



Free/Reduced Fact Sheet: SNAP/TANF

Households receiving SNAP/TANF benefits are eligible for free meals the following ways:

1. Direct Certification on the STN Database

- a. Identified as an A (TANF) or an F (Food Stamp/SNAP) in column U.
- b. If one student is identified, all other students living in the household qualify for free meals, as well.
- c. Recordkeeping – keep copies of the DC matches on file.

2. Direct Certification with a Letter from SNAP/TANF Agencies

- a. Schools can accept a State or local agency's letter or documentation confirming the household's eligibility.
- b. Recordkeeping – keep copy of the letter or other documentation on file.

3. SNAP/TANF Case Number written on F/R Application

- a. School should check previous DC match lists or conduct a DC-Lookup to see if the student, guardian, or case number can be found in the STN database. If found, print out a copy of the DC-Lookup Match and retain on file.
- b. If no match can be made, schools must ensure that the number is a valid SNAP/TANF case number – 10 digits long, beginning with a 10.
 - i. If the case number is not valid, contact the household to ask what this number is.
 1. If out of state – check with State to see allowable case number format.
 2. If EBT or other card number – ask for actual case number.
 3. If Medicaid/Hoosier Healthwise or another program – ask household to supply income/size information. To get the required information, the school may return the application to the household or contact the household by phone or in writing, including e-mail. Schools should document the requested information on the application, initial, date, and record any additional information that would be beneficial.
 - ii. If the case number looks valid, approve the application based on face-value.
 - iii. Schools are highly encouraged to verify these approved applications for cause.
- c. Recordkeeping – keep copies of the DC matches on file or keep documentation of the process involved to determine eligibility

Minimum USDA Requirement: Make sure SNAP/TANF case number begins with a 10 and is 10 digits long. If so, process on face value.