



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

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STATE SUPERINTENDENT

**FOOD SERVICE**

**ADMINISTRATIVE POLICY NO. 14  
SCHOOL YEAR 2015-2016**

**SUBJECT:** Application for Free and Reduced Price School Meals

**DATE:** May 20, 2016

The United States Department of Agriculture (USDA) on April 29, 2016, released memo SP-34-2016 Revised Prototype Free and Reduced Price Application Materials for SY 2016-2017. After a thorough review of the updated materials, the Michigan Department of Education (MDE) has adopted the USDA prototype application, letter, and instructions for SY 2016-2017.

The 2016-2017 Application for Free and Reduced Price School Meals and related materials are available at the links below. For detailed instructions on the eligibility determination process, see the attached document Critical Information for the Application for Free and Reduced Price School Meals and refer to the [Eligibility Manual for School Meals<sup>i</sup>](#).

**Packet Contents**

Required materials that *must* be provided to households:

- [Frequently Asked Questions About Free and Reduced Price School Meals<sup>ii</sup>](#) (2 pages printed front and back)
- [How to Apply for Free and Reduced Price School Meals](#) (2 pages printed front and back)
- [2016-2017 Application for Free and Reduced Price School Meals](#) (2 pages printed front and back)
- [Approval-Disapproval Letter to Households<sup>\\*</sup>](#) (1 page)

Optional application-related materials that may be provided to households:

- [Sharing Information with Other Programs](#) (1 page)

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Other materials:

- [Direct Certification Notification](#) (2 pages)
- [Income Eligibility Guidelines for Use in Schools](#)<sup>iii</sup> (1 page)
- [Critical Information for the Free and Reduced Price School Meals Family Application](#)<sup>iv</sup> (4 pages)  
[USDA Memo SP34-2016 Revised Prototype Free and Reduced Application Materials for SY 2016-2017](#)<sup>v</sup>

The pages are designed to be printed on 8½" by 11" paper.

Questions regarding this Administrative Policy should be directed to the School Nutrition Programs unit by e-mail to [MDE-SchoolNutrition@michigan.gov](mailto:MDE-SchoolNutrition@michigan.gov).

\*All households must be notified of their eligibility status. Households with children who are denied benefits must be given written notification of denial. The notifications must advise the household of the reason for the denial of benefits, the right to appeal, instruction on how to appeal, and a statement that the family may re-apply for free and reduce price meal benefits at any time during the school year. Households with children who are approved for free or reduced price benefits may be notified in writing or orally.

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<sup>i</sup> <http://www.fns.usda.gov/2015-edition-eligibility-manual-school-meals>

<sup>ii</sup> [http://www.michigan.gov/documents/mde/1\\_-\\_Frequently\\_Asked\\_Questions\\_-\\_ADA\\_525151\\_7.docx](http://www.michigan.gov/documents/mde/1_-_Frequently_Asked_Questions_-_ADA_525151_7.docx)

<sup>iii</sup> [http://www.michigan.gov/documents/mde/7\\_-\\_Income\\_Eligibility\\_Guidelines\\_2016-17\\_-\\_ADA\\_524932\\_7.pdf](http://www.michigan.gov/documents/mde/7_-_Income_Eligibility_Guidelines_2016-17_-_ADA_524932_7.pdf)

<sup>iv</sup> [http://www.michigan.gov/documents/mde/8\\_-\\_Critical\\_Info\\_-\\_ADA\\_524931\\_7.pdf](http://www.michigan.gov/documents/mde/8_-_Critical_Info_-_ADA_524931_7.pdf)

<sup>v</sup> <http://www.fns.usda.gov/sites/default/files/cn/SP34-2016os.pdf>