Child Nutrition Programs
Updates for State Agencies

April 2, 2017
Today’s Presentation

Angela Kline
  – Implementation and Resources

Cheryl Lewis
  – Nutrition Resources and Updates

Ed Harper
  – Online Applications Q&A

Sarah Smith-Holmes
  – Monitoring and Operations Updates

Ed Harper (as time permits)
  – Online application walk-through
Implementation and Resources

State Agency Section Meeting

USDA Food & Nutrition Service
Child Nutrition Programs

Angela Kline
Director, Policy and Program Development Division
Implementation Timelines
Implementation Timelines

Local School Wellness Policy
All LEAs and schools operating the school meal programs must have a written local school wellness policy by June 30, 2017. Other requirements include permitting public participation, identifying LEA or school leadership, informing and updating the public, and ensuring the policy includes all the required components.

Questions for Discussion
• Are LEAs on course to fully implement the requirements by June 30, 2017?
• What challenges (if any) are LEAs experiencing with implementation?
Implementation Timelines

Unpaid Meal Charges

All SFAs operating the school meal programs must have a written meal charge policy in place by SY 2017-2018. FNS has issued additional guidance and resources to support State agencies, districts, and schools in implementing the new requirement.

Questions for Discussion

• Are states and SFAs on course to have a written policy by SY 2017-2018?

• What challenges are states and SFAs experiencing with implementing unpaid meal charge policies?

• Are any states establishing a state-wide policy?
Implementation Timelines

Preschool (Pre-K) Meal Patterns
The CACFP Meal Pattern Revisions rule also updated NSLP and SBP regulations regarding pre-school meals. The rule revises the NSLP and SBP meal patterns to reflect the CACFP meal patterns for children ages 1-4. Implementation is required by October 1, 2017.

Questions for Discussion
• How often do you see schools serving both pre-k and K-5 at the same time?
• Are these schools having challenges implementing the updated meal patterns?
• Have you seen any best practices?
Civil Rights

Disability Accommodation Guidance for School Meals
FNS published updated disability guidance for school meal programs in 2016, explaining that most physical and mental impairments constitute a disability under the broad scope of the ADA Amendments Act of 2008. The memo also clarified requirements regarding submission of a note from a State licensed healthcare professional documenting the disability.

Questions for Discussion
• What challenges are you still finding in your state?

• Have these challenges decreased as a result of additional guidance?
Household Application

USDA Office of Civil Rights has been receiving household applications meant for local officials who make eligibility determinations, and FNS has been returning them to State agencies.

Questions for Discussion

• Are you aware that applicants and schools are having this issue?

• What steps has your state taken to resolve the issue?
### Sources of Income for Children

<table>
<thead>
<tr>
<th>Source of Income</th>
<th>Example(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings from work</td>
<td>A child has a regular full or part-time job where they earn a salary or wages</td>
</tr>
<tr>
<td>Social Security</td>
<td>- Disability Payments</td>
</tr>
<tr>
<td></td>
<td>- Survivor's Benefits</td>
</tr>
<tr>
<td>Income from person outside the household</td>
<td>A friend or extended family member regularly gives a child spending money</td>
</tr>
<tr>
<td>Income from any other source</td>
<td>A child receives regular income from a private pension fund, annuity, or trust</td>
</tr>
</tbody>
</table>

