

Free and Reduced Priced Application Process

1. Run Direct Certification in early **July**. Direct Certification how-to manuals can be found on our website at <http://www.doe.in.gov/snp>.

Requirements

- [Administrative Review Information](#)
- [Calendar of Due Dates](#) (with links)
- [Civil Rights](#)
- [Edit Checks](#)
- [Food Safety](#) (Formerly HACCP)
- [Free and Reduced Information](#)
- [On-Site Review](#)
- [Parent Letter for Sharing Information w](#)
- [Indiana Additional Disclosure Chart](#)
- [Free and Reduced Application Process Quick](#)
- [Free and Reduced Price Forms](#)
- [Income Guidelines](#)
- [Valid July 1, 2014–June 30, 2015](#)

2. Send a letter to each household notifying them that their child(ren) are directly certified and an application should not be completed. If one child is directly certified in a household because of SNAP (food stamps) or TANF, all the children in that household are directly certified.

- Notification Letters
 - [Food Stamp/TANF – Direct Certification Notification Letter](#)
 - [Foster – Direct Certification Notification Letter](#)
 - [Notification of Meals Letter](#)
 - [State Review Application Error Notification Letter](#)

3. Send an application and parent letter/instructions to each household either by mail or insert into enrollment packet. Do not send applications to households that are directly certified.

School Meal Benefits

- [Application for Meals](#)
- [Parent Letters/Instructions – Meals](#)

4. As you receive applications, first crosscheck with the direct certification list and disregard any applications for households that have been directly certified. REMOVE THEM FROM YOUR POOL OF PAPER APPLICATIONS and place in a “Discarded due to DC” file.
5. Make sure each application is complete and includes the following:
 - a. EACH child’s name and school they attend.
 - b. Food Stamp/TANF number in the household, if applicable. A food stamp number starts with a 10 and is 10 digits long. The number that starts with 5077 is the Hoosier Healthwise card number and is not acceptable to approve an application.
 - c. If no food stamp/TANF number is listed, ALL family members must be listed including income for each or the no income box checked.
 - i. Frequency of pay must be selected, weekly, every 2 weeks, twice a month, monthly.
 - ii. If you are unsure of frequency, contact the household to verify and document on the application with date and your initials.
 - d. Adult signature.

- e. Last 4 digits of Social Security number or a checkmark if no SSN (for income eligible applications only).
- f. Date signed.
6. Use the income guidelines to calculate income applications.
 - a. If frequencies of pay are different, calculate yearly pay.
 - b. If there is no household income, approve the application based on face value and then verify for cause. Applications verified for cause CANNOT be counted in your sample for verification.
7. Complete the eligibility determination section on the back of the application and sign.
 - [Income Guidelines](#)
 - [Valid July 1, 2014–June 30, 2015](#)
 - [USDA Eligibility Guidance Manual](#)
8. Send letter notifying household of benefit.
 - [Notification Letters](#)
 - [Food Stamp/TANF – Direct Certification Notification Letter](#)
 - [Foster – Direct Certification Notification Letter](#)
 - [Notification of Meals Letter](#)
 - [State Review Application Error Notification Letter](#)
9. If your software program does not flag every application that is within \$100 of the monthly amount or \$1200 of the yearly amount on the income eligibility guidelines (error-prone), flag them by hand in order to complete Standard (error-prone) verification.
10. File your applications by building.
11. When a student withdraws, pull the application, document the withdrawal date and file in a “Withdrawn” file.

NOTE: Use The Eligibility Guidance Manual to answer questions regarding applications for homeless, migrant, adopted, and foster children and how to handle those applications.

- [Free and Reduced Price Forms](#)
 - [Income Guidelines](#)
 - [Valid July 1, 2014–June 30, 2015](#)
 - [USDA Eligibility Guidance Manual](#)
12. At the end of September, run Direct Certification again selecting “New Matches” in the Application Center (STN Database). From your pool of applications, pull apps for any new direct certification matches and put in the “Discarded due to DC” file. Mark the students directly certified in your POS system.
 13. At the beginning of October, pull your 3% sample for verification.
 - a. Standard sampling (error-prone) – select 3% of error-prone applications.
 - b. Alternate/Random sampling – randomly select 3% of applications.
 - c. Alternate/Focused sampling - select 1% error-prone income applications plus .5% of categorical applications
 - [Food Safety](#) (Formerly HALCP)
 - [Free and Reduced Information](#)
 - [On-Site Review](#)
 - [Pricing and Reimbursement Rates](#)
 - [Special Dietary Needs](#)
 - [Verification](#)
 - [Wellness Policies](#)
 14. Check your applications to ensure they were correctly approved. This is called a confirmation review. A confirmation review must be performed by someone other than the original approver.

15. Make copies of the applications selected for verification and place the originals in a separate file labeled “Verification”.
16. Complete direct verification for each application selected by selecting Verification in the STN database.
 - a. If you find one household member listed, print the information and attach to the copy of the application and that application is verified and can be filed in your verification file.
 - b. If only one child in a household is directly verified, that whole household application is verified.
 - c. NEVER change a student’s benefit based on direct verification.
17. For applications that cannot be directly verified, send letters to the household notifying them their application was selected for verification.

Free and Reduced Price Application Verification Templates

 - [Confirmation Review](#)
 - [Meals – We Must Check Your Application](#)
 - [We Have Checked Your Application](#)
18. When you receive verification of income, calculate benefit based on that income.
 - a. If the household benefits are reduced, you must give 10 calendar days written notice prior to changing the benefits.
 - b. If the household benefits are increased, change the benefit immediately and notify the household within 3 days.
19. In the event a household does not respond, follow up with one phone call or e-mail. If the household still does not respond, document as “non response” and remove the benefits.
20. Letters notifying household of change/no change in benefit can be found on our website.
 - [Confirmation Review](#)
 - [Meals – We Must Check Your Application](#)
 - [We Have Checked Your Application](#)
 - [Spanish \(Meals\) – We Must Check Your Application](#)
 - [Spanish \(Meals\) – We Have Checked Your Application](#)
21. Verification must be complete by November 15.
22. The Verification Summary Report must be completed and submitted in CNPweb by December 15.
 - a. The Verification Summary Report will not be available until after you file your October claim.
 - b. It can be found on the CNPweb on the Claims/AFR tab.
23. Complete the verification section on the back of the verified application(s).
24. At the end of January/beginning of February, run Direct Certification again selecting “New Matches” in the Application Center (STN Database). Pull any applications for any new Direct Certification matches and file in the “Discarded Due to DC” file. Mark the students directly certified in your POS system.