

# Free & Reduced Price Meal Applications

School Year 2023-2024





---

---

---

---




---

---

---

## Objectives

- ▶ Purpose of applications
- ▶ The Free and Reduced Price Meal Application
- ▶ Application Materials
- ▶ Reviewing & processing applications
- ▶ Carryover period
- ▶ Master List
- ▶ Second / Independent Review of Applications


---

---

---

---




---

---

---

## Purpose of Applications

- ▶ Documentation is required for student to receive free or reduced benefits
  - ▶ Direct Certification
  - ▶ Categorical Eligibility / Other Source Categorical Eligibility (participates in assistance program, homeless, runaway, migrant, foster)
  - ▶ Meal Applications
- ▶ Without documentation, student must pay for meals


---

---

---

---

---

---

---



## Certification & Benefit Issuance – A Critical Area (PS 1)

- ▶ USDA research finds more than 1 in 5 applicants are certified incorrectly
  - ▶ Leads to mistaken denial of benefits
- ▶ Errors in the Certification and Benefit Issuance process are considered a Performance Standard 1 violation

**Potential for Fiscal Action! \$**




---

---

---

---

---

---

---

---



## Direct Certification (DC)

- ▶ As soon as **July 1, 2023**, check the DC list in HCNP Systems and complete matches
- ▶ Print and mail DC letters to households




---

---

---

---

---

---

---

---



## Free and Reduced Price Application - Prototype

- ▶ Prototype application has been revised for SY 2023-2024
  - ▶ Includes updates from USDA memo SP 16-2023
- ▶ ALWAYS use the current application
  - ▶ DO NOT use applications from previous school year(s)
- ▶ Recommend using HCNP's prototype application
- ▶ The SY 23-24 version is available on HCNP's website
  - ▶ <http://hcnp.hawaii.gov/overview/nsip/> ,  
Program Resources → Free and Reduced Price Application




---

---

---

---

---


---

---

---

**Free and Reduced Price Application - Prototype**

- ▶ Web-based prototype released by USDA in 2016
  - ▶ Contains integrity features that ensure completeness & accuracy
- ▶ USDA encourages use of online applications to decrease error
  - ▶ Check if your POS is capable
- ▶ Potential to reach more families




---

---

---

---

---

---

---

---

**Application Materials**

- ▶ **Send to all households at or near the beginning of the school year:**
  - ▶ Free and Reduced Price Meal Application, SY 2023-2024
  - ▶ 'How to Apply for Free and Reduced Price School Meals'
  - ▶ 'Frequently Asked Questions About Free and Reduced Price School Meals'
- ▶ These are posted on HCNP website
  - ▶ <http://hcnp.hawaii.gov/overview/nsip/>,  
Program Resources → Free and Reduced Price Application

---

---

---

---

---

---

---

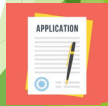
---

**Application Materials**

Other forms available on HCNP's website:

<https://hcnp.hawaii.gov/overview/nsip/> → Program Resources  
→ Free and Reduced Price Application

- ▶ Notice to Households of Approval/Denial of Benefits
- ▶ Sharing Information with Other Programs
- ▶ Sharing Information with Medicaid/CHIP




---

---

---

---

---

---

---

---

## STEP 1: Press Release

- ▶ Every SFA required to publish press release annually (start of SY)
  - ▶ Local news media, unemployment office, major employers in school area that are initiating large layoffs within school area
- ▶ USDA encourages sharing this information throughout the school year
  - ▶ School website, newsletters, social media
- ▶ A press release template is available on the HCNP website
- ▶ Don't pay to publish
- ▶ Keep copy on file for HCNP to review during Administrative Review

---

---

---

---

---

---

---

---

---

---

## STEP 2: Application Packet

- ▶ Free and Reduced Price Application
  - ▶ If using HCNP Prototype, ensure school name is on front of application
- ▶ Instructions and Frequently Asked Questions Forms
  - ▶ If using HCNP forms, fill in blanks with appropriate information
- ▶ Print copies for every student enrolled at each school
  - ▶ Application, Instructions, FAQs

---

---

---

---

---

---

---

---

---

---

**2023-2024 Prototype Household Application for Free and Reduced Price School Lunch** SFA# 000000

(Completed and application sent to: Hawaii Child Nutrition Programs, 1000 Kalia Road, Suite 100, Honolulu, HI 96813)

**1. CHILD INFORMATION** (For all children, infants, and students up to and including grade 12. Attach another sheet of paper if you need space for more names.)