### Sources of Income for Adults

<table>
<thead>
<tr>
<th>Source of Earnings from Work</th>
<th>Example(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary, wages, cash bonuses</td>
<td>- Net income from self-employment (farm or business)</td>
</tr>
<tr>
<td>Unemployment benefits</td>
<td>- Worker's compensation</td>
</tr>
<tr>
<td>Public Assistance / Alimony / Child support</td>
<td>- Supplemental Security Income (SSI)</td>
</tr>
<tr>
<td>Pensions / Retirement / All Other Income</td>
<td>- Cash assistance from State or local government</td>
</tr>
<tr>
<td></td>
<td>- Alimony payments</td>
</tr>
<tr>
<td></td>
<td>- Child support payments</td>
</tr>
<tr>
<td></td>
<td>- Veteran's benefits</td>
</tr>
<tr>
<td></td>
<td>- Strike benefits</td>
</tr>
<tr>
<td></td>
<td>- Social Security (including railroad retirement and black lung benefits)</td>
</tr>
<tr>
<td></td>
<td>- Private pensions or disability benefits</td>
</tr>
<tr>
<td></td>
<td>- Regular income from trusts and estates</td>
</tr>
<tr>
<td></td>
<td>- Annuities</td>
</tr>
<tr>
<td></td>
<td>- Investment income</td>
</tr>
<tr>
<td></td>
<td>- Earned interest</td>
</tr>
<tr>
<td></td>
<td>- Rental income</td>
</tr>
<tr>
<td></td>
<td>- Regular cash payments from outside household</td>
</tr>
</tbody>
</table>

### Optional: Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community.

**Ethnicity (check one):**
- Hispanic or Latino
- Not Hispanic or Latino
- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

**Race (check one or more):**
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- Not Hispanic or Latino
- Other
- White

### Do not fill out for school use only

**Annual Income Conversion:** Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24 Monthly x 12

<table>
<thead>
<tr>
<th>Total Income</th>
<th>How often?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Household size</th>
<th>Categorical Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Eligibility</td>
</tr>
</tbody>
</table>

**Determining Official's Signature:**
- Date

**Confirming Official's Signature:**
- Date

**Verifying Official's Signature:**
- Date

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The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your application for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required if you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) card number or other FDPIR identifier for your child or whom you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 795-3272. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-5994. Submit your completed form or letter to USDA by:
- Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Washington, D.C. 20250-9410
- Fax: (202) 690-7442 or
- Email: program.intake@usda.gov

This institution is an equal opportunity provider.
Nutrition Training and Resources
State Agency Section Meeting
CACFP Meal Pattern Training
USDA partnership with the Institute of Child Nutrition

1. ICN & USDA train State Agencies

2. ICN and/or State Agencies train their sponsors and independent centers

3. Sponsors train their centers and day care homes
HealthierUS School Challenge (HUSSC)
HealthierUS School Challenge:
Once the school/district receives a HUSSC Award

Monetary Incentives and Payment Process

1. School District Financial Manager completes **monetary incentive form**:
   - Banking information
   - Other pertinent financial information
     * Data Universal Numbering System (DUNS #)
     * System for Award Management (SAM) account information

2. School District Financial Manager:
   - Ensures SAM.gov account is current and active
   - Sends monetary incentive form to FNS to start payment process

3. FNS staff verifies information in SAM.
   - If info is not found in SAM/doesn’t match/missing, FNS will contact the School District Financial Manager to discuss issue.

***It is ESSENTIAL that all the information provided is accurate or the system will not allow us to move forward with the payment process.***
HealthierUS School Challenge:
Once the school/district receives a HUSSC Award

Monetary Incentives and Payment Process... cont.

4. FNS staff sends monetary incentive form is sent to CNP Funds Officer for processing

5. FNS’ Financial Management Office authorizes funds and makes deposit into the account

6. School District Financial Manager deposits funds to appropriate school(s) nonprofit food service account

**It is ESSENTIAL that all the info provided is accurate or the system will not allow FNS to move forward with the payment process!**
HealthierUS School Challenge (HUSSC)

Payment Delays or Nonpayment

Inaccurate information provided on the monetary incentive form:
1. SAM.gov record is expired
2. DUNS Number and EIN
3. Changes to banking information

HUSSC Award Levels

<table>
<thead>
<tr>
<th>Incentive</th>
<th>Award Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500</td>
<td>Bronze</td>
</tr>
<tr>
<td>$1,000</td>
<td>Silver</td>
</tr>
<tr>
<td>$1,500</td>
<td>Gold</td>
</tr>
<tr>
<td>$2,000</td>
<td>Gold Award of Distinction</td>
</tr>
</tbody>
</table>

In FY2016, over $2.2 million was distributed to schools!
Team Up for School Nutrition Success

USDA is committed to promoting the health and wellbeing of our nation’s future by providing the tools and resources schools need to continue making progress in school meals programs.
Team Up Expansion
Team Up Topics

- Menu Planning
- Smart Snacks
- Financial Management
- Increasing Program Participation
- Food Safety
- Strategies to Reduce Plate Waste
- Special Dietary Needs
- Human Resources
- Leadership
States and SFAs can request:

- *Team Up* for Directors → State-led model
- *Team Up* for Managers (pilot)

*[teamup.theicn.org]*
Request a **Team Up Workshop**!

