

## Transferring Eligibility

- Unlike carryover, which occurs at the start of the new school year, transfer of eligibility applies when a child transfers to another school during the school year.
- When a student transfers to another school during the middle of the school year, their free/reduced eligibility can transfer with them, as long as the student qualified because of an application on file or Direct Certification (DC) match.
- For documentation purposes, the school that the student transfers from may send along the household's original notification letter that indicates the student is eligible for free or reduced benefits that school year or even an email that indicates the student's name, the date determined free or reduced, and how that student qualified – DC, income application, categorical application, foster documentation, etc.
- A copy of the application does not need to go to the new school. However if the school does receive a copy of the application, they must review it to make sure it was approved correctly in the first place. If the original determination was not accurate, then the household would be responsible to complete a new application for benefits at the new school.
- A provision school is a school on Provision 1, 2, 3, or Community Eligibility Provision (CEP). These schools are where all children are receiving free meals without submitting their own application or being individually Direct Certified. See below for how to handle students transferring from a provision school.

### Transferring within a Local Educational Agency (LEA)

#### Non-Provision School to Non-Provision School

- The new school is required to immediately accept the eligibility determination from the student's former school, as long as the student was determined eligible because of an approved application or DC status.

#### Provision School to Non-Provision School

- The new school must give the children free reimbursable meals for up to 30 operating days, or until a new eligibility determination is made (whichever comes first).

#### Provision school or Non-Provision School to Provision School

- The new school is required to immediately apply free benefits due to the school's Provision 1, 2, 3, or CEP status.

### Transferring between LEAs

- LEAs are allowed to disclose eligibility information to other LEAs for the sole purpose of determining the student's eligibility for the Child Nutrition Programs.
- LEAs and schools are encouraged but not required to share eligibility data when a child transfers to a new LEA.
- Transferring eligibility between LEAs ensures that qualifying students continue to receive benefits as they transition to new schools and avoids the possibility of unpaid meal charges.

#### Non-Provision School to Non-Provision School

- LEAs should immediately accept the eligibility determinations made at a student's previous LEA, as long as the student was determined eligible because of an approved application or DC status.

#### Provision School to Non-Provision School

- LEAs must provide free reimbursable meals for up to 30 operating days or until a new eligibility determination has been made, whichever comes first, for a child who transfers to a different LEA from a Provision 1, 2, 3, or CEP school to a non-Provision school.
- Click [here](#) for a list of CEP sites.

#### Provision school or Non-Provision School to Provision School

- The new school is required to immediately apply free benefits due to the school's Provision 1, 2, 3, or CEP status.

### **Resources**

- For more information, view pages 48-49 of the [Eligibility Guidance Manual](#)
- [SP 51-2016 Ensuring Year-Long Eligibility in the School Lunch and School Breakfast Programs](#)
- [SP 52-206 Early Implementation of Eligibility Carryover Period for Students Transitioning from Provision Schools](#)