Child's First Name	Child's Last Name	Grade	Age	Gender	Enrolled	Enrollment Dates	Enrollment Status	Enrollment Type	Enrollment Reason

**2. HOUSEHOLD INFORMATION** (Check all that apply.)

**3. HOUSEHOLD INCOME** (Check all that apply.)

**4. HOUSEHOLD MEMBERS** (Check all that apply.)

**5. HOUSEHOLD ADDRESS**

**6. HOUSEHOLD PHONE**

**7. HOUSEHOLD FAX**

**8. HOUSEHOLD EMAIL**

**9. HOUSEHOLD SIGNATURE**

**10. HOUSEHOLD ADDRESS**

**11. HOUSEHOLD PHONE**

**12. HOUSEHOLD FAX**

**13. HOUSEHOLD EMAIL**

**14. HOUSEHOLD SIGNATURE**

**15. HOUSEHOLD ADDRESS**

**16. HOUSEHOLD PHONE**

**17. HOUSEHOLD FAX**

**18. HOUSEHOLD EMAIL**

**19. HOUSEHOLD SIGNATURE**

**20. HOUSEHOLD ADDRESS**

**21. HOUSEHOLD PHONE**

**22. HOUSEHOLD FAX**

**23. HOUSEHOLD EMAIL**

**24. HOUSEHOLD SIGNATURE**

**25. HOUSEHOLD ADDRESS**

**26. HOUSEHOLD PHONE**

**27. HOUSEHOLD FAX**

**28. HOUSEHOLD EMAIL**

**29. HOUSEHOLD SIGNATURE**

**30. HOUSEHOLD ADDRESS**

**31. HOUSEHOLD PHONE**

**32. HOUSEHOLD FAX**

**33. HOUSEHOLD EMAIL**

**34. HOUSEHOLD SIGNATURE**

**35. HOUSEHOLD ADDRESS**

**36. HOUSEHOLD PHONE**

**37. HOUSEHOLD FAX**

**38. HOUSEHOLD EMAIL**

**39. HOUSEHOLD SIGNATURE**

**40. HOUSEHOLD ADDRESS**

**41. HOUSEHOLD PHONE**

**42. HOUSEHOLD FAX**

**43. HOUSEHOLD EMAIL**

**44. HOUSEHOLD SIGNATURE**

**45. HOUSEHOLD ADDRESS**

**46. HOUSEHOLD PHONE**

**47. HOUSEHOLD FAX**

**48. HOUSEHOLD EMAIL**

**49. HOUSEHOLD SIGNATURE**

**50. HOUSEHOLD ADDRESS**

**51. HOUSEHOLD PHONE**

**52. HOUSEHOLD FAX**

**53. HOUSEHOLD EMAIL**

**54. HOUSEHOLD SIGNATURE**

**55. HOUSEHOLD ADDRESS**

**56. HOUSEHOLD PHONE**

**57. HOUSEHOLD FAX**

**58. HOUSEHOLD EMAIL**

**59. HOUSEHOLD SIGNATURE**

**60. HOUSEHOLD ADDRESS**

**61. HOUSEHOLD PHONE**

**62. HOUSEHOLD FAX**

**63. HOUSEHOLD EMAIL**

**64. HOUSEHOLD SIGNATURE**

**65. HOUSEHOLD ADDRESS**

**66. HOUSEHOLD PHONE**

**67. HOUSEHOLD FAX**

**68. HOUSEHOLD EMAIL**

**69. HOUSEHOLD SIGNATURE**

**70. HOUSEHOLD ADDRESS**

**71. HOUSEHOLD PHONE**

**72. HOUSEHOLD FAX**

**73. HOUSEHOLD EMAIL**

**74. HOUSEHOLD SIGNATURE**

**75. HOUSEHOLD ADDRESS**

**76. HOUSEHOLD PHONE**

**77. HOUSEHOLD FAX**

**78. HOUSEHOLD EMAIL**

**79. HOUSEHOLD SIGNATURE**

**80. HOUSEHOLD ADDRESS**

**81. HOUSEHOLD PHONE**

**82. HOUSEHOLD FAX**

**83. HOUSEHOLD EMAIL**

**84. HOUSEHOLD SIGNATURE**

**85. HOUSEHOLD ADDRESS**

**86. HOUSEHOLD PHONE**

**87. HOUSEHOLD FAX**

**88. HOUSEHOLD EMAIL**

**89. HOUSEHOLD SIGNATURE**

**90. HOUSEHOLD ADDRESS**

**91. HOUSEHOLD PHONE**

**92. HOUSEHOLD FAX**

**93. HOUSEHOLD EMAIL**

**94. HOUSEHOLD SIGNATURE**

**95. HOUSEHOLD ADDRESS**

**96. HOUSEHOLD PHONE**

**97. HOUSEHOLD FAX**

**98. HOUSEHOLD EMAIL**

**99. HOUSEHOLD SIGNATURE**

**100. HOUSEHOLD ADDRESS**

**101. HOUSEHOLD PHONE**

**102. HOUSEHOLD FAX**

**103. HOUSEHOLD EMAIL**

**104. HOUSEHOLD SIGNATURE**

**105. HOUSEHOLD ADDRESS**

**106. HOUSEHOLD PHONE**

**107. HOUSEHOLD FAX**

**108. HOUSEHOLD EMAIL**

**109. HOUSEHOLD SIGNATURE**

**110. HOUSEHOLD ADDRESS**

**111. HOUSEHOLD PHONE**

**112. HOUSEHOLD FAX**

**113. HOUSEHOLD EMAIL**

**114. HOUSEHOLD SIGNATURE**

**115. HOUSEHOLD ADDRESS**

**116. HOUSEHOLD PHONE**

**117. HOUSEHOLD FAX**

**118. HOUSEHOLD EMAIL**

**119. HOUSEHOLD SIGNATURE**

**120. HOUSEHOLD ADDRESS**

**121. HOUSEHOLD