



Office for Prekindergarten through Grade 12 Education  
School Operations and Management  
Child Nutrition Program Administration  
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[www.nysed.gov/cn/cnms.htm](http://www.nysed.gov/cn/cnms.htm)

To: School Food Service Directors/Managers

From: Paula Tyner-Doyle, Coordinator

Date: October 17, 2013

Subject: Additional Eligibility/Verification Information

- The expansion of free meal benefits only applies to direct certification, Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) eligible students. When one child in a household has free meal benefits through one of these certifications, all children verified living in that household must be certified for free meal benefits as well. This does not apply to homeless, runaway, foster, head start/even start or migrant children situations.
- If a family has shared custody of a child receiving SNAP or TANF benefits where the child lives part time with each parent, then all children living in both households must be certified for free meal benefits.
- If a household becomes a host family for a homeless family or for students in the migrant education program, the host family may list the homeless or migrant family members on the household application. In this case, the income from the homeless and migrant families must be included on the household application. The children who are deemed homeless or are identified as migrant must remain eligible for free benefits regardless of the determination of benefits based on the income application for the host family.
- Any children certified for free meals through direct certification and expansion of free meal benefits by direct certification, homeless or migrant education program must not be included in the income verification pool. If they are part of the SNAP or TANF household, or are deemed eligible by the homeless liaison or migrant coordinator, they are eligible for free meals for the school year.
- To determine income from someone self-employed, the IRS Form 1040 Schedule C Line 31 Net Profit (or loss) must be used from the previous year. If there is a combination of earned wages and self-employment, both must be listed. If there is a net loss for the business, the amount of income must be listed as zero. The amount of loss may not be deducted from the wages.
- Foreign exchange students are not categorically eligible for free meal benefits. They become part of the household they are living with.

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