

30 Day Carryover

What is 30 Day Carryover?

- Children who receive free or reduced meal benefits during the previous school year are eligible for free and reduced meals up to 30 operating days into the next school year. The carryover begins on the first operating day of school or until a new eligibility determination is made.
- Carryover exists to allow LEAs enough time to process new applications for the new school year while still providing students in need with free and reduced meal benefits.
- To help Local Education Agencies (LEA), the Indiana Department of Education (IDOE) has created a [30 Day Carryover Calculator](#).

Who is eligible?

- Children with approved applications on file from the previous year.
- Children who are newly enrolled in the LEA, but who reside in a household where another child (i.e. a sibling) has an approved application on file from the previous year.
- Children directly certified for free or reduced meal benefits in the previous school year.
- Children who are newly enrolled in the LEA, but who reside in a household where another child was approved through direct certification with an Assistance Program in the previous year.
- Children determined Other Source Categorically Eligible for free benefits in the previous school year.
- Children in kindergarten who were enrolled in Head Start under the jurisdiction of the same LEA during the previous school year.
- Children moving from one LEA to another LEA – the receiving school may accept the former LEA's eligibility determination without incurring liability for the accuracy of the original determination. Acceptable documentation includes:
 - The original notification letter that indicates the student was eligible for free or reduced benefits the previous school year.
 - An email that indicates the student's name, the date determined free or reduced, and how that student qualified – Direct Certification (DC), income application, categorical application, foster documentation, etc.
 - An application from another LEA. The accepting LEA will need to review the application to make sure the application was originally processed correctly. If the original determination was not accurate, then the household would be responsible to complete a new application for benefits at the new school.
- Children moving from LEAs that participated in a special Provision (i.e., Provision 1, 2, or 3 or CEP) to a non-provision school. Click [here](#) for a list of CEP sites.

Changes in Benefit Eligibility

- The 30 day carryover ends when:
 - The LEA identifies the student or household in a DC Match or through DC Look-Up; or
 - A family submits a new application during the 30 day carryover period; the application must be processed within 10 operating days.
- If the eligibility benefit is the same or better than the previous school year (i.e. moving from reduced to free), then make the eligibility change immediately and notify the household.
- If the eligibility benefit is reduced from the previous year (i.e. free to reduced, free to paid, or reduced to paid), then make the eligibility change immediately and notify the household.

What happens after 30 days?

- If the household did not re-apply during the 30 day carryover, their benefits change to paid on the 31st operating day.
- If the household reapplies after the 30 day carryover period has ended, process the application as soon as possible.
 - If the benefit is free or reduced, apply that status immediately and send a notification letter.
 - If the benefit is denied, send a letter home notifying the household of the denial. Since they waited to apply after the 30 day carryover, their status is already paid so there are no changes that need to be made on the household's eligibility.

Best Practices

- Around the 20th operating day, contact the households that have not reapplied. This is not required but can help prevent a lapse in benefits. Allowable contact methods include email, text messages, auto-dialed calls, or mailed letters.
- LEAs are not required to send a notification letter at the end of the 30 day carryover period to inform their benefits have changed to paid. If a school chooses to send a notification letter, they must make sure the household's eligibility has changed to paid on the 31st operating day.
- If a household does not reapply by the 30th operating day, immediately change their benefit to paid on the 31st operating day.
- LEAs can utilize the state agency's Notification of Meals letter template - <http://www.doe.in.gov/nutrition/snp-free-and-reduced-price-forms>.
- Please note that the carryover period and required timeframe for processing of applications are operating days, while the changes in benefits are calendar days.

Resources

- [Eligibility Guidance Manual](#) – pages 46-47
- [30 Day Carryover Calculator](#)