PHONE**

**122. HOUSEHOLD FAX**

**123. HOUSEHOLD EMAIL**

**124. HOUSEHOLD SIGNATURE**

**125. HOUSEHOLD ADDRESS**

**126. HOUSEHOLD PHONE**

**127. HOUSEHOLD FAX**

**128. HOUSEHOLD EMAIL**

**129. HOUSEHOLD SIGNATURE**

**130. HOUSEHOLD ADDRESS**

**131. HOUSEHOLD PHONE**

**132. HOUSEHOLD FAX**

**133. HOUSEHOLD EMAIL**

**134. HOUSEHOLD SIGNATURE**

**135. HOUSEHOLD ADDRESS**

**136. HOUSEHOLD PHONE**

**137. HOUSEHOLD FAX**

**138. HOUSEHOLD EMAIL**

**139. HOUSEHOLD SIGNATURE**

**140. HOUSEHOLD ADDRESS**

**141. HOUSEHOLD PHONE**

**142. HOUSEHOLD FAX**

**143. HOUSEHOLD EMAIL**

**144. HOUSEHOLD SIGNATURE**

**145. HOUSEHOLD ADDRESS**

**146. HOUSEHOLD PHONE**

**147. HOUSEHOLD FAX**

**148. HOUSEHOLD EMAIL**

**149. HOUSEHOLD SIGNATURE**

**150. HOUSEHOLD ADDRESS**

**151. HOUSEHOLD PHONE**

**152. HOUSEHOLD FAX**

**153. HOUSEHOLD EMAIL**

**154. HOUSEHOLD SIGNATURE**

**155. HOUSEHOLD ADDRESS**

**156. HOUSEHOLD PHONE**

**157. HOUSEHOLD FAX**

**158. HOUSEHOLD EMAIL**

**159. HOUSEHOLD SIGNATURE**

**160. HOUSEHOLD ADDRESS**

**161. HOUSEHOLD PHONE**

**162. HOUSEHOLD FAX**

**163. HOUSEHOLD EMAIL**

**164. HOUSEHOLD SIGNATURE**

**165. HOUSEHOLD ADDRESS**

**166. HOUSEHOLD PHONE**

**167. HOUSEHOLD FAX**

**168. HOUSEHOLD EMAIL**

**169. HOUSEHOLD SIGNATURE**

**170. HOUSEHOLD ADDRESS**

**171. HOUSEHOLD PHONE**

**172. HOUSEHOLD FAX**

**173. HOUSEHOLD EMAIL**

**174. HOUSEHOLD SIGNATURE**

**175. HOUSEHOLD ADDRESS**

**176. HOUSEHOLD PHONE**

**177. HOUSEHOLD FAX**

**178. HOUSEHOLD EMAIL**

**179. HOUSEHOLD SIGNATURE**

**180. HOUSEHOLD ADDRESS**

**181. HOUSEHOLD PHONE**

**182. HOUSEHOLD FAX**

**183. HOUSEHOLD EMAIL**

**184. HOUSEHOLD SIGNATURE**

**185. HOUSEHOLD ADDRESS**

**186. HOUSEHOLD PHONE**

**187. HOUSEHOLD FAX**

**188. HOUSEHOLD EMAIL**

**189. HOUSEHOLD SIGNATURE**

**190. HOUSEHOLD ADDRESS**

**191. HOUSEHOLD PHONE**

**192. HOUSEHOLD FAX**

**193. HOUSEHOLD EMAIL**

**194. HOUSEHOLD SIGNATURE**

**195. HOUSEHOLD ADDRESS**

**196. HOUSEHOLD PHONE**

**197. HOUSEHOLD FAX**

**198. HOUSEHOLD EMAIL**

**199. HOUSEHOLD SIGNATURE**

**200. HOUSEHOLD ADDRESS**

**201. HOUSEHOLD PHONE**

**202. HOUSEHOLD FAX**

**203. HOUSEHOLD EMAIL**

**204. HOUSEHOLD SIGNATURE**

**205. HOUSEHOLD ADDRESS**

**206. HOUSEHOLD PHONE**

**207. HOUSEHOLD FAX**

**208. HOUSEHOLD EMAIL**

**209. HOUSEHOLD SIGNATURE**

**210. HOUSEHOLD ADDRESS**

**211. HOUSEHOLD PHONE**

**212. HOUSEHOLD FAX**

**213. HOUSEHOLD EMAIL**

**214. HOUSEHOLD SIGNATURE**

**215. HOUSEHOLD ADDRESS**

**216. HOUSEHOLD PHONE**

**217. HOUSEHOLD FAX**

**218. HOUSEHOLD EMAIL**

**219. HOUSEHOLD SIGNATURE**

**220. HOUSEHOLD ADDRESS**

**221. HOUSEHOLD PHONE**

**222. HOUSEHOLD FAX**

**223. HOUSEHOLD EMAIL**

**224. HOUSEHOLD SIGNATURE**

**225. HOUSEHOLD ADDRESS**

**226. HOUSEHOLD PHONE**

**227. HOUSEHOLD FAX**

**228. HOUSEHOLD EMAIL**

**229. HOUSEHOLD SIGNATURE**

**230. HOUSEHOLD ADDRESS**

**231. HOUSEHOLD PHONE**

**232. HOUSEHOLD FAX**

**233. HOUSEHOLD EMAIL**

**234. HOUSEHOLD SIGNATURE**

**235. HOUSEHOLD ADDRESS**

**236. HOUSEHOLD PHONE**

**237. HOUSEHOLD FAX**

**238. HOUSEHOLD EMAIL**

**239. HOUSEHOLD SIGNATURE**

**240. HOUSEHOLD ADDRESS**

**241. HOUSEHOLD PHONE**

**242. HOUSEHOLD FAX**

**243. HOUSEHOLD EMAIL**

**244. HOUSEHOLD SIGNATURE**

