

# COMPLETION OF THE APPLICATION FOR FREE AND REDUCED-PRICE MEALS

CACFP Policy 99-04

## **Purpose**

To clarify the requirements for the completion of an eligible Application for Free and Reduced-Price Meals.

## **Scope**

Child care centers, registered day care ministries, outside school hours centers, adult daycare centers, and family day care providers on the Child and Adult Care Food Program (CACFP).

## **Description**

To be considered eligible, the following information must appear on the Application for Free and Reduced-Price Meals:

1. Either the indication of foster child, case numbers for SNAP and/or TANF recipients, or household income
2. Adult household member signature
3. The last four digits of the social security number for applications based on household income
4. Signature of sponsor representative and approval date

If any of the above is missing, the application will be deemed ineligible and the meals will be moved to the paid category. In the case of family day care homes, the meals will be moved to the lower tier II rate. In instances where the Application for Free and Reduced-Price Meals is the basis for the family day care home to be considered tier I, missing information will automatically classify the home as tier II.

## **Sources**

Indiana Department of Education, School and Community Nutrition Programs