?

  - The center may approved these applications as free.

RECORD KEEPING

- Save **ALL** F/RP Applications and Eligibility Rosters

  - 3 Previous Years Plus the Current Year