

# Checklist for Non-Prototype Free and Reduced Price Policy Forms and Letters

SFA Name \_\_\_\_\_ SY \_\_\_\_\_

*Instructions: Complete checklist only if you plan to use any of the following documents in non-prototype format.*

## 1. Letter to Household

**Eligibility Manual for School Meals**, pp. 11-13

- 16 numbered FAQs from prototype
- Local information
- SBP availability, if offered (meal price)
- Use of Information and Non-Discrimination Statements (if Letter is separate from Application/Instructions)

## 2. Instructions for Applying

**Eligibility Manual for School Meals**, pp. 76 and 120

- Instructions match the Application for each step

## 3. Family Application

**Eligibility Manual for School Meals**, pp. 36-37, 61, 63-64, 74-76 and 79-80

- All HH members names (infants, children, and students)
- Foster child box and instruction
- Homeless, migrant, runaway box and instruction
- Head Start box (required only if BOE administers HS Program)
- Case number SNAP/TANF
- HH member names, income (in whole \$), frequency of payment
- Total household members number
- Last 4 digits of SSN and No SSN box (can be in income or signature area)
- Attesting Statement above signature
- Signature line
- Ethnic and Racial Identity info
- Use of Information and Non-Discrimination Statements

## 4. Notification of Eligibility Determination

**Eligibility Manual for School Meals**, p. 52, 56-57 and 72

- Student name(s)
- Eligibility status
- Reason for denial
- Right to appeal
- Appeal instructions with local contact info
- Statement that family may re-apply
- Non-Discrimination Statement

## 5. Notification of Direct Certification

**Eligibility Manual for School Meals**, p. 69

- Student's eligibility for free benefits
- No further application is necessary
- An explanation of extended eligibility
- How to notify the LEA of additional children in HH
- How to notify the LEA if HH does not want free benefits
- Non-Discrimination Statement

## 6. Verification Selection Letter

**Eligibility Manual for School Meals**, p. 106

**Prototype letter for detailed info**

- Household was selected for verification
- Date information is due
- Failure to provide requested information will result in termination of benefits
- Proof that a child or any HH member is receiving benefits under Assistance Programs OR is Other Source Categorically Eligible
- Contact information if the child is homeless, migrant, or runaway
- Proof a child is a foster child
- Types of acceptable information to confirm income
- Timeframe for documentation
- Local contact information
- No-cost telephone number
- Use of Information Statement
- Non-Discrimination Statement

## 7. Verification Results Letter

**Eligibility Manual for School Meals**, pp. 113-114

- Placeholder for date of letter
- Placeholder for names of children
- Result of verification
- Placeholder for start date of eligibility change
- Reason for change in benefits
- Instructions on how to appeal and contact info
- Statement that HH may reapply for benefits
- HH that lost benefits because no one received SNAP or TANF may reapply based on income
- Non-Discrimination Statement

## 8. Web-Based Application

**Eligibility Manual for School Meals**, pp. 80-81

- Written request for web application for SY
- Web-based Application Checklist
- Web-based application meets approval criteria
- Link to web-based application on paper application
- Notification letter must explain how to obtain paper application