Team Up for School Nutrition Success Workshop Request Form

For each Team Up Workshop, a Mentor Training will need to be the day or evening before the actual workshop. It is a vital element of Team Up. It is typically a two-hour training. It provides the foundation for how the Team Up Model operates. You will need to plan to have this training in addition to the actual Team Up Workshop.

For each Team Up Workshop, the Institute of Child Nutrition will provide the workshop materials, a trainer for the Team Up Mentor Training, and up to three lead mentors. The state is responsible for all other aspects of coordinating the workshop.

**Contact Information**

Organization/Agency/Group: *

[teamup.theicn.org/request](http://teamup.theicn.org/request)
Web-Based School Meal Application Design:
USDA’s New Prototype

USDA Food & Nutrition Service
Child Nutrition Programs

Ed Harper
Director, Office of Program Integrity
Online Applications and Program Integrity
NSLP / SBP Certification Error

- Household Reporting: 57%
- Administrative: 32%
- Both / Other: 10%
Use of Online Applications  
School Year 2013-2014

<table>
<thead>
<tr>
<th>Formats</th>
<th>Percent of SFAs</th>
<th>Wgtd n</th>
<th>Unwgted n</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web- or Computer-Based Application</td>
<td>21.3</td>
<td>3,224</td>
<td>536</td>
</tr>
<tr>
<td>Computer-Readable or Scannable Paper</td>
<td>10.9</td>
<td>1,658</td>
<td>325</td>
</tr>
<tr>
<td>Manual</td>
<td>88.3</td>
<td>13,380</td>
<td>1,375</td>
</tr>
<tr>
<td>No Parents Submitted Applications for School Meals</td>
<td>6.7</td>
<td>1,015</td>
<td>72</td>
</tr>
</tbody>
</table>

Note: SFAs could select more than one format, so the percentages of SFAs do not add up to 100 percent.

Source: Special Nutrition Program Operations Study, School Year 2013-14  
USDA Food and Nutrition Service, Office of Policy Support, October 2016
Online Applications in Your States

- LEAs with the Largest Student Enrollments
- Smaller LEAs
Online Applications in Your States

• LEAs with the Largest Student Enrollments
• Smaller LEAs
• Contract with National Software Vendors
• Build and Maintain their Own Applications
Online Applications in Your States

- LEAs with the Largest Student Enrollments
- Smaller LEAs
- Contract with National Software Vendors
- Build and Maintain their Own Applications
- Perceptions of Parents: Convenience, Ease of Use, ...
- Perceptions of LEAs: Administrative Benefits
Online Applications in Your States

- SFAs with the Largest Student Enrollments
- Smaller LEAs
- Contract with National Software Vendors
- Build and Maintain their Own Applications
- Perceptions of Parents: Convenience, Ease of Use, ...
- Perceptions of LEAs: Administrative Benefits
- Barriers to Use of Online Applications by LEAs
What’s Next

- Working Demonstration
- How To and Q&A Guides
  - Integrity Features
  - Research Explained
  - How to Adopt and Modify
- Support and Sharing Center
  - December 2016 Webinar
- WebApp Mailbox
  - WebApp@fns.usda.gov
- GovDelivery Listserv
FNS Program Monitoring & Operational Support Updates

USDA Food & Nutrition Service
Child Nutrition Programs

Sarah Smith-Holmes
Director, Program Monitoring & Operational Support Division
Topics

Operational Support:
Grants
Child Nutrition Access & Accountability through Technology (CNAAT)
SAE Allowable Costs
FNS 640 Revision
FFVP Funding

Program Monitoring:
Buy American
Administrative Review: Resource Management
Fiscal Action
Procurement Reviews
Operational Support
Upcoming Grant Opportunities!

