

Completion of the Application for Free and Reduced-Price Meals

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, Head Start Centers, Adult Day Care Centers, Family Day Care Home Sponsors, and Family Day Care Home Providers.

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

1. Case numbers for food stamp and/or TANF recipients.
2. Household income or explanation of zero income.
3. Adult household member signature and social security number.
4. Signature of sponsor representative and approval date.

If any of the above are missing, the application will be deemed ineligible and the meals will be moved to the paid category or, 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.

SOURCE: Department of Education, Division of School and Community Nutrition Programs.