


Module 2: Processing Applications


Part 2 – Receiving and Processing Applications



Determining Eligibility in the School Nutrition Programs, Summer Food Service Program, and S-EBT

Module 2: Processing Applications

Part 2 – Receiving and Processing Applications



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Bureau of Child Nutrition Programs

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Determining Eligibility Training Modules

- Module 1: Introduction to Application Certification and Verification
- Module 2: Processing Applications
 - Part 1 – Starting the Application Process
 - Part 2 – Receiving and Processing Applications
 - Part 3 – Reviewing Applications and Special Considerations
 - Part 4 – Notification, Documentation, and Final Steps
- Module 3: Direct Certification
- Module 4: Test Your Knowledge About Processing Applications
- Module 5: Confidentiality and Disclosure

<https://portal.ct.gov/sde/nutrition/eligibility-for-free-and-reduced-price-meals-and-free-milk-in-school-nutrition-programs/determining-eligibility-training>

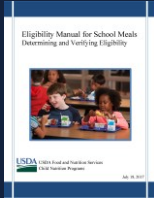
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USDA Resource

USDA's Eligibility Manual for School Meals


- Latest version dated July 18, 2017



https://portal.ct.gov/-/media/sde/nutrition/nsip/forms/freered/usda_eligibility_manual.pdf

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Topics for Part 2 – Receiving and Processing Applications

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Topics

- System for receiving applications
- Processing timeframes
- Carryover of eligibility
- Transfer of eligibility
- Point of service
- Determining if application is complete



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Local Educational Agency's (LEA) System for Receiving Applications

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System for Receiving Applications

- Must be established by determining official
- Consider how households will submit application




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How Households Will Submit Application

- Directly from parents/students
- School's administrative assistant
- LEA's online application system
- Email
- Fax
- All methods



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Where Applications Are Received

- Location must ensure confidentiality



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Date Stamps

- Date stamp all new applications when received




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How to Handle Unclear Information on Application

- Contact household (HH) if more information needed
 - Document all HH contact (date and notes)
- Only contact adult who signed application




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Application Sections to Check

- Income frequency



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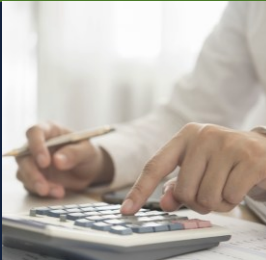
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Application Sections to Check

- Income frequency
- Adult HH member signature
- Last 4 digits of Social Security number or checked box “no social security number”
- “For School Use Only”

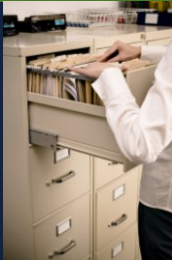


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System for Filing Applications

- Organized for easy retrieval
 - Alphabetical order **OR**
 - Assigned number
 - Next to applicable student’s name on benefit issuance document




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Processing Timeframes

- Must follow USDA’s guidance
- Must process and notify family within 10 operating days of receiving application
 - Whenever possible, process immediately

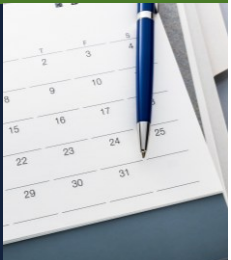


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Decrease in Benefits from Previous Year

- Notify HH immediately
- Must allow adequate notice to HH




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Using Electronic Application System

- Must ensure adequate notice timeframe



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Carryover of Eligibility

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Carryover

A child's eligibility from the previous school year is carried over into the new school year


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Normal Carryover Status

- Student's eligibility from previous school year (SY) – before July 1 – carries over
 - Up to 30 operating days into new SY **OR**
 - Until new eligibility determination
- 30 operating days begins on first operating day of school




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Carryover Period Cannot Delay Processing of Applications

- Applications must be processed as received and DO must promptly notify households of eligibility status
- Remind HH meal or milk benefits will end
- Cannot temporarily approve application




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Expiration of Carryover Eligibility

- Eligibility expires at end of 30-day carryover if
 - new application not submitted **OR**
 - direct certification determination not made




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Notice of Denial or Notice of Adverse Action Not Allowed

- Cannot send during carryover period
 - Parent/guardian does not have right to appeal discontinuation of benefits due to expiration of carryover period




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Children Moving to New School/District

- New LEA may use former LEA's eligibility determination from previous SY
 - Up to 30 operating days or until new eligibility determination
- No liability for accuracy of previous LEA's determination



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Transferring from CEP School to Non-CEP School