**245. HOUSEHOLD ADDRESS**

**246. HOUSEHOLD PHONE**

**247. HOUSEHOLD FAX**

**248. HOUSEHOLD EMAIL**

**249. HOUSEHOLD SIGNATURE**

**250. HOUSEHOLD ADDRESS**

**251. HOUSEHOLD PHONE**

**252. HOUSEHOLD FAX**

**253. HOUSEHOLD EMAIL**

**254. HOUSEHOLD SIGNATURE**

**255. HOUSEHOLD ADDRESS**

**256. HOUSEHOLD PHONE**

**257. HOUSEHOLD FAX**

**258. HOUSEHOLD EMAIL**

**259. HOUSEHOLD SIGNATURE**

**260. HOUSEHOLD ADDRESS**

**261. HOUSEHOLD PHONE**

**262. HOUSEHOLD FAX**

**263. HOUSEHOLD EMAIL**

**264. HOUSEHOLD SIGNATURE**

**265. HOUSEHOLD ADDRESS**

**266. HOUSEHOLD PHONE**

**267. HOUSEHOLD FAX**

**268. HOUSEHOLD EMAIL**

**269. HOUSEHOLD SIGNATURE**

**270. HOUSEHOLD ADDRESS**

**271. HOUSEHOLD PHONE**

**272. HOUSEHOLD FAX**

**273. HOUSEHOLD EMAIL**

**274. HOUSEHOLD SIGNATURE**

**275. HOUSEHOLD ADDRESS**

**276. HOUSEHOLD PHONE**

**277. HOUSEHOLD FAX**

**278. HOUSEHOLD EMAIL**

**279. HOUSEHOLD SIGNATURE**

**280. HOUSEHOLD ADDRESS**

**281. HOUSEHOLD PHONE**

**282. HOUSEHOLD FAX**

**283. HOUSEHOLD EMAIL**

**284. HOUSEHOLD SIGNATURE**

**285. HOUSEHOLD ADDRESS**

**286. HOUSEHOLD PHONE**

**287. HOUSEHOLD FAX**

**288. HOUSEHOLD EMAIL**

**289. HOUSEHOLD SIGNATURE**

**290. HOUSEHOLD ADDRESS**

**291. HOUSEHOLD PHONE**

**292. HOUSEHOLD FAX**

**293. HOUSEHOLD EMAIL**

**294. HOUSEHOLD SIGNATURE**

**295. HOUSEHOLD ADDRESS**

**296. HOUSEHOLD PHONE**

**297. HOUSEHOLD FAX**

**298. HOUSEHOLD EMAIL**

**299. HOUSEHOLD SIGNATURE**

**300. HOUSEHOLD ADDRESS**

**301. HOUSEHOLD PHONE**

**302. HOUSEHOLD FAX**

**303. HOUSEHOLD EMAIL**

**304. HOUSEHOLD SIGNATURE**

**305. HOUSEHOLD ADDRESS**

**306. HOUSEHOLD PHONE**

**307. HOUSEHOLD FAX**

**308. HOUSEHOLD EMAIL**

**309. HOUSEHOLD SIGNATURE**

**310. HOUSEHOLD ADDRESS**

**311. HOUSEHOLD PHONE**

**312. HOUSEHOLD FAX**

**313. HOUSEHOLD EMAIL**

**314. HOUSEHOLD SIGNATURE**

**315. HOUSEHOLD ADDRESS**

**316. HOUSEHOLD PHONE**

**317. HOUSEHOLD FAX**

**318. HOUSEHOLD EMAIL**

**319. HOUSEHOLD SIGNATURE**

**320. HOUSEHOLD ADDRESS**

**321. HOUSEHOLD PHONE**

**322. HOUSEHOLD FAX**

**323. HOUSEHOLD EMAIL**

**324. HOUSEHOLD SIGNATURE**

**325. HOUSEHOLD ADDRESS**

**326. HOUSEHOLD PHONE**

**327. HOUSEHOLD FAX**

**328. HOUSEHOLD EMAIL**

**329. HOUSEHOLD SIGNATURE**

**330. HOUSEHOLD ADDRESS**

**331. HOUSEHOLD PHONE**

**332. HOUSEHOLD FAX**

**333. HOUSEHOLD EMAIL**

**334. HOUSEHOLD SIGNATURE**

**335. HOUSEHOLD ADDRESS**

**336. HOUSEHOLD PHONE**

**337. HOUSEHOLD FAX**

**338. HOUSEHOLD EMAIL**

**339. HOUSEHOLD SIGNATURE**

**340. HOUSEHOLD ADDRESS**

**341. HOUSEHOLD PHONE**

**342. HOUSEHOLD FAX**

**343. HOUSEHOLD EMAIL**

**344. HOUSEHOLD SIGNATURE**

**345. HOUSEHOLD ADDRESS**

**346. HOUSEHOLD PHONE**

**347. HOUSEHOLD FAX**

**348. HOUSEHOLD EMAIL**

**349. HOUSEHOLD SIGNATURE**

**350. HOUSEHOLD ADDRESS**

**351. HOUSEHOLD PHONE**

**352. HOUSEHOLD FAX**

**353. HOUSEHOLD EMAIL**

**354. HOUSEHOLD SIGNATURE**

**355. HOUSEHOLD ADDRESS**

**356. HOUSEHOLD PHONE**

**357. HOUSEHOLD FAX**

**358. HOUSEHOLD EMAIL**

**359. HOUSEHOLD SIGNATURE**

**360. HOUSEHOLD ADDRESS**

**361. HOUSEHOLD PHONE**

**362. HOUSEHOLD FAX**

**363. HOUSEHOLD EMAIL**

**364. HOUSEHOLD SIGNATURE**

**365. HOUSEHOLD ADDRESS**

**366. HOUSEHOLD PHONE**

**367. HOUSEHOLD FAX**

**368. HOUSEHOLD EMAIL**

