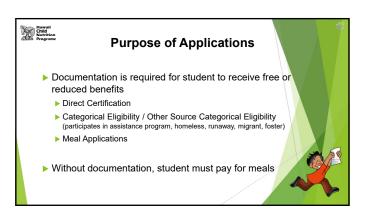
# Free & Reduced Price Meal Applications School Year 2024-2025

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



NO.	Child
AND A	Nutrition
6520	Programs
	-

Hawall Child Nutrition Programs

# **Direct Certification (DC)**

- As soon as <u>July 1, 2024</u>, check the DC list in HCNP Systems and complete matches
- ▶ Print and mail DC letters to households



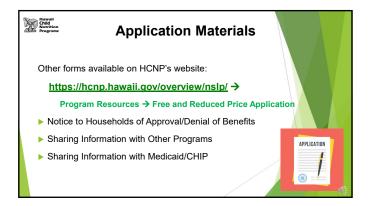
# Free and Reduced Price Application - Prototype

- ▶ No changes to the prototype application for SY 2024-2025
- ▶ ALWAYS use the current application
  - ▶ DO NOT use applications from previous school year(s)
- ▶ Recommend using HCNP's prototype application
- ▶ The SY 24-25 version is available on HCNP's website
  - http://hcnp.hawaii.gov/overview/nslp/,

Program Resources → Free and Reduced Price Application

	Free and Reduced Price Application Web-Based Prototype	
	▶ USDA Web-Based Prototype Application for Free & Reduced Price School Meals	
	https://www.fns.usda.gov/cn/web-based-prototype-application	
	▶ Inform households:	
	► How to access the electronic application system	
	▶ Still have the option to submit a paper application	
١	► How to obtain and submit a paper application	
	SFA's responsibility to maintain program integrity	

Hawaii Child Nutrition Programs	Application Materials	
▶ Send to a	all households at or near the beginning of the school year:	
▶ Free an	nd Reduced Price Meal Application, SY 2024-2025	
▶ 'How to	Apply for Free and Reduced Price School Meals'	
▶ 'Freque	ntly Asked Questions About Free and Reduced Price School Meals'	
► These are	posted on HCNP website	
▶ <u>http://h</u>	cnp.hawaii.gov/overview/nslp/,	
Prograi	m Resources → Free and Reduced Price Application	





# **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
  - https://hcnp.hawaii.gov/wp-content/uploads/2024/07/Press-Release-7.2024.doc
- Don't pay to publish
- ▶ Keep copy on file for HCNP to review during Administrative Review

### Hawaii Child Nutrition Programs

# **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
- All materials are available at:

 $\underline{\text{https://hcnp.hawaii.gov/overview/nslp/}} \hspace{0.1in} \text{under}$ 

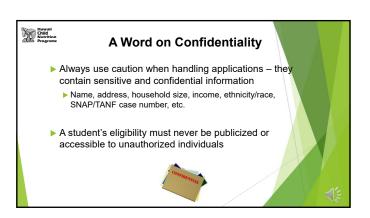
Program Resources → Free and Reduced Price Application



Consider one application per household. Please use a pen (not a pencil).  SIEPS List All children, inhents, and students up to and including grade 13. Attach another sheet of paper if you need up to All children in the household. One stronger to be in these, children another other other which, children another other other in the children and in subsect of children.							RETURN TO (School/District Name): ACCRESS: pair for more names.									
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	e. <u>PETURN</u>	COMPLETE	FORM TO	0 10UR 0	HID'S 50				nddress h							

STEP 3: Sending to Households	
<ul> <li>Send application packet near beginning of the school yea allow time for processing</li> </ul>	ir to
▶ School year begins July 1 <sup>st</sup>	3
▶ 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	Y
▶ Post on school website, if applicable	
➤ Translated Applications:	
https://www.fns.usda.gov/school-meals/translated-application	is d

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.