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Community Eligibility Provision (CEP)



A special alternative provision that allows LEAs serving predominantly low-income students to offer free school meals to all students through the National School Lunch Program and School Breakfast Program

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- No HH applications

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Children Transfer from CEP School to Non-CEP School

- Same carryover guidelines
- Eligible for free meals
 - Up to 30 operating days **OR**
 - Until new eligibility determination made for current SY



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Transfer of Eligibility

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When Transfer of Eligibility Occurs

- When a child moves to another school during SY




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Two Types of Transferring Child's Eligibility

- Transfer within same LEA
- Transfer between LEAs



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Transfer Within LEA

- New school must accept eligibility determination from former school

Reminder

- Eligibility remains in effect for remainder of SY and up to 30 operating days into next SY




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Transfer Between LEAs

- New LEA may accept eligibility determination from former LEA
- Retain written documentation of eligibility determination by former LEA
 - Secure email is sufficient




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Document All Transfers

Transfers within LEA	Transfers within and between LEA
<ul style="list-style-type: none">▪ Note transfer date on application	<ul style="list-style-type: none">▪ Update methods to identify eligibility at point of service



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Point of Service

Moment in food service operation where staff can make an accurate determination that a reimbursable free, reduced-price, or paid meal has been served to an eligible child




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Method 1: Computerized Software Program

- **Point-of-sale system**
 - ID card with a code
 - Designated student ID pin number
 - Digital biometric fingerprint




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Method 2: Roster

- Students discreetly coded as free, reduced, and paid



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Method 3: Tickets

- Discreetly coded as free, reduced, or paid




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All Methods for Point-of-service Meal Counts

- Must prevent overt identification



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Overt Identification

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


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CSDE Resource

Carryover versus Transfer of a Child's Meal Eligibility in the School Nutrition Programs



https://portal.ct.gov/-/media/sde/nutrition/nsip/forms/freered/carryover_versus_transfer_of_child_eligibility_snp.pdf

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Determining if Application is Complete

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Complete Applications

- "Complete" depends on type of application
 - Section 4 of USDA's Eligibility Manual for School Meals



https://portal.ct.gov/-/media/sde/nutrition/nsip/forms/freered/usda_eligibility_manual.pdf

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Considerations for Complete Applications

- Missing income information
- Missing information that is not required
- Questionable applications




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Missing Income Information

- Cannot enter information in income field




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Missing Income Information

- Cannot enter information in income field
- Applications with blank income fields are considered complete if all other areas are completed accurately

Blank income field = no income




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Missing Information That is Not Required

- Cannot delay application approval if HH fails to provide information that is not required
 - Street address
 - Student ID
 - Birth date




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USDA Resource

USDA Memo SP 50-2011, CACFP 27-2011 and SFSP 20-2011: Free and Reduced-Price Meal Applications – Requests for Additional Information




<https://www.fns.usda.gov/cn/free-and-reduced-price-meal-applications-requests-additional-information>

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Questionable Applications

- Cannot process if
 - missing required information
 - contain inconsistent information
 - considered incomplete
- Contact HH for clarification
 - Speak only to adult who signed application

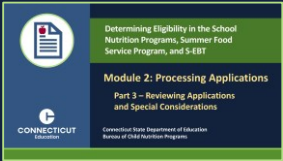


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Next Module

- Module 2: Processing Applications
 - Part 3 – Reviewing Applications and Special Considerations



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Questions? Contact School Nutrition Programs Staff

County	Staff
Middlesex County (includes Regions 4, 13, and 17) Tolland County (includes Regions 8 and 19)	Jennifer Bove 860-807-2044 • jennifer.bove@ct.gov
Fairfield County (includes Region 9) Litchfield County (includes Regions 1, 7, 12, 14, and 20)	Fionnuala Brown 860-807-2129 • fionnuala.brown@ct.gov
Hartford County (includes Region 10)	Teri Dandeneau 860-807-2079 • teri.dandeneau@ct.gov
New Haven County (includes Regions 5, 15, and 16)	Greg King 860-713-6804 • greg.king@ct.gov
New London County Windham County (includes Region 11)	Susan Alston 860-807-2081 • susan.alston@ct.gov

<https://portal.ct.gov/-/media/sde/nutrition/cnstaff/countyassign.pdf>

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Thanks for participating!



<https://portal.ct.gov/sde/nutrition/eligibility-for-free-and-reduced-price-meals-and-free-milk-in-school-nutrition-programs/determining-eligibility-training>

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2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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