

Economic Disadvantaged Application Instructions

If ALL students in the district have access to a meal, data will be collected for qualified students who will be a part of the United States Department of Agriculture (USDA) Child Nutrition reimbursement application as in the past. THERE ARE NO CHANGES NEEDED BY YOUR DISTRICT.

USDA, no longer allows an employee paid with child nutrition funds to collect data that would qualify a student for free or reduced price lunches if that student does not have access to a meal. To insure that qualified student(s) with no access to a meal are included in generating Economically Disadvantaged funding through State Aid, Title I and E-Rate, the following Direct Certification procedure(s) or Economically Disadvantaged form needs to be completed by the parent.

Student Examples would include, but not limited to students who are served through any collaborative agreements and are enrolled as:

- Full time virtual students that do not have access to a meal at the resident district
- Students who may attend a Career Tech Center during the time when a meal is offered at their resident district
- Students in a Pre-Kindergarten Head Start program that do not have access to a meal at the resident district

For these students who do not have access to a meal, please follow these procedures:

1. Provide proof of direct certification by completed application with appropriate case numbers or by direct certification determination roster for those qualified students who DO NOT have access to a meal and receive assistance from:
 - a. Supplemental Nutrition Assistance Program (SNAP)
 - b. Temporary Assistance for Needy Families (TANF)
 - c. Food Distribution Program on Indian Reservations (FDPIR)
2. Through Other Source Categorically Eligible designation
 - a. Homeless – Determined by the school district’s homeless liaison or by the director of a homeless shelter.
 - b. Runaway – Determined as a child who is receiving assistance from a program under the Runaway and Homeless Youth Act and is identified by the local educational liaison.
 - c. Migrant - Determined by the state or local Migrant Education Program (MEP) coordinator.
 - d. Foster child - Determined by care and placement is the responsibility of the state or formally placed by a court with a caretaker household.
 - e. Federal Head Start program as defined by law in collaborative agreement with district to educate students.
3. Complete an Economically Disadvantaged Application.
Income application must contain the following in order to be deemed a completed application:
The names of all household members, including each child for whom the application is made.
 - a. The amount of gross income received in the prior month by each member and the source of the income.
NOTE: The No box must be checked by each individual’s name if that individual does not have income. If the box is not checked and the person is not listed with income, the application is considered incomplete and must not be approved.
 - c. The last four digits of the social security number of the adult household member who signs the application or an indication that the household member does not have one.
 - d. The signature of an adult household member.

The school district will review application(s) and determine eligibility within ten operating days of the receipt of the application. The determining official is responsible to compute the household’s total current income and compare the total amount to the income-eligibility guidelines. Conversion is required if there are multiple income sources with more than one frequency; the determining official must annualize all income by multiplying:

- Weekly income by 52.
- Every other week income by 26.
- Twice a month income by 24.
- Monthly income by 12.

Do not round the values resulting from each conversion. Add all of the unrounded, converted values, and compare the unrounded total to the appropriate income eligibility guideline for annual income for the household size. Households

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that submit an incomplete application cannot be approved. If any **REQUIRED** information is missing, the information **MUST** be obtained before an eligibility determination can be made.

To get the required information, the school may return the application to the household or contact the household either in person, by phone, or in writing. The determining official must document the details of the contact and date and initial the entry. Applications missing the signature of an adult household member **MUST** be returned for signature. Every reasonable effort should be made to obtain the missing information prior to denying the application.

Approved applications along with the October Economically Disadvantaged Summary Report will need to be available for the Regional Accreditation Officer's November visit to verify the documentation. Once verified, this information will be added to the USDA Child Nutrition (Free & Reduced) students for a total Economically Disadvantage count.

All Economically Disadvantaged documentation **MUST** be kept secure and on file for a minimum of five years after the fiscal year to which they pertain, and they **MUST** be readily retrievable by school site upon audit request.