



## Test your knowledge on determining *Free and Reduced Price School Meals Family Applications* (AKA “parent application”)

**Directions:** Please read each statement and next to each number put a “T” for True or an “F” for False. Answers will be shared at the end of the activity.

1.	Each year USDA provides a new application and older applications should not be used.
2.	Application materials are available in translated languages by USDA.
3.	USDA’s has a survey form called “I Speak” that helps identify families with Limited English Proficiency (LEP).
4.	It is important to have an organized and regularly updated system in place for both applications and direct certification to prevent meal benefit errors.
5.	A student’s eligibility for the meal benefit is in effect from the date of eligibility for the current school year and up to 30 operating days in the following school year.
6.	If a student is listed on the Direct Certification (DC) list, this will override the application.
7.	The DC list must be downloaded by the submit person at the SAU at least three times per school year, however, a best practice is to download the DC list at the beginning of every month.
8.	It is important to have a system in place to easily identify applications that are overridden by DC.
9.	A system should be in place that easily identifies siblings of DC students who live in the same household that are also receiving the Free meal benefit.
10.	Students who are on the DC list for a free meal benefit are not included in the verification pool.
11.	If an application is missing required information, contains inconsistent information, or is unclear, this is considered an incomplete application and cannot be approved for the meal benefit. The Local Education Authority (LEA) should make reasonable efforts to contact the household in order to obtain or clarify required information.
12.	While disclosure of the last 4 digits of a social security number is voluntary, the National School Lunch Act requires the last 4 digits of a social security number or the box is checked off that states “I do not have a Social Security Number” for approval of the application.
13.	A foster child means a child whose care and placement is the responsibility of the State or formally placed by a court with a caretaker household.
14.	Documentation is required by the Local Education Agency (LEA) homeless liaison or by the director of a homeless shelter for a student that is homeless and receiving a free meal benefit.
15.	If any change is made on the application after the initial approval for the current school year such as a transfer to another school within the LEA, the LEA officials must: <ul style="list-style-type: none"> <li>• Note the change;</li> <li>• Write the date of the change on the application; and</li> <li>• Implement the change by updating rosters or other methods used at point of sale, if necessary.</li> </ul>

16.	If there are multiple income sources with more than one type of frequency on the application, the income conversion is done to an annual income.
17.	Temporary approval of an application is no longer permitted because of the year long duration of eligibility provision.
18.	An eligibility determination must be made, the family notified of its status, and the status implemented within 10 operating days of the receipt of the application.
19.	An application that has a food stamp (SNAP) case number listed is categorically eligible for the Free meal benefit.
20.	An application that has a food stamp (SNAP) case number listed is included in the verification pool of applications.
21.	The income source and frequency must be identified with the individual who receives it.
22.	Households that submit an incomplete application cannot be approved if required information is missing; information must be obtained before an eligibility determination can be made. -To get the required information, the school may return the application to the household or contact the household either by phone or in writing. The determining official should document the details of the contact, and date and initial the entry. -Applications missing the signature of an adult household member must be returned for signature. - Every reasonable effort should be made to obtain the missing information prior to denying the application.
23.	Some adopted children are first placed in families as foster children. Once the child is adopted, s/he is no longer categorically eligible for free meals as a foster child. Due to year-long eligibility, the free eligibility status of a foster child does not change within the year (including the first 30 operating days of the subsequent school year) if the child is adopted.
24.	Carryover of previous year's eligibility applies to direct certification, categorical eligibility determinations and income applications. Carryover is for up to 30 operating days (beginning with the first day of school) into the current school year or until a new eligibility determination is made, either approved or denied. The new eligibility determination supersedes the carryover eligibility.
25.	All free and reduced price applications, including applications from households denied benefits and inactive applications, must be kept on file for a minimum of three (3) years after the final claim is submitted for the fiscal year to which they pertain.

\*Note: The answers to this activity are found in the resources below.

## Resources:

- ✓ Eligibility Manual for School Meals ~ Determining and Verifying Eligibility, August 2012  
<http://www.fns.usda.gov/cnd/guidance/EliMan.pdf>
- ✓ USDA website for prototype application and materials translated into several different languages: [http://www.fns.usda.gov/cnd/Application/application\\_process.htm](http://www.fns.usda.gov/cnd/Application/application_process.htm)
- ✓ School Meals USDA Policy Memos:  
<http://www.fns.usda.gov/cnd/governance/policy.htm>