• Technology Innovation Grants - NEW!
  • $4.4 million available in FY 2017
  • Applications were due on January 25th
  • Will make selections in May

• Administrative Review Grants
  • $3.3 million available in FY 2017
  • RFA will be published on grants.gov soon!

• Direct Certification Grants
  • Will release an RFA in the spring
CNAAT 2017

• 2017 CNAAT is September 12-14 in Denver, Colorado

• The CNAAT Planning Team is looking for help:
  • Submission of Successful State Practices in use of technologies for potential awards at CNAAT
  • Submission of proposals for workshops that would be of interest to the CNAAT audience

• Please submit to the CN State Systems mailbox at cnstatesystems@fns.usda.gov by April 15, 2017.
SAE Allowable Costs

• SAE funds may be used for administrative expenditures for NSLP, SBP, SMP and CACFP

• Administrative expenses must be:
  • Allowable as defined in OMB Circular A-87 (Revised)
  • Identified and explained in the SAE Plan approved by the Regions

• Further discussion of allowable costs is in FNS Instruction 783-2

• FNS is working on updated SAE guidance
Redeveloped FNS-640

• Report data collected during Administrative Reviews
• Collecting data at both SFA and site levels
  • Program integrity & monitoring efforts
  • Data analysis
  • Identify causes of program error and improper payments

• Federal Register notice published: March 10, 2016
• Comment Period closed: May 9, 2016
FNS-640 – Administrative Review Report

Report

• One flat workbook (Excel) – 2 worksheet tabs
  • 640A – SFA level data
  • 640B – Site level data

• One report submitted (per SA) for all SFAs and sites reviewed in the reported Administrative Review cycle

• Completed reports will be uploaded into the Food Program Reporting System (FPRS) for submission
Upcoming Activities

• March 2017
  • Form & instructions released to State agencies

• July 2017
  • Pre-conference Session @ SNA Annual Conference (Demo)

• Fall 2017
  • Technical assistance webinars

• March 2018
  • First report due, reporting on SY 16-17
    Administrative Reviews
Where we stand

- How we changed FFVP funding in FY 2017
  - Shifted to Federal fiscal year funding allocation structure
  - Removed uncertainty around continued availability of July 1st funds
  - Increased administrative efficiencies at the State and local levels
- How much we have put out in FY 2017 FFVP funds to-date
  - $167,211,980 total allocated
- How much we still plan to put out and when
  - $17.3 million went out this week
  - Additional funding expected soon
Program Monitoring
FNS continues to support the Buy American Provision

Child Nutrition Programs Mission:
• “To serve children nutritious meals and support American agriculture”
Administrative Review: Resource Management

• Monitoring Resource Management ensures that SFAs have the ability to serve nutritious meals to children

• Significant process changes made in SY 16-17

• FNS received feedback on updates, is considering and analyzing information as SY 17-18 guidance is developed

• FNS appreciates the State agency feedback and involvement on this issue
Fiscal Action

- Fiscal Action SFA-Wide implemented in SY 16-17
- Received feedback on Fiscal Action process and use of site based claiming
- FNS is developing additional guidance
- Intend to release guidance soon
Procurement Reviews

“You don’t know what you don’t know until you know what you don’t know!”

• Basics
• Waivers
• Feedback
• Updates to the Tool
Web-Based School Meal Application Design: USDA’s New Prototype (PART 2)

USDA Food & Nutrition Service
Child Nutrition Programs

Ed Harper
Director, Office of Program Integrity
Welcome!

This is the Applewood School District electronic application for free and reduced priced meals for the USDA’s National School Lunch & School Breakfast Programs.

This interactive application will guide you through the application process. When you are ready to apply, click the ‘Get started’ button below to begin.

If you would like to apply using the paper application, you can print and complete it and then return it to us at 100 Main Street, Anytown, USA 12345.

