**1. Letter to Household**

**Eligibility Manual for School Meals** Prototype Y or N

* 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** Prototype Y or N

* Instructions match the Application for each step

**3. Family Application**

**Eligibility Manual for School Meals** Prototype Y or N

* 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** Prototype Y or N

* 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** Prototype Y or N

* 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** Prototype Y or N

**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** Prototype Y or N

* 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**

* 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