**369. HOUSEHOLD SIGNATURE**

**370. HOUSEHOLD ADDRESS**

**371. HOUSEHOLD PHONE**

**372. HOUSEHOLD FAX**

**373. HOUSEHOLD EMAIL**

**374. HOUSEHOLD SIGNATURE**

**375. HOUSEHOLD ADDRESS**

**376. HOUSEHOLD PHONE**

**377. HOUSEHOLD FAX**

**378. HOUSEHOLD EMAIL**

**379. HOUSEHOLD SIGNATURE**

**380. HOUSEHOLD ADDRESS**

**381. HOUSEHOLD PHONE**

**382. HOUSEHOLD FAX**

**383. HOUSEHOLD EMAIL**

**384. HOUSEHOLD SIGNATURE**

**385. HOUSEHOLD ADDRESS**

**386. HOUSEHOLD PHONE**

**387. HOUSEHOLD FAX**

**388. HOUSEHOLD EMAIL**

**389. HOUSEHOLD SIGNATURE**

**390. HOUSEHOLD ADDRESS**

**391. HOUSEHOLD PHONE**

**392. HOUSEHOLD FAX**

**393. HOUSEHOLD EMAIL**

**394. HOUSEHOLD SIGNATURE**

**395. HOUSEHOLD ADDRESS**

**396. HOUSEHOLD PHONE**

**397. HOUSEHOLD FAX**

**398. HOUSEHOLD EMAIL**

**399. HOUSEHOLD SIGNATURE**

**400. HOUSEHOLD ADDRESS**

**401. HOUSEHOLD PHONE**

**402. HOUSEHOLD FAX**

**403. HOUSEHOLD EMAIL**

**404. HOUSEHOLD SIGNATURE**

**405. HOUSEHOLD ADDRESS**

**406. HOUSEHOLD PHONE**

**407. HOUSEHOLD FAX**

**408. HOUSEHOLD EMAIL**

**409. HOUSEHOLD SIGNATURE**

**410. HOUSEHOLD ADDRESS**

**411. HOUSEHOLD PHONE**

**412. HOUSEHOLD FAX**

**413. HOUSEHOLD EMAIL**

**414. HOUSEHOLD SIGNATURE**

**415. HOUSEHOLD ADDRESS**

**416. HOUSEHOLD PHONE**

**417. HOUSEHOLD FAX**

**418. HOUSEHOLD EMAIL**

**419. HOUSEHOLD SIGNATURE**

**420. HOUSEHOLD ADDRESS**

**421. HOUSEHOLD PHONE**

**422. HOUSEHOLD FAX**

**423. HOUSEHOLD EMAIL**

**424. HOUSEHOLD SIGNATURE**

**425. HOUSEHOLD ADDRESS**

**426. HOUSEHOLD PHONE**

**427. HOUSEHOLD FAX**

**428. HOUSEHOLD EMAIL**

**429. HOUSEHOLD SIGNATURE**

**430. HOUSEHOLD ADDRESS**

**431. HOUSEHOLD PHONE**

**432. HOUSEHOLD FAX**

**433. HOUSEHOLD EMAIL**

**434. HOUSEHOLD SIGNATURE**

**435. HOUSEHOLD ADDRESS**

**436. HOUSEHOLD PHONE**

**437. HOUSEHOLD FAX**

**438. HOUSEHOLD EMAIL**

**439. HOUSEHOLD SIGNATURE**

**440. HOUSEHOLD ADDRESS**

**441. HOUSEHOLD PHONE**

**442. HOUSEHOLD FAX**

**443. HOUSEHOLD EMAIL**

**444. HOUSEHOLD SIGNATURE**

**445. HOUSEHOLD ADDRESS**

**446. HOUSEHOLD PHONE**

**447. HOUSEHOLD FAX**

**448. HOUSEHOLD EMAIL**

**449. HOUSEHOLD SIGNATURE**

**450. HOUSEHOLD ADDRESS**

**451. HOUSEHOLD PHONE**

**452. HOUSEHOLD FAX**

**453. HOUSEHOLD EMAIL**

**454. HOUSEHOLD SIGNATURE**

**455. HOUSEHOLD ADDRESS**

**456. HOUSEHOLD PHONE**

**457. HOUSEHOLD FAX**

**458. HOUSEHOLD EMAIL**

**459. HOUSEHOLD SIGNATURE**

**460. HOUSEHOLD ADDRESS**

**461. HOUSEHOLD PHONE**

**462. HOUSEHOLD FAX**

**463. HOUSEHOLD EMAIL**

**464. HOUSEHOLD SIGNATURE**

**465. HOUSEHOLD ADDRESS**

**466. HOUSEHOLD PHONE**

**467. HOUSEHOLD FAX**

**468. HOUSEHOLD EMAIL**

**469. HOUSEHOLD SIGNATURE**

**470. HOUSEHOLD ADDRESS**

**471. HOUSEHOLD PHONE**

**472. HOUSEHOLD FAX**

**473. HOUSEHOLD EMAIL**

**474. HOUSEHOLD SIGNATURE**

**475. HOUSEHOLD ADDRESS**

**476. HOUSEHOLD PHONE**

**477. HOUSEHOLD FAX**

**478. HOUSEHOLD EMAIL**

**479. HOUSEHOLD SIGNATURE**

**480. HOUSEHOLD ADDRESS**

**481. HOUSEHOLD PHONE**

**482. HOUSEHOLD FAX**

**483. HOUSEHOLD EMAIL**

**484. HOUSEHOLD SIGNATURE**

**485. HOUSEHOLD ADDRESS**

**486. HOUSEHOLD PHONE**

**487. HOUSEHOLD FAX**

**488. HOUSEHOLD EMAIL**

**489. HOUSEHOLD SIGNATURE**

**490. HOUSEHOLD ADDRESS**

**491. HOUSEHOLD PHONE**

**492. HOUSEHOLD