

ACTION BY: Regional Directors
Special Nutrition Programs

SOURCE CITATION: Section 245.6a(a)(1)

Obtaining Verification of Eligibility Information
at the Time of Application

This instruction sets forth a procedure that can be used by those school food authorities desiring to obtain Information to verify eligibility for free and reduced price benefits at the time of application. Under this procedure applicants may be required to provide verification of eligibility information at or following the time of application. However, if a complete application is submitted, an eligibility determination must be made based only on the application received, whether or not adequate verification Information is submitted. In no event may verification efforts delay approval of applications.


1. Letter to Parents - Include in the letter to parents notification that, although the initial eligibility determination will be based solely on the application, households are required to submit verification of Income Information for continued eligibility. The combined letter and verification notice must meet the requirements of Sections 245.5(a)(1) and 245.6a(a)(2).

2. Determination of Eligibility - As applications are returned, review each application to determine household eligibility based on the submission of a complete application. Households must be Informed of this initial determination of eligibility in accordance with Section 245.6(b). Lack of verification information or submission of-verification information that does not support the content of the application must not affect the initial determination of eligibility.

3. Review of Verification Documentation and Notice of Adverse Action - Any household which fails to submit, by the date specified by the school food authority, requested verification Information or which submits verification information which does not support the initial determination of eligibility,

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must be sent a notice of adverse action in accordance with Section 245.6a(e).
(Note: This step may be combined with Step 2 so that the notice of initial approval and notice of adverse action are combined in a single letter.)


for SAMUEL P. BAUER
Director
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