



United States
Department of
Agriculture

Food and
Nutrition
Service

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DATE: May 24, 2010

MEMO CODE: SP 27 -2010; CACFP 13 -2010; SFSP 12 -2010

SUBJECT: Prototype Application Materials for School Year 2010-2011

TO: Regional Directors
Child Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

Attached are the updated prototype materials for households applying for free or reduced price meals in the Child Nutrition Programs. This package includes forms and letters that local educational agencies (LEAs) and institutions may use in the certification and verification processes. **LEAs and institutions are not required to use this application or the other forms and letters.** However, LEAs and institutions must ensure that the application and other materials used in the certification and verification processes meet the requirements in 7 CFR 245.

The major changes are:

- Added a prototype Notice to Households of Approval/Denial of Benefits
- Added a prototype Notice of Direct Certification
- Added questions and answers to the parent letter on:
 - Need to complete a new application annually (#6)
 - Deployed service members (#14)
 - Additional sources of assistance (#15)
- Revised and reformatted the application to reflect the extension of categorical eligibility to all children in the household who participate in one or more of the Child Nutrition Programs
- Reworded the instructions on the application and on the verification letter to reflect time period to report/document income

Please note that the prototype application includes the reduced price income eligibility guidelines chart. However, inclusion of this may be waived for School Year 2010-2011 under *Policy Memo SP26-2010; CACFP 12-2010; SFSP11-2010, Waiver on Providing Income Limits on Applications.*

At this time, because of potential changes due to the current Reauthorization process, we are not translating the prototype materials into other languages until that process is completed. We also made some changes to the prototype application and other materials in response to suggestions from Regional offices and State agencies. We appreciate input and will keep track of any suggestions for future updates.

State agencies should contact their Regional office for any questions or comments.

Original Signed

Cynthia Long
Director
Child Nutrition Division

Attachment