FAX**

**493. HOUSEHOLD EMAIL**

**494. HOUSEHOLD SIGNATURE**

**495. HOUSEHOLD ADDRESS**

**496. HOUSEHOLD PHONE**

**497. HOUSEHOLD FAX**

**498. HOUSEHOLD EMAIL**

**499. HOUSEHOLD SIGNATURE**

**500. HOUSEHOLD ADDRESS**

**501. HOUSEHOLD PHONE**

**502. HOUSEHOLD FAX**

**503. HOUSEHOLD EMAIL**

**504. HOUSEHOLD SIGNATURE**

**505. HOUSEHOLD ADDRESS**

**506. HOUSEHOLD PHONE**

**507. HOUSEHOLD FAX**

**508. HOUSEHOLD EMAIL**

**509. HOUSEHOLD SIGNATURE**

**510. HOUSEHOLD ADDRESS**

**511. HOUSEHOLD PHONE**

**512. HOUSEHOLD FAX**

**513. HOUSEHOLD EMAIL**

**514. HOUSEHOLD SIGNATURE**

**515. HOUSEHOLD ADDRESS**

**516. HOUSEHOLD PHONE**

**517. HOUSEHOLD FAX**

**518. HOUSEHOLD EMAIL**

**519. HOUSEHOLD SIGNATURE**

**520. HOUSEHOLD ADDRESS**

**521. HOUSEHOLD PHONE**

**522. HOUSEHOLD FAX**

**523. HOUSEHOLD EMAIL**

**524. HOUSEHOLD SIGNATURE**

**525. HOUSEHOLD ADDRESS**

**526. HOUSEHOLD PHONE**

**527. HOUSEHOLD FAX**

**528. HOUSEHOLD EMAIL**

**529. HOUSEHOLD SIGNATURE**

**530. HOUSEHOLD ADDRESS**

**531. HOUSEHOLD PHONE**

**532. HOUSEHOLD FAX**

**533. HOUSEHOLD EMAIL**

**534. HOUSEHOLD SIGNATURE**

**535. HOUSEHOLD ADDRESS**

**536. HOUSEHOLD PHONE**

**537. HOUSEHOLD FAX**

**538. HOUSEHOLD EMAIL**

**539. HOUSEHOLD SIGNATURE**

**540. HOUSEHOLD ADDRESS**

**541. HOUSEHOLD PHONE**

**542. HOUSEHOLD FAX**

**543. HOUSEHOLD EMAIL**

**544. HOUSEHOLD SIGNATURE**

**545. HOUSEHOLD ADDRESS**

**546. HOUSEHOLD PHONE**

**547. HOUSEHOLD FAX**

**548. HOUSEHOLD EMAIL**

**549. HOUSEHOLD SIGNATURE**

**550. HOUSEHOLD ADDRESS**

**551. HOUSEHOLD PHONE**

**552. HOUSEHOLD FAX**

**553. HOUSEHOLD EMAIL**

**554. HOUSEHOLD SIGNATURE**

**555. HOUSEHOLD ADDRESS**

**556. HOUSEHOLD PHONE**

**557. HOUSEHOLD FAX**

**558. HOUSEHOLD EMAIL**

**559. HOUSEHOLD SIGNATURE**

**560. HOUSEHOLD ADDRESS**

**561. HOUSEHOLD PHONE**

**562. HOUSEHOLD FAX**

**563. HOUSEHOLD EMAIL**

**564. HOUSEHOLD SIGNATURE**

**565. HOUSEHOLD ADDRESS**

**566. HOUSEHOLD PHONE**

**567. HOUSEHOLD FAX**

**568. HOUSEHOLD EMAIL**

**569. HOUSEHOLD SIGNATURE**

**570. HOUSEHOLD ADDRESS**

**571. HOUSEHOLD PHONE**

**572. HOUSEHOLD FAX**

**573. HOUSEHOLD EMAIL**

**574. HOUSEHOLD SIGNATURE**

**575. HOUSEHOLD ADDRESS**

**576. HOUSEHOLD PHONE**

**577. HOUSEHOLD FAX**

**578. HOUSEHOLD EMAIL**

**579. HOUSEHOLD SIGNATURE**

**580. HOUSEHOLD ADDRESS**

**581. HOUSEHOLD PHONE**

**582. HOUSEHOLD FAX**

**583. HOUSEHOLD EMAIL**

**584. HOUSEHOLD SIGNATURE**

**585. HOUSEHOLD ADDRESS**

**586. HOUSEHOLD PHONE**

**587. HOUSEHOLD FAX**

**588. HOUSEHOLD EMAIL**

**589. HOUSEHOLD SIGNATURE**

**590. HOUSEHOLD ADDRESS**

**591. HOUSEHOLD PHONE**

**592. HOUSEHOLD FAX**

**593. HOUSEHOLD EMAIL**

**594. HOUSEHOLD SIGNATURE**

**595. HOUSEHOLD ADDRESS**

**596. HOUSEHOLD PHONE**

**597. HOUSEHOLD FAX**

**598. HOUSEHOLD EMAIL**

**599. HOUSEHOLD SIGNATURE**

**600. HOUSEHOLD ADDRESS**

**601. HOUSEHOLD PHONE**

**602. HOUSEHOLD FAX**

**603. HOUSEHOLD EMAIL**

**604. HOUSEHOLD SIGNATURE**

**605. HOUSEHOLD ADDRESS**

**606. HOUSEHOLD PHONE**

**607. HOUSEHOLD FAX**

**608. HOUSEHOLD EMAIL**

**609. HOUSEHOLD SIGNATURE**

**610. HOUSEHOLD ADDRESS**



### STEP 3: Sending to Households

- ▶ School year begins July 1<sup>st</sup>
  - ▶ Send application packet near beginning of school year to allow time to process