Get started

THIS IS NOT A REAL APPLICATION FOR SCHOOL MEAL BENEFITS

Applewood School District
555-123-4567 / sfa@state.us
100 Main Street, Anytown, USA 12345
Applicant Help:
Traditional Applications
A) List adult household members’ names.
Enter the name of each household member in the boxes marked “First Name, Last Name.” If more rows are needed for additional household members, select the “Add Additional Household Member” button.

Who should I list here?
When filling out this section, please include all Adult household members.

Definition of Household members: members living with you and share income and expenses, even if not related and even if they do not receive income of their own.

Do not include people who:
• Live with you but are not supported by your household’s income and do not contribute income to your household
• Infants, children, and students already listed in the Child Information page

B) Report household member’s earning from work.
Refer to the chart titled “Sources of Income for Adults” in these instructions and report all income from work in the “Earnings from Work” field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.

What if I am self-employed?
Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

How do I fill in the income amount and source?
For each type of income:
• Use the charts in this section to determine if your household has income to report.
• Report all amounts in gross income ONLY. Report all income in whole dollars. Do not include cents.
• Gross income is the total income received before taxes or deductions.
• Many people think of income as the amount they “take home” and not the total, “ gross” amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
• Write a “0” in any fields where there is no income to report. Any income fields left empty or blank will be counted as zeroes. If you write “0” or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have known or available information that your household income was reported incorrectly, your application will be verified for cause.
• Mark how often each type of income is received using the income frequency box to the right of each field.
Mark how often each type of income is received using the income frequency box to the right of each field.

What if I am self-employed?
If you are self-employed, report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

C) Report income from Public Assistance/Child Support/Alimony. Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the value of any cash value public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only court-ordered payments should be reported here. Informal but regular payments should be reported as "other" income in the next part.

D) Report income from Pensions/Retirement/All other income. Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

<table>
<thead>
<tr>
<th>Sources of Income for Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings from Work</td>
</tr>
<tr>
<td>- Salary, wages, cash bonuses</td>
</tr>
<tr>
<td>- Net income from self-employment (farm or business)</td>
</tr>
<tr>
<td>If you are in the U.S. Military:</td>
</tr>
<tr>
<td>- Basic pay and cash bonuses (do not include combat pay, FSSA or privatized housing allowances)</td>
</tr>
<tr>
<td>- Allowances for off-base housing, food and clothing</td>
</tr>
</tbody>
</table>

Once completed click the NEXT button in the lower right corner. (Note: You may need to scroll down to see the button)
Joe's Income

Please enter any income that Joe receives, before taxes or other deductions.

There is currently no income listed for Joe. If Joe has any income, please click the ‘Add Income’ button. Otherwise click ‘No Income’ if Joe does not have any income.

BACK  ADD INCOME  NO INCOME

Help: Household Member Income

You must enter any income received or earned and how often it is received.

There is currently no income listed for Joe. If Joe has any income, please click the ‘Add Income’ button. Otherwise click ‘No Income’ if Joe does not have any income.

Income Sources Explained

- **Earnings From Work** The gross income this person earned from work. This is not the same as take-home pay. Gross income is the amount earned before taxes and other deductions. The amount should be listed on your pay stub, or your boss can tell you.

- **Public Assistance** Money received from public assistance, welfare, charitable organizations, or other social assistance.

- **Pension / Retirement / IRA**

- **Miscellaneous / Other** Include Worker’s Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran’s benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME. Report net income for self-owned business, farm, or rental income.

- **Child Support** Money that a person in your household receives for child support.
Integrated Interactive Help
Welcome!

This is the Applewood School District electronic application for free and reduced priced meals for the USDA’s National School Lunch & School Breakfast Programs.

This interactive application will guide you through the application process. When you are ready to apply, click the ‘Get started’ button below to begin.

If you would like to apply using the paper application, you can print and complete it and then return it to us at 100 Main Street, Anytown, USA 12345.
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Get started

THIS IS NOT A REAL APPLICATION FOR SCHOOL MEAL BENEFITS
Applewood School District
555-123-4567 / sfa@state.us
100 Main Street, Anytown, USA 12345
Welcome!

This is the Applewood School District Application for Reduced Priced Meals.

