



Office for Prekindergarten through Grade 12 Education
School Operations and Management
Child Nutrition Program Administration
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To: School Food Service Directors/Managers

From: Paula Tyner-Doyle, Coordinator

Date: October 17, 2013

Subject: Eligibility/Processing Applications/Carryover

Before applications are processed for the new school year and up to the first 30 operating days, beginning with the first operating day of the school year, the LEA must carry-over eligibility and claim free and reduced price meals served to Children from households with approved applications on file from the previous year; Newly enrolled children from households with children who were approved for benefits in the LEA the previous year; and Previously approved children who transfer from one school to another under the jurisdiction of the same LEA. For children transferring within the same LEA from a school using Provisions 1, 2 or 3, carryover is applicable only if the prior year was a base year and the child's individual eligibility information is available. If the applications are not centrally maintained, both the sending and the receiving school must maintain a copy of the child's approved application from the previous school year.

Carryover of previous year's eligibility applies to direct certification, categorical eligibility determinations and income applications. Carryover is for up to 30 operating days (beginning with the first operating day of school) into the current school year or until a new eligibility determination is made, either approved or denied. *The new eligibility determination supersedes the carryover eligibility.* Carryover of the eligibility status from the previous year also applies to children in Head Start Programs *if* the SFA administers both the Head Start Program and the school in which the child attends kindergarten. Refer to the Eligibility Manual for School Meals for further guidance on processing applications.

If you are using software to determine/approve eligibility-keep in mind that not all software packages process applications correctly. The software should not convert all reported income to monthly or annual income. Conversions to annual income should only occur when there is more than one income frequency reported. There should be no conversion if only one income frequency is reported. You also should manually check eligibility determinations to ensure accuracy.

Auditors are finding errors in the eligibility determinations by software programs. It is the local education agency's responsibility to ensure applications are correctly approved or denied.

If you have questions, contact your respective child nutrition representative.

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