- ▶ Best practices for making materials available:
  - ▶ Send home with each student on first day of school
  - ▶ Mail to household (email as an alternative)
  - ▶ Put in registration/enrollment packet
  - ▶ Post on school website, if applicable




---

---

---

---

---

---

---

---



**Remember, you CANNOT require any child or household to submit an application. However, they must be aware that they have the right to do so at any time during the school year.**




---

---

---

---

---

---

---

---



### A Word on Confidentiality

- ▶ Always use caution when handling applications – they contain sensitive and confidential information
  - ▶ Name, address, household size, income, ethnicity/race, SNAP/TANF case number, etc.
- ▶ A student's eligibility must never be publicized or accessible to unauthorized individuals




---

---

---

---

---

---

---

---



### STEP 4: Processing Applications

- ▶ Date stamp applications when they are returned to school
- ▶ Application must be processed **within 10 operating days** of receipt
- ▶ Check applications for completeness
- ▶ Remember: the sooner you process and certify an application, the sooner that student receives the benefit they are entitled to




---

---

---

---

---

---

---

---



### SNAP / TANF Case Number

When a household submits an application indicating an Assistance Program:

- ▶ Verify that case number matches the format used by the applicable program
- ▶ The child must be given free meals
- ▶ The determining official should compare the case number to the DC list
  - ▶ If there's a match:
    - ▶ Retain the application on file, but do not process it
    - ▶ Place household on the DC list
    - ▶ Eligibility is extended to all children in the household
  - ▶ If no match:
    - ▶ Contact the household for clarification, or
    - ▶ Verify for cause




---

---

---

---

---

---

---

---



### Incomplete Applications

- ▶ Number of household members does not equal number of names on application
- ▶ Frequency of income is missing
- ▶ Missing SNAP/TANF number (when #2 was answered 'yes')
- ▶ SNAP/TANF number is questionable
- ▶ No adult signature
- ▶ No social security number, "no Social Security Number" box is not checked

---

---

---



---

---

---

---

---

## Incomplete Applications

The SFA **“should make reasonable efforts to contact the household in order to clarify or obtain the required information”**

- ▶ Contact household to obtain missing information
- ▶ Document the communication
  - ▶ Initial/date, who was contacted in the household, and the outcome
  - ▶ Do not use white out!
- ▶ For missing signature: request parent come to school to sign the application
- ▶ If unable to contact the household, send “Notice of Approval/Denial of Benefits”
  - ▶ Denied for incomplete application

---

---

---


---

---

---

---

---



## Indication of ‘No Income’

- ▶ Application instructions explain how a household should report income
  - ▶ If a household member(s) does not have income, they should mark ‘zero’ in income field
  - ▶ Leaving income field blank is indicative of ‘no income’
- ▶ An application with a blank income field is considered complete and can be processed
  - ▶ Suspicious applications – Verify for Cause (October)