This interactive application will assist you in applying for reduced priced meals for your child. You will need to fill out an application each year. When you are ready to apply, click “Get started.”

If you would like to apply using a paper application, you can complete it and then return it to us at 12345.

Search term

Frequently Asked Questions

Can I apply using a paper application?

My child’s application was approved last year. Do I need to fill out a new one?

Do I need to fill out an application for each child?

I received a letter from the school saying that my children were automatically approved for free meals for the upcoming 2017-2018 school year. Do I still need to complete an application?

If I don’t qualify now, may I apply later?

My household participates in Supplemental Nutrition Assistance Program and/or Temporary Assistance for Needy Families. Are my children eligible for free meals?

What if my household does not qualify for free or reduced price meals?
Welcome!

This is the Applewood School District Application for Free and Reduced Priced Meals for Breakfast Programs.

This interactive application will guide you through the application process. When you are ready to apply, click on the get started button. If you would like to apply using a paper application, please complete it and then return it to 12345.

Get started

Frequently Asked Questions

Can I apply using a paper application?

My child’s application was approved last year. Do I need to fill out a new one?

Yes. Eligibility for free or reduced price meals only lasts for one school year. However, eligibility for the previous year carries over for the first few days of the new school year, or until the new eligibility determination is made. Please complete a new application unless you received a letter from the school saying that your child is eligible for the upcoming 2017–2018 school year.

Do I need to fill out an application for each child?

I received a letter from the school saying that my children were automatically approved for free meals for the upcoming 2017–2018 school year. Do I still need to complete an application?
If anyone in your household participates in SNAP, TANF, or FDPIR then Susie and Bobby are eligible for free school meals.

A household is defined as a group of people, related or unrelated, that usually live together and share income and expenses.

This includes grandparents or other extended family members that are living with you. It also includes people that are not currently living with you, but are only away on a temporary basis, like kids that are away at college. It includes people regardless of age or whether they earn or receive income.

If you need more detailed information, see the “WHO SHOULD I INCLUDE IN MY HOUSEHOLD?” question in Help.

If anyone in your household (including you) currently participates in any of the following programs, please select one or more of the checkboxes below. If not, press continue.

☐ Supplemental Nutrition Assistance Program (SNAP)
If anyone in your household participates in SNAP, TANF, or FDPIR then Susie and Bobby are eligible for free school meals.

A household is defined as a group of people, related or unrelated, that usually live together and share income and expenses.

This includes grandparents or other extended family members that are living with you. It also includes people that are not currently living with you, but are only away on a temporary basis, like kids that are away at college. It includes people regardless of age or whether they earn or receive income.

If you need more detailed information, see the ‘WHO SHOULD I INCLUDE IN MY HOUSEHOLD?’ question in Help.

If anyone in your household (including you) currently participates in any of the following programs, please select one or more of the checkboxes below. If not, press continue.

- Supplemental Nutrition Assistance Program (SNAP)
Income Section:
Traditional Applications
## 2016-2017 Prototype Household Application for Free and Reduced Price School Meals

Complete one application per household. Please use a pen (not a pencil).

### STEP 1
List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper).

<table>
<thead>
<tr>
<th>Child's First Name</th>
<th>MI</th>
<th>Child's Last Name</th>
<th>Grade</th>
<th>Student?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### STEP 2
Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR?

- **If NO** - Go to STEP 3.
- **If YES** - Write a case number here then go to STEP 4 (Do not complete STEP 3).

#### Case Number:
Write only one case number in this space.

### STEP 3
Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

#### A. Child Income
Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

<table>
<thead>
<tr>
<th>Child Income</th>
<th>How earned</th>
<th>How often</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### B. All Adult Household Members (Including yourself)
List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write 0. If you enter 0 or leave any fields blank, you are certifying (promising) that there is no income to report.

