

The New Free and Reduced Meal Application 2015/2016 Overview



Overview of the Training

- Parking Lot
- How to complete the new application step by step
- Changes with the new application
- Questions/Parking Lot?
- Critical Information for the application



Application page 1



Questions/Parking Lot

Critical Information

- The Application for Free and Reduced Price School Meals cannot be completed and signed before July 1 of the effective school year. Annually, Income Eligibility Guidelines (IEG) are effective from July 1 to June 30.
- Sponsors that make changes to the Application for Free and Reduced Price School Meals and Frequently Asked Questions About Free and Reduced Price School Meals prototypes, or use a different application format (e.g., scannable), *must* upload that application in their SNP application for MDE for approval every year.
- Every year, MDE will release to all editors/publishers of local media outlets in Michigan the Annual Public Notice for United States Department of Agriculture (USDA) Child Nutrition Programs. This publication meets the requirement of a Public (Media) Release being provided to the local news media.
- LEAs *must* carry over the eligibility status from the previous school year for up to 30 days. Any prior school year applications used beyond the 30th day of operation are not valid for free and reduced meal benefits and will result in fiscal action.
- Eligibility determinations are valid for the entire school year.

Critical Information Continued..

- If a household reports income sources at more than one frequency, the correct method is to annualize all income. Annual Income Conversion: weekly x 52; every 2 weeks x 26; twice a month x 24; or monthly x 12.
- If a household has only one income source listed, or if all sources are the same frequency (e.g., all weekly), do not use conversion factors. Compare the income or the sum of the incomes to the published Income Eligibility Guidelines (IEG) for the appropriate frequency and household size to make the eligibility determination.

• Refer to the Eligibility Manual for School Meals when approving free and reduced price school meals. It is available at: <http://www.fns.usda.gov/sites/default/files/EliMan.pdf>

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THANK YOU FOR COMING!!

As always call or e-mail with any questions or concerns.

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Enjoy the rest of your training!

Dan and Terri

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