---

---

---


---

---

---


---

---



## Income Eligibility Guidelines

- ▶ Not available to general public
- ▶ Ensure the SY 2023-24 guidelines are being used
- ▶ Income conversion factors are on bottom back of HCNP prototype application
- ▶ If application indicates multiple income frequencies:
  - ▶ Convert to annual income then make determination




---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---



SIGNED NAME:

**NOTICE TO HOUSEHOLDS OF APPOINTMENT/PROVISION OF BENEFITS**

Dear Householder:

DATE:

You applied for free or reduced meals for the following child(ren):

---

---

Your signature is:

☒

Approved for free meals

☒

Approved for reduced-price meals of \_\_\_\_\_ for lunch & \_\_\_\_\_ for breakfast and \_\_\_\_\_ for snacks

☒

Disaster for following month(s):

☒

Delete one for the following month:

☒

Complete signature for school:

☒

Other \_\_\_\_\_

If you have signed this document you agree to discuss **all** of the following school's request of a signed approval of all school-related fees with your child's teacher before you sign it in their favor. This can be done by writing on the following official school letter:

ADDRESS:

PHONE NUMBER:

SCHOOL:

EXPIRATION:

Name

Title

Date

**Non-Exemption Statement:** This explanation is for all of those who have been invited to apply for free or reduced-price meals for their child. If you are a parent or guardian of a child who is not a resident of Hawaii, you are not eligible for free or reduced-price meals. If you are a resident of Hawaii, you are not eligible for free or reduced-price meals if you are a student at a public or private school in Hawaii. If you are a student at a public or private school in Hawaii, you are not eligible for free or reduced-price meals if you are a student at a public or private school in Hawaii.

Program information may be made available to the public in English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) should contact the responsible local education agency at (800) 421-0421. This document is available in Spanish at: <http://www.fns.gov/OPREDCS/forms/mealapp/mealappsp.pdf>

To file a program determination appeal, a household should complete a Form 42-0222 (2024) Program Determination Appeal Form and file it with the school principal at: [principal@hawaii.gov](mailto:principal@hawaii.gov) or [principal@hawaii.gov](mailto:principal@hawaii.gov). The appeal should be filed within 60 days of the date of the determination. For more information, please contact the Hawaii Department of Education at (808) 586-2222 or the Hawaii Department of Education at (808) 586-2222.

1. **meal**  
a. **meal**  
b. **meal**  
c. **meal**

1. **meal**  
a. **meal**  
b. **meal**  
c. **meal**

This document is an equal opportunity program.

[illegible]

## Carryover Period



Eligibility from previous SY carries over for up to 30 operating days into new school year or when new eligibility is determined (whichever comes first)

- ▶ 30 operating days begins on the first operating day of school
- ▶ 30 OPERATING days / Carryover Period
  - ▶ Notification not required, but highly encouraged
  - ▶ Encourage families to reapply PRIOR to the end of the carryover period
- ▶ Remember...10 OPERATING days: MUST make determination and notify household

[illegible]

## Discontinuing Benefits

- ▶ At end of 30 operating days, benefits must be stopped if an application for current SY was not submitted
- ▶ If the child has been determined ineligible based on new application, new status is effective immediately
  - ▶ Do not wait until end of 30 day carryover period



---

---

---

---

---

---



**Hawaii Child Nutrition Programs**

## Sample Master List

School Year: \_\_\_\_\_  
 School Name: \_\_\_\_\_

The purposes for keeping this information are:  
 1. to have numbers readily available for the monthly edit check on the reimbursement claim,  
 2. to compare to the roster/checklist or POS for accuracy in the benefit issuance,  
 3. to complete the verification summary, and  
 4. this information will be requested during an administrative review.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
DC												
Categorically Eligible												
Free by Income												
TOTAL FREE	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Price												
Paid												

---

---

---

---

---


---

---

---

**Hawaii Child Nutrition Programs**

## Independent / Second Review of Applications



- ▶ Criteria
  - ▶ 10% or greater error
  - ▶ HCNP discretion
- ▶ Completed before eligibility determinations made
  - ▶ Still adhere to 10 operating day requirement
- ▶ Requirement to review all applications a second time
  - ▶ Ensures certification accuracy
  - ▶ Upholds program integrity

---

---

---

---


---

---

---

---

**Hawaii Child Nutrition Programs**



## Reminders

- ▶ Only ONE application per household is needed
- ▶ You cannot require a household to submit an application
- ▶ If a household qualifies for benefits, but refuses, a statement of refusal (in writing) must be obtained – ensure signed and dated
- ▶ All approvals are good for the entire school year, plus 30 day carryover
  - ▶ Verification – may cause change in status

---

---

---

---

---

---

---

---

[illegible]

---

---

---

---

---

---

[illegible]

---

---

---

---

---

---

---

---

---

---

---

---



# QUESTIONS?



Rachel Itano  
Kasey Kawamoto

[rachel.itano@k12.hi.us](mailto:rachel.itano@k12.hi.us)  
[kasey.kawamoto@k12.hi.us](mailto:kasey.kawamoto@k12.hi.us)

(808) 587-3600



---

---


---

---

---

---

---



# Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCRS-2016-Complaint-Form-0626-2016-11-26-177a.pdf>. From any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**fax:**  
(833) 256-1665 or (202) 690-7442; or

**email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

---

---

---

---

---

---

---