Free/Reduced Fact Sheet: School Employee Application

Points to Remember

- School district employees might work seasonally. If so, they should report projected income for the entire year.
- If the prior year's income provides an accurate reflection of the household's current annual rate of income, the prior year may be used as a basis for the projected annual income.
- Verification for cause must not be used to automatically verify the households of all school district employees whose children are certified for free or reduced price meals.

Questionable Employee Application

1. If the application appears to be complete, approve the application based on face value.
2. Schools are allowed to check salary information from the school's system to identify questionable applications.
3. If the salary information shows a misrepresentation of the information provided on the free and reduced application, verify for cause:
    a. Schools should consult with legal counsel in establishing the parameters of verification for cause.
    b. Schools and their legal counsel are strongly encouraged to consult with their State agency prior to undertaking verification for cause.
    c. State agencies should assist in ensuring that schools balance administrative requirements and integrity with access to free and reduced price meals for eligible children.

Policies/Regulation

- Eligibility Guidance Manual – Pages 23-24, 82-83
- SP 13-2012 Verification for Cause in the School Meals Programs