<table>
<thead>
<tr>
<th>Name of Adult Household Member (First and Last)</th>
<th>Earnings From Work</th>
<th>How earned</th>
<th>How often</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### STEP 4
Contact information and adult signature

- **I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and may be prosecuted under applicable State and Federal laws.**

<table>
<thead>
<tr>
<th>Street Address (if available)</th>
<th>Apt #</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Daytime Phone and Email (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Printed name of adult signing the form**

<table>
<thead>
<tr>
<th>Signature of adult</th>
<th>Today's date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### A. Child Income

Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

<table>
<thead>
<tr>
<th>Child Income</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>How often?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly</td>
</tr>
<tr>
<td>Bi-Weekly</td>
</tr>
<tr>
<td>2x Month</td>
</tr>
<tr>
<td>Monthly</td>
</tr>
</tbody>
</table>

### B. All Adult Household Members (including yourself)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

<table>
<thead>
<tr>
<th>Name of Adult Household Members (First and Last)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Earnings from Work</td>
</tr>
<tr>
<td>$</td>
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<td>$</td>
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<tbody>
<tr>
<td>Weekly</td>
</tr>
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<td>Bi-Weekly</td>
</tr>
<tr>
<td>2x Month</td>
</tr>
<tr>
<td>Monthly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Public Assistance/Child Support/Alimony</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td>$</td>
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<tr>
<td>$</td>
</tr>
</tbody>
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<tr>
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<tr>
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<td>Bi-Weekly</td>
</tr>
<tr>
<td>2x Month</td>
</tr>
<tr>
<td>Monthly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>X X X X X X X X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How often?</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Bi-Weekly</td>
</tr>
<tr>
<td>2x Month</td>
</tr>
<tr>
<td>Monthly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check if no SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

---

**Total Household Members (Children and Adults)**

**Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member**

Check if no SSN
### A. Child Income

Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

<table>
<thead>
<tr>
<th>Child Income</th>
<th>Weekly</th>
<th>Bi-Weekly</th>
<th>2x Month</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### B. All Adult Household Members (including yourself)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

<table>
<thead>
<tr>
<th>Name of Adult Household Members (First and Last)</th>
<th>Earnings from Work</th>
<th>How often?</th>
<th>Public Assistance/ Child Support/Alimony</th>
<th>How often?</th>
<th>Pensions/Retirement/ All Other Income</th>
<th>How often?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Weekly</td>
<td>Bi-Weekly</td>
<td>2x Month</td>
<td>Monthly</td>
<td>Weekly</td>
<td>Bi-Weekly</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
List each household member and their total gross income (Do not include children listed from the previous step). Gross income: all income before taxes and deductions. Whole Dollar Amounts only

*Required Fields

1. **First Name**
   - Joe

2. **Last Name**
   - Smith

3. **Earnings from work**
   - $100.00

4. **Pensions/Retirement/All Other Income**
   - $0.00

5. **Public Assistance/Child Support/Alimony**
   - How Often?
     - Weekly
   - How Often?
     - --Select--
   - $0.00
Step 3: Household Members

Please include all adults and children who do not attend Walton County School District here.

**Income Type**
- Earnings From Work
- Public Assistance, Child Support, Alimony
- Pension, Retirement, All Other

For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write ‘0’. If you enter ‘0’ or leave any fields blank, you are certifying (promising) that there is no income to report.

Are you unsure what to include here? Review the charts titled "Sources of Income" for more information. The "Sources of Income for Children" chart will help you with the Child Income section. The "Sources of Income for Adults" chart will help you with the All Adults Household Members section.
Add Household Member Income

**Income Amt**: 

**Frequency**: (choose)

**Source**: (choose)

- Earnings From Work
- Public Assistance
- Pension / Retirement / IRA
- Miscellaneous / Other
- Child Support
- Alimony
- Social Security
- Interest (savings, bonds, CDs)
- Dividends / Securities
- Unemployment

If you are unsure about the source of income or choose 'Miscellaneous', your eligibility for benefits may not be determined.
Guided Income “Interview”
Part 1: Screening Questions
Joe

This page is all about Joe.

On questions about income, all amounts should be Joe’s current, gross income.

Gross income means all money earned or received before deductions such as income taxes, social security taxes, and insurance premiums. You should not report net income, which is the amount of money received in a paycheck.

Is Joe in the military?

