

ACTION BY: Regional Directors
Special Nutrition Programs

SOURCE CITATION: Section 245.2(a-4)

Definition of a Complete Application for Categorically Eligible Children

This instruction clarifies what constitutes a "complete application" for children who qualify for free meals based on receipt of food stamps or Aid to Families with Dependent Children (AFDC). The regulations specify that a complete application for categorically eligible children must contain the name and appropriate food stamp or AFDC case number for the child and the "name and signature" of an adult member of the household.

The purpose of specifying name and signature was to enable school officials to easily identify and contact the applicant to clarify questionable or incomplete information on the application; and more importantly, to correctly identify the household to the welfare department for confirmation of receipt of AFDC or food stamp benefits. Therefore, to expedite the application and verification process, the Department recommends that the application form contain a space to obtain the printed, legible name of the applicant. Otherwise, certification and verification staff will have to locate the applicant's name in other school records in those instances where the signature is illegible or is an "X."

Although acquiring the printed name of an adult on the application is recommended, it is not a requirement. An application for a categorically eligible child will be considered complete if it contains: the child's name and AFDC or food stamp case number; and the applicant's signature, which is clarified in this instruction to meet the requirement for "name and signature." The Department will not consider applications incomplete simply because they lack the "printed" name of the applicant.



SAMUEL P. BAUER
Director
Child Nutrition Division

DISTRIBUTION: 5,6,12	MANUAL MAINTENANCE INSTRUCTIONS: New Instruction. Insert in Manual.	RESPONSIBLE FOR PREPARATION AND MAINTENANCE: CND-100	8-5-87
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