



SCHOOL FOOD SERVICES RECORDS

Topics to discuss

- School Nutrition Website
 - <http://www.dese.mo.gov/divadm/food>
- Web Applications button
- Free and reduced application
- Direct certification process
- Verification process



http://dese.mo.gov/divadm/food/

Contact Us | Site Map | Jobs | missouri.gov



Google Search
Advanced Search

Home >> Admin. & Fin. Services >> School Food Services

School Food Services

News and Updates

Attestation of Compliance with Meal Pattern Compliance form

Free and Reduced Price Application & Direct Certification Information and Procedures 2013-14 sy

▶ New Public LEA Direct Certification Process

FFVP Participants for the 2013-2014 School Year

2013 Summer Training Brochure

Recently Hired/New Position Employee Training Registration Form

2013-2014 Administrative Review Schedule

The 2013-2014 Administrative Review Schedule indicates Local Education Agencies (LEAs) that will be reviewed in the 2013-2014 school year. In addition, LEAs that are not 6 cent certified are subject to an Administrative review also.

Documents for 6 Cent Certification Compliance can be submitted via the School Food Services web application system. Instructions for completing and submitting the worksheets are available in a presentation format at the below link:

▶ 6 Cent Certification Resources

▶ 2012-2013 Verification Information

▶ USDA Announces Request for Applications for FY 2014 Farm to School Grants



How Do I Find?

- ▶ Farm to School
- ▶ Food Allergy Information
- ▶ Forms
- ▶ HealthierUS School Challenge
- ▶ Healthy, Hunger-Free Kids Act
 - ▶ Paid Lunch Equity Tool
 - ▶ Non Program Food Revenue Tool
 - ▶ 6 Cent Certification Resources
 - ▶ New Meal Pattern
 - ▶ All Foods Sold in School
- ▶ Newsletters
- ▶ School Breakfast Challenge
- ▶ Publications
- ▶ Related Links
- ▶ School Food Services Calendar
- ▶ Verification Information
- ▶ Web Application System Information

- About School Food Services
- Civil Rights
- Commodities
- Computer Software
- Food Service Management
- Hazard Analysis and Critical Control Point (HACCP)
- Reimbursement Rates
- School Food Service Programs/Regulations
- School Meal Initiatives (SMI) Regulations
- State Agency Reviews
- Statistics
- USDA Guidance Policies
- USDA Memos
- Webinars & Workshops

DESE Web Applications



Web Applications



School Nutrition Programs

[Applications](#) | [Claims](#) | [Compliance](#) | [Reports](#) | [Security](#) | [Search](#)

[Year](#) | [Help](#) | [Log Out](#)

[Applications > Application Packet >](#)
School Year: 2013 - 2014

2013 - 2014 Application Packet

066-102
ELDON R-I
 112 S Pine
 ELDON, MO 65026
 Shawndra Taylor
 (573) 434-1614
 shawndra_taylor@mail.eldon.k12.mo.us

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	LEA Application	Rev. 1	Pending Validation
Details	➔ Meal Pattern Compliance Dashboard		Submitted
Details	Checklist Summary		No checklist items
Details	Application Packet Notes		

Building Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	5	0	0	0	0	5
Seamless Summer	0	0	0	0	0	0	0

[< Back](#) | [Submit for Approval](#) | [Approve](#) | [Return](#) | [Deny](#) | [Withdraw Packet](#)

[Show Packet History](#)



Free and Reduced Applications

- The extension of free and reduced price meals to needy students is a requirement for all Local Education Agencies (LEAs) that participate in one or more of the Child Nutrition Programs.
- Students can be determined eligible for free meals through the Direct Certification method and free or reduced price meals by submission of an application.
- We provide a prototype of the Free and Reduced Price School Meals Family Application. Our office must approve any changes made to these forms before duplication and distribution.
- Handbooks are available under publications at <http://dese.mo.gov/divadm/food>.
 - Updated on a yearly basis



