

## Processing Applications



**Timeline:** Eligibility determination within 10 working days of the receipt of the application. (pg. 16)

**30 Day Carryover:** 30 Operating days beginning with the first day of school; Applies to Direct Cert, Categorically Eligible, and Income Eligible; New eligibility determinations supersedes the carryover eligibility. (pg.15)

## Temporary Approval

Eligible children should receive temporary approval (45 calendar days) in the following types of economic situation (pg. 21):

- zero income, for whatever reason (except foster and institutionalized children);
- temporary layoffs;
- strikes (voluntary work stoppages);
- temporary disability.

At the end of the 45 calendar day temporary approval, the sponsor should contact the household to determine if the household's circumstances have changed.

## Is the App Complete?

Applications must be complete before an eligibility determination can be made. (pgs. 16-18)

### **Categorical Eligibility:**

- Name of child(ren)
- A Food Stamp/FDPIR/KTAP case number\*
- Adult household member signature



### **Income Eligibility:**

- Name of child(ren)
- Names of all household members
- Amount and Source of each household member's income
- Signature and complete social security number\* of adult household member



### **Foster Child:**

- Name of child
- Child's personal income
- Adult household member signature

## When to do Income Conversion...



If there is only one source of income, or if all sources of income are received in same frequency, **no conversion is required.** (pg. 19)

If there are multiple income sources with more than one frequency, **income must be converted to annual.** (pg. 19)

### **Conversion Factors:**

- Weekly - X 52
- Bi-weekly – X 26
- Semi-monthly – X 24
- Monthly – X 12

### **IMPORTANT:**

- LEA's cannot use conversion factors such as 4.33 (wkly) or 2.15 (bi-wkly) to monthly amounts. Software used must reflect this policy. (pg. 19)

- Each household member must provide the total amount of their current income. If no income is received, it must be indicated by a "Zero", writing "zero" or "no Income", or the "no income box" must be checked. (pg. 19)

## Eligibility Guide Reference

This “new” Eligibility Guidance For School Meals replaces the previous manual from August 2001. This updated version includes the changes made as a result of the Child and Nutrition and WIC Reauthorization Act of 2004, final and interim regulations, and policy clarifications.

This guidance is divided into 10 parts that covers everything from what to send out to the households to verification – and, everything in between. It is the first “go to” resource for both sponsors and state agencies.

### **Keeping Up to Date...**

You can regularly check the Child Nutrition Division’s website at [www.fns.usda.gov/cnd](http://www.fns.usda.gov/cnd) for recently posted regulations, prototype application materials (including foreign language translations) and other information.

### **Questions and Answers...**

The Eligibility Guidance contains Questions and Answers throughout the guidance and in each section to which the question would pertain. Sponsors are encouraged to seek guidance from the manual first, and then if the sponsor stills feels that the situation warrants more guidance, contact NHS.

## Quick Tips



### Number of Days:

**30 operating** days to carry forward students’ eligibility

**45 calendar** days for temporary approval

**10 operating** days to approve new application for returning students

**3 operating** days to increase benefits

**10 calendar** days advance notice of decrease or termination in eligibility



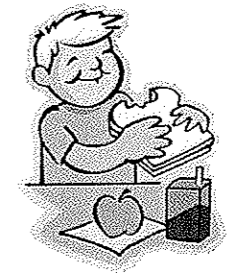
### Verification Dates:

**October 1** – Determine number applications/ begin Verification

**November 15** – Verification completed

**March 1** – Form FNS – 742 to NHS

# Getting to Know the New Eligibility Guidance For School Meals



## Nutrition and Health Services

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