- Yes
- No

Does Joe have earnings from work including salary, wages, tips, commissions, cash bonuses or net income from
Does Joe have earnings from work including salary, wages, tips, commissions, cash bonuses or net income from self-employment?

- Yes
- No

Does Joe have income from public assistance including Supplemental Security Income (SSI), or cash assistance or housing subsidies from state or local government?

- Yes
- No

Does Joe have income from alimony or child support?
Does Joe have income from unemployment benefits, Veteran's benefits, worker's compensation, strike benefits, or Social Security Disability Insurance (SSDI)?

- Yes
- No

Does Joe have retirement income from Social Security (including survivor benefits, Black Lung Benefits and Railroad Retirement) or pensions?

- Yes
- No

Does Joe have other sources of income including regular cash payments from outside the household, rental income, earned interest, investment income and annuities, or any other source of income available to pay for children's school meals?

- Yes
Guided Income “Interview”
Part 2: Amounts & Frequencies
Does Joe have earnings from work including salary, wages, tips, commissions, cash bonuses or net income from self-employment?

- Yes
- No

Does Joe have income from public assistance including Supplemental Security Income (SSI), or cash assistance or housing subsidies from state or local government?

- Yes
- No

Does Joe have income from alimony or child support?

- Yes
- No

Does Joe have income from unemployment benefits?
NOTE: Remember to report **current** ☑, **gross** ☐ income.

**Supplemental Security Income (SSI) ☐**
- Yes
- No

- $150
- twice per month

+ Add Income Source

**Cash assistance ☐ from state or local government (including housing subsidies)**
- Yes
- No
Support for Multiple Languages
¡Bienvenidos!

Esta es la solicitud electrónica del Applewood School District para obtener comidas gratis y a precio reducido mediante el Programa nacional de almuerzo escolar y el Programa de desayuno escolar del USDA (United States Department of Agriculture, USDA).

Esta solicitud interactiva lo guiará durante el proceso de solicitud. Cuando esté listo para solicitar, haga clic en el botón “Iniciar” para empezar.

Si desea presentar la solicitud en papel, puede imprimirla y completarla y luego enviarla a 100 Main Street, Anytown, USA 12345.

Iniciar

ESTA NO ES UNA SOLICITUD REAL PARA OBTENER BENEFICIOS DE COMIDAS ESCOLARES

Applewood School District
555-123-4567 / sfa@state.us
100 Main Street, Anytown, USA 12345
Final Quality Checks
Summary

Awesome, you finished!

Here is a summary of the information you provided in the application. We encourage you to save or print this screen for your records. If everything looks good, click the 'Submit' button at the bottom of the page.

Students attending school in Applewood School District

- Susie Smith
- Bobby Smith

Adults

- Joe Smith
  - Supplemental Security Income (SSI) — $150.00 twice per month
- Mary Smith
Adults

- Joe Smith
  - Supplemental Security Income (SSI) — $150.00 twice per month
- Mary Smith
  - Salary / Wages — $525.50 every two weeks
  - Net income from self-employment — $125.00 per week
  - Child support — $200.00 per month

Assistance program case numbers

  (none)

Contact information

Joe Smith
123 55th St.
Newark, NJ 08023
(201) 752-7641
JoeSmith@gmail.com
TOTAL HOUSEHOLD INCOME

$2,180.25 PER MONTH

☐ I certify* that 4 PEOPLE are in my household and that our household income is about $2,180 PER MONTH

*I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits. Deliberate misrepresentation of information may subject applicants to prosecution under applicable State and Federal law.

Back  Submit

THIS IS NOT A REAL APPLICATION FOR SCHOOL MEAL BENEFITS

Applewood School District
555-123-4567 / sfa@state.us
100 Main Street, Anytown, USA 12345
Mobile Friendly
Welcome!

This is the Applewood School District electronic application for free and reduced priced meals for the USDA’s National School Lunch & School Breakfast Programs.

This interactive application will guide you through the application process. When you are ready to apply, click the ‘Get started’ button below to begin.

If you would like to apply using the paper application, you can print and complete it and then return it to us at 100 Main Street, Anytown, USA 12345.

Get started

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