



Mississippi Department of Education
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Memorandum

Date: June 16, 2011
To: All School Food Authorities
From: Lenora Phillips, Division Director, Technical Assistance
Subject: 2011-2012 Free/Reduced Price Meal Application

Enclosed is a copy of the 2011-2012 Family Application printed on legal size paper, front and back. The letters to the household printed on separate pages are specific to the type of lunch and/or breakfast program you are operating---**pricing, non-pricing or provision**. For the 2011-2012 school year, you are required to print the reduced scale on the back of the meal applications.

Also included are letters/forms entitled:

- Sharing Information with Medicaid/SCHIP
- Sharing Information with other Programs
- We Must Check your Application (also known as Notification of Selection for Verification of eligibility)
- We Have Checked your Application (also known as Notification of Children's Eligibility for Meals)
- Notice to Households of Approval/Denial of Benefits
- Notice of Direct Certification
- Income Eligibility Guidelines

These items can also be found on the Child Nutrition (CN) web site:
http://www.healthyschoolsms.org/nutrition_services/index.html under CN Programs, National School Lunch Program 2011-2012 F/R Meal Applications.

As a reminder, the income reported on the 2011-2012 Free/Reduced Price Meal Application should reflect the most recent income per household. For the start of the school year, USDA classifies "most recent" as income from July or August.

If you have any additional questions please contact the Help Desk at (601)576-4955.

11-41-CN

Attachments

FREE AND REDUCED PRICE SCHOOL MEALS APPLICATION AND VERIFICATION FORMS

SCHOOL YEAR 2011 - 2012

INSTRUCTIONS FOR SCHOOL DISTRICTS

REMINDER! Remember these reauthorization changes:

1. **School Districts are required to use household applications.**
2. You must include a no-charge telephone number on the verification for (“We Must Check your Application”) for parents to call for assistance on verification.
3. You must have a **Determining Official**, who approves all meal applications; a **Confirming Official**, who reviews all applications selected for verification, and a **Verifying Official**, who helps the household and makes at least one attempt to obtain the necessary verification from households that fail to respond to the initial request for verification. You may contract with a third party to assist with the required follow-up activity.

School official verifying income eligibility must allow households to provide documentation of income for any point in time between the month prior to application and the time the household is required to provide income documentation.

If households do not provide proof of current eligibility during verification, they should be asked to do so if they reapply.

4. Eligibility determinations are valid for the entire school year.
5. Your meal application needs to identify the other food benefits offered in your School, such as After School Snacks.
6. Homeless, migrant and runaway youth are categorically eligible for free meals.
7. Privatized military housing allowance is excluded from income eligibility determinations.
8. Households must be informed on the meal application that WIC participants may be eligible for free or reduced price meals. (This is already included in the prototype.)

The following forms have been approved for use by the State Agency and can be found on the Child Nutrition web site at http://www.healthyschools.org/nutrition_services/index.html. Fill in the needed information in the blanks. The Family Meal Application is 2-page, legal size, and should be printed front to back. Select the type of Family Meal Application needed.

2011-2012 Family Application for Free and Reduced Price Meals---**Pricing** Programs

2011-2012 Family Application for Free and Reduced Price Meals---**Non-Pricing** Programs

2011-2012 Family Application for Free and Reduced Price Meals---**Provision** Programs

Required information that must be provided to households:

- Letter to Households
- Free and Reduced Price School Meal Application

Required Information for households selected for verification of eligibility information materials:

- Notification of Selection for Verification of Eligibility
- Letter of Verification Results

Optional application-related materials that *may* be provided to households:

- Sharing Information with Medicaid/SCHIP
- Sharing information with Other Programs
- Notice to Households of Approval/Denial of Benefits
- Notice of Direct Certification

Please call your area specialist or Help Desk if you have any questions at 601-576-4955.