Free and Reduced Applications

- Letter to the parents
 - Send in enrollment packet
 - Attachment B



**LETTER TO PARENTS
NATIONAL SCHOOL LUNCH PROGRAM/SCHOOL BREAKFAST PROGRAM**

Dear Parent/Guardian:

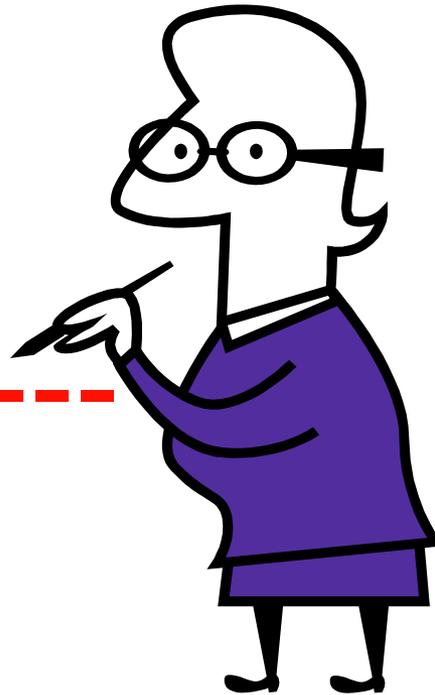
Children need healthy meals to learn. **[Name of School]** offers healthy meals every school day. Breakfast costs **[\$]**; lunch costs **[\$]**. Your child(ren) may qualify for free or for reduced price meals. Reduced price is **[\$]** for breakfast and **[\$]** for lunch.

Household Size	Annually	Monthly	Weekly
1	\$21,257	\$1,772	\$409
2	28,694	2,392	552
3	36,131	3,011	695
4	43,568	3,631	838
5	51,005	4,251	981
6	58,442	4,871	1,124
7	65,879	5,490	1,267
8	73,316	6,110	1,410
For each add'l person add	\$7,437	\$620	\$144

1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **[name, address, phone number]**.
2. WHO CAN GET FREE MEALS? All children in households getting Food Stamps, Temporary Assistance, or the Food Distribution Program on Indian Reservations can get free meals regardless of income. Also, your child(ren) can get free meals if your household income is within the free limits on the Federal Income Eligibility Guidelines.
3. CAN FOSTER CHILDREN GET FREE MEALS? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.
4. CAN HOMELESS, RUNAWAY AND MIGRANT CHILDREN GET FREE MEALS? Please call **[school, homeless liaison or migrant coordinator]** to see if your child(ren) qualify, if you have not been informed that they will get free meals.
5. WHO CAN GET REDUCED PRICE MEALS? Your child(ren) can get low cost meals if your household income is within the reduced price limits.
6. SHOULD I FILL OUT AN APPLICATION IF I GOT A LETTER THIS SCHOOL YEAR SAYING MY CHILD(REN) ARE APPROVED FOR FREE OR REDUCED PRICE MEALS? Do not complete the attached application if you have recently received notification from your school that your child(ren) has been certified to receive free meal benefits for the 2013-2014 school year.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child(ren) is eligible for the new school year.
8. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes, we may ask you to send written proof.

Free and Reduced Applications

- The application:
 - Attachment C
 - Updated yearly
 - 5 sections (parts)



2013-2014 FREE AND REDUCED PRICE SCHOOL MEALS FAMILY APPLICATION – COMPLETE ONE APPLICATION PER HOUSEHOLD

PART 1. FOOD STAMP/TEMPORARY ASSISTANCE BENEFITS

If any member of your household receives Food Stamps or Temporary Assistance, provide the name and case number for the person who receives the benefits below. Also complete Part 2, numbers 1, 2, and 3 for all students in the household. If no one receives benefits, fill out Part 2 completely.

Name: _____ Case Number: 00 _____

PART 2. HOUSEHOLD INFORMATION

1. Name – list everyone in household If Part 1 is complete list only students	2. Name of school building Name of school building for each child/student or indicate N/A if not in school	3. Grade	4. Check if a foster child legal responsibility of welfare agency or court	5. Gross income and how often it was received (weekly, every 2 weeks, 2x per month, monthly, yearly)								6. Check if no income
				Earnings from work before deductions		Welfare, child support, alimony		Pensions, retirement, social security, SSI, and VA benefits		All other income		
				Income	How often	Income	How often	Income	How often	Income	How often	
			<input type="checkbox"/>									<input type="checkbox"/>
			<input type="checkbox"/>									<input type="checkbox"/>
			<input type="checkbox"/>									<input type="checkbox"/>
			<input type="checkbox"/>									<input type="checkbox"/>
			<input type="checkbox"/>									<input type="checkbox"/>
			<input type="checkbox"/>									<input type="checkbox"/>
			<input type="checkbox"/>									<input type="checkbox"/>

PART 3. HOMELESS, MIGRANT, OR RUNAWAY STUDENT

If any student you are applying for is homeless, migrant, or a runaway contact the school/district Homeless Liaison/Migrant Coordinator at [phone number of Homeless Liaison/Migrant Coordinator]

PART 4. SIGNATURE (ADULT MUST SIGN)

An adult household member must sign the application. If Part 2 is completed, the adult signing the application must also list his or her last four digits of their social security number or mark the "I do not have a social security number" box. (See Privacy Act Statement.)

I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get federal funds based on the information I give. I understand that the school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

Sign here: _____ Print name: _____ Date: _____
 Address: _____ City: _____ Zip code: _____
 Phone number: _____ Last 4 digits of social security number: *** - ** - ____ I do not have a social security number

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

PART 5. STUDENT'S RACIAL AND ETHNIC IDENTITIES (OPTIONAL)

Mark ethnic identity
 Hispanic or Latino
 Not Hispanic or Latino

Mark one or more racial identities
 Asian Black or African American Native Hawaiian or Other Pacific Islander
 White American Indian or Alaska Native

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

DO NOT FILL OUT THIS SECTION. THIS IS FOR SCHOOL USE ONLY.

ANNUAL INCOME CONVERSION: WEEKLY X 52, EVERY 2 WEEKS X 26, TWICE A MONTH X 24, MONTHLY X 12 (USE ONLY IF MULTIPLE FREQUENCY)
 Food Stamps/Temporary Assistance Household size: _____ Total income: _____ Per: Week Every 2 Weeks Twice a Month Month Year
 Eligibility: Free Reduced Denied Reason: _____ Date withdrawn: _____
 Determining Official's Signature: _____ Date Approved/Denied: _____
 Confirming Official's Signature (For verification purposes only): _____ Date: _____

Free and Reduced Applications

It is important to remember:

- Parents have a right to not have their children receive free meals.
- Free and reduced price applications should be distributed because although eligible, some families do not apply for Food Stamps or Temporary Assistance.
- Every precaution must be taken by the LEA to protect the anonymity of students receiving free and/or reduced price meals. The distribution of the notices/letters to parents and Free and Reduced Price School Meals Family Application to households at the beginning of the year must be done in such a manner as to prevent overt identification and to ensure that no child is excluded from participation.



Free and Reduced Applications

- Processing Applications
 - Bottom section of application need to be completed by the school.
 - Carryover of Previous Year's Eligibility
 - 30 school days



Free and Reduced Applications

- Income Eligibility Guidelines
 - Free meals is based on 130% of poverty level
 - Reduced meals is based on 185%
 - Appendix 2



INCOME ELIGIBILITY GUIDELINES
(EFFECTIVE JULY 1, 2013 THROUGH JUNE 30, 2014)

Household Size	FREE MEALS - 130%					REDUCED PRICE MEALS - 185%				
	Annually	Monthly	Weekly	Every Two Weeks	Twice a Month	Annually	Monthly	Weekly	Every Two Weeks	Twice a Month
1	14,937	1,245	288	575	623	21,257	1,772	409	818	886
2	20,163	1,681	388	776	841	28,694	2,392	552	1,104	1,196
3	25,389	2,116	489	977	1,058	36,131	3,011	695	1,390	1,506
4	30,615	2,552	589	1,178	1,276	43,568	3,631	838	1,676	1,816
5	35,841	2,987	690	1,379	1,494	51,005	4,251	981	1,962	2,126
6	41,067	3,423	790	1,580	1,712	58,442	4,871	1,124	2,248	2,436
7	46,293	3,858	891	1,781	1,929	65,879	5,490	1,267	2,534	2,745
8	51,519	4,294	991	1,982	2,147	73,316	6,110	1,410	2,820	3,055
For each add'l person, add	5,226	436	101	201	218	7,437	620	144	287	310

Approving Applications

- Categorical Eligibility
 - Food Stamps
 - Temporary Assistance
 - FDPIR
- Extending Categorical Eligibility to other Household Members



Non-traditional situations

- Foster Children
- Child Residing in an Institution
- Child Away at School
- Temporary Approval (bye-bye)



MO HealthNet

- Missouri Senate Bill 583-2010
 - Public and Charter LEAs
 - Non-public LEAs are encouraged to participate, but not required
 - RCCIs are excluded from this requirement



MO HealthNet – LEA Responsibilities

- Provide the Request for Information form
- If the Request for Information form is returned and checked **NO**
 - Send the family the MO HealthNet Application
- Keep all forms that are returned to LEA
 - Separate the **NO** and the **YES**



MO HealthNet for Kids Data Collection form

- Complete the MO HealthNet for Kids Data Collection form
 - Return Collection form to DESE, SFS
(usually the end of November)
 - If information is updated after the initial due date, submit a revised form to DESE, SFS



Application Questions?



DIRECT CERTIFICATION



Direct Certification

- A new Direct Certification process will be implemented beginning in the 2013-14 school year for all public LEAs and in the 2014-15 school year for all non-public schools and Residential Child Care Institutions (RCCIs).
- The new process will provide LEAs with Direct Certification eligibility utilizing the Missouri Student Information System (MOSIS).
- All non-public schools and RCCIs will continue with the current process for the 2013-14 school year.
 - Download available in July, October and January.
 - Run report using zip codes



Direct Certification – New Process

- DESE, SFS, entered into an agreement with the Missouri DSS to obtain a computerized listing of all the children in Missouri between the ages of zero (0) and twenty-one (21).
- Direct Certification updates will be provided monthly.
- All LEAs are required to download at a least 3 times a year, but schools are strongly encouraged to download Direct Certification on a monthly basis.
- This process was designed to simplify the application procedure for families, increase participation by eligible children, and reduce paperwork at the LEA level.
- Students directly certified are considered eligible for the entire school year and are excluded from Verification.



Direct Certification

- New Public Direct Certification Process presentation.



Direct Certification Questions?



VERIFICATION



Verification



- Verification is confirmation of eligibility for free and reduced price meals under the National School Lunch Program and School Breakfast Program.
- Verification must include either confirmation of income eligibility or confirmation that the child is included in a certified Food Stamp household or Temporary Assistance unit.



Verification

□ General Requirements

- Annually, each LEA must select and verify an exact sample of applications approved for benefits.
- LEAs must use either a basic sample size method or an alternate sample size method.
- The required sample size is based on:
 - The total number of approved applications on file on October 1 and
 - The non-response rate of the previous school year.
- The LEA must complete verification of the exact required sample size by November 15.
- The LEA must complete a verification summary report on our web application system by December 15.



Verification

- Determining which method to use:
 - Basic (now called standard)
 - LEAs that had a non-response rate of 20 percent or more for the prior school year.
 - The sample size is determined by selecting 3 percent or 3000 (whichever number is lower) of all approved applications.
 - The verification sample size is drawn from error-prone applications.
 - Error-prone applications are applications within \$100 monthly or \$1,200 annually of the maximum amount allowed for a household.



Verification

□ Other Sample Size Methods

■ Alternate I (Random)

- sample size is determined by selecting 3 percent or 3000, whichever is less, of all approved applications on file on October 1, selected at random.
 - Count the total number of approved applications on file October 1.
 - Multiply the total by .03 (3%)
 - Round decimals upward.
 - At least one application must be verified.
 - e.g., 310 applications \times .03 = 9.3 applications, round to 10 applications. The LEA must verify 10 applications.
- Randomly select the required number of applications.



Verification

□ Other Sample Size Methods

■ Alternate II (Focused)

- The sample size is determined by selecting 1 percent of all approved applications or 1,000 (whichever is less) with sample selected from error-prone applications; plus the lesser of .5 percent (half of 1 percent) or 500 applications approved on categorical eligibility (Food Stamp or Temporary Assistance). If there are not enough error-prone applications LEAs must select the remainder to be verified at random from additional applications (both income and case number applications) to complete the required sample size.



Confirming Official

When the applications are selected, a “*confirming official*” should confirm the accuracy of the original approval.

Confirming Official refers to an individual other than the original determining official who must review all applications selected for verification for correct initial approval prior to conducting any other verification activity.



What if they are denied benefits?

- All households for whom benefits are to be reduced or terminated MUST be given 10 **calendar** days advance notice of the change.
- The first day of the advance notice period is the day the notice is sent.
- The notice MUST advise the household of the following:
 - The change in benefits.
 - The reasons for the change.
 - That an appeal MUST be filed within the 10-day advance notice period to ensure continued benefits while awaiting a hearing and decision.
 - The instructions on how to appeal.
 - That the household may reapply for benefits at any time during the school year.
 - That Food Stamp/Temporary Assistance households may submit an application containing household names and income information and provide written evidence of household income and the social security numbers of adult household members.



Follow-up Activities

The LEA must make at least one attempt to obtain the necessary verification information from households that fail to respond to the initial request for verification.

The attempt may be made through the mail, by telephone, by e-mail, or through personal contact. The LEA must document any attempts and the results.

If the LEA is unable to verify the household's eligibility status after the follow-up attempt(s), the household's benefits must be terminated through a written notice of adverse action.



Reporting Verification

OMB APPROVED NO. 0584-0026
Expiration Date: 04/30/2016

Department of Agriculture, Food and Nutrition Service School Food Authority (SFA) Verification Collection Report			
State agencies must report the information on this form ANNUALLY for each SFA with schools operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.			
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number. The valid OMB number for this collection is 0584-0026. The time required to complete this information collection is 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection.			
State Agency Name:	SFA ID#:	Type of SFA: <input type="checkbox"/> Public <input type="checkbox"/> Nonprofit/Private	School Year: From: 20 To: 20
SFA Name:	SFA City:	SFA Zip code:	
Section 1 Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	**All SFAs must report Section 1**		A. Number of Schools OR Institutions
	1-1: Total schools (Do not include RCCIs):		B. Number of Students
	1-2: Total RCCIs (Do not include schools counted in 1-1):		
	1-2a: RCCIs with day students (Report ONLY day students in 1-2a):		
1-2b: RCCIs with NO day students:			
Section 2 SFAs with schools operating alternate provisions	**ONLY SFAs with alternate provisions must report Section 2**		A. Number of Schools AND Institutions
	2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:		B. Number of Students
	2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:		
	2-2a: Provision 2/3 students reported as FREE in a NON BASE year:		
	2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		
	2-3: Operating the Community Eligibility Option:		
2-4: Operating other alternatives for NSLP and SBP:			
2-5: Operating an alternate provision(s) for only SBP or only NSLP:			
Section 3 Students approved as FREE eligible NOT subject to verification	**ALL SFAs must report Section 3 or check box 3-1 if applicable**		B. Number of FREE Students
	3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)		
	3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.		
	3-3: Students directly certified through other programs: include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Free-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.		
3-4: Students certified categorically FREE eligible through SNAP letter method: include students certified for free meals through the family providing a letter from the SNAP agency.			
Section 4 Students approved as FREE or REDUCED PRICE eligible through a household application	**ALL SFAs collecting applications must report Section 4**		A. Number of Applications
	4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)		B. Number of Students
	4-2: Approved as FREE eligible: Based on household size and income information		
	4-3: Approved as REDUCED PRICE eligible: Based on household size and income information		
T-1: Total FREE Eligible Students Reported:			T-2: Total REDUCED PRICE Eligible Students Reported:

ALL SFAs must report Section 5 or check box 5-1 if applicable					
5-1: <input type="checkbox"/> Check the box if ALL schools and/or RCCIs are exempt from verification (see instructions for list of exemptions). If 5-1 is checked, no further reporting in Section 5 is required.					
5-2: Was verification performed and completed?			5-3: Type of Verification process used:		
<input type="checkbox"/> Yes, completed by November 15th			1. <input type="checkbox"/> Standard (Lesser of 3% or 3,000 error-prone)		
<input type="checkbox"/> Yes, completed after November 15th			2. <input type="checkbox"/> Alternate one (Lesser of 3% or 3,000 selected randomly)		
<input type="checkbox"/> No, verification was NOT performed or the process was not completed.			3. <input type="checkbox"/> Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)		
If 1 or 3 is checked in 5-3, report 5-4.		5-4: Total ERROR PRONE applications: Report all applications as of October 1st considered error prone		5-5: Number of applications selected for verification sample:	
If 2 is checked in 5-3, enter "N/A" in 5-4					
ALL SFAs must report 5-7 or check box 5-6 if applicable					
5-6: <input type="checkbox"/> Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7.				A. Number of Applications	B. Number of Students
Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th				5-7: Confirmed through direct verification:	
5-8: Results of Verification by Original Benefit Type					
For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B.					
A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1. Responded, NO CHANGE:			1. Responded, NO CHANGE:		
2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to REDUCED PRICE:		
3. Responded, Changed to PAID:			3. Responded, Changed to PAID:		
4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:		
VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.					

New form and reporting guidance (SP 38 -2013)

VERIFICATION REPORT

- Stay tuned for a future webinar from us
 - Form will be on the web applications



Reporting Verification

The Verification Report is available in the School Food Services Web Application system. Click on the Applications Tab.



The screenshot displays the 'School Nutrition Programs' web application interface. At the top, the title 'School Nutrition Programs' is centered. To the right, the logo for the 'Missouri Department of Elementary & Secondary Education' is visible. Below the title, a navigation menu contains several tabs: 'Applications', 'Claims', 'Reports', 'Security', 'Search', 'Year', 'Help', and 'Log Out'. A green arrow points to the 'Applications' tab. Below the navigation menu, the text 'Welcome to the School Nutrition Programs' is displayed. Underneath this text is an illustration of three stacks of books, each with an apple in front of it. At the bottom of the page, the text 'Last Updated: 9/9/2010' is shown.



GETTING THERE

Select Verification Report.



School Nutrition Programs

Missouri Department of Elementary & Secondary Education

Applications | Claims | **Reports** | Security | Search | Programs | Year | Help | Log Out

Applications > School Year: 2010 - 2011

Item	Description
Application Packet	Applications and Agreement Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Food Safety Inspections	Number of Food Safety Inspections by Site
Financial Report	School Food Annual Revenues and Expenditures Report



REPORTING VERIFICATION

What is the same?

- Still report applications on October 1
- Students