NAMES OF	Hawali
1	Child
NO MARIE	Nutrition
63525	Program

# 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





### Hawaii Child Nutrition Programs

## **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

4



## 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)

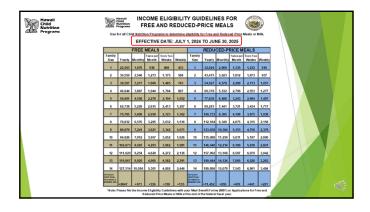


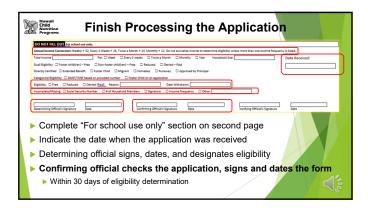


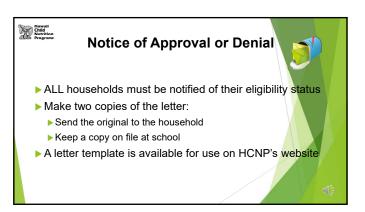
# **Income Eligibility Guidelines**

- ▶ Not available to general public
- ▶ Ensure the SY 2024-25 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













# **Carryover Period**

Eligibility from previous SY carries over for up to 30 operating days into new school year <u>or</u> 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: <u>MUST</u> make determination and notify household





# **Discontinuing Benefits**

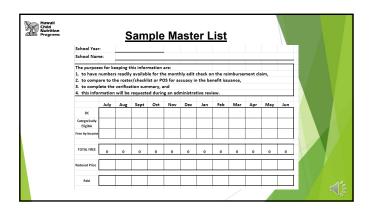
- At end of 30 operating days, benefits must be stopped if an application for current SY was not submitted
- ▶ If the child has been determined ineligible based on new application, new status is effective immediately
  - ▶Do not wait until end of 30 day carryover period

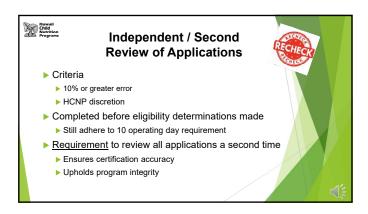


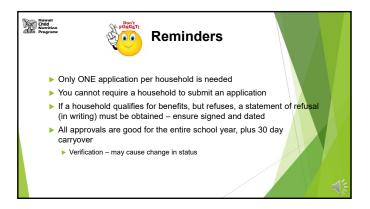
Hawall Child Child Mutrition Programs	Helpful Tips	
	a separate log with a tally of t ty/race questions	the answers to the
▶This	will be useful for completing the	Ethnic Data Report
▶ Identify	y error prone applications	
►Ac	dd a check mark, use post-its, etc	э.
►M	UCH easier when verification roll	ls around in October

# Master List • Each school MUST have a system for issuing benefits and updating each student's eligibility status • List must be maintained onsite • This is what is referred to as the Master List • Consists of name of each student enrolled (updated continually throughout the year), eligibility status/changes, start and end dates • Separate from meal counting system and POS • Helpful in completing edit checks

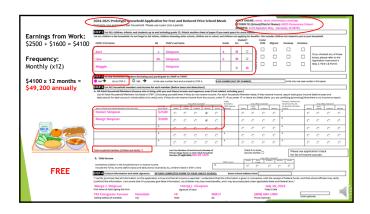


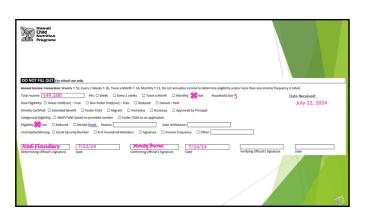








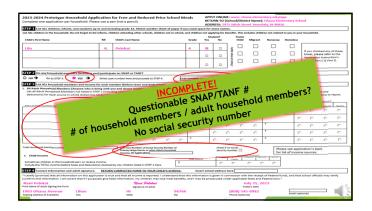




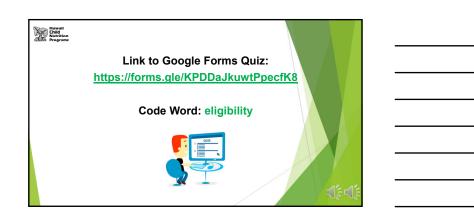
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2024-2025 Prototype Household Application for Free alid Reduced Price School Meals  APPLORING New Section 2015  AP											
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STEP 2 to any household members (including you) participate in: SMAP or TANE?  On 2 do to STEP 5.  Yes  Write case number here and proceed to STEP 4. EAST NA. \$1750 x 26 = \$45,500 Annually											
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6	Hawali Mon-Discrimination Statement
	In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prehibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retailation 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., Braile, large print, audiotipe, American Sign, Language), should contact the responsible state or local agreemon plant admissibles the program or USBNs TARGET center at (2027) 20-2000 (voice and TTP) or contact USBA remody the Federal refusity Service at (800) 677-8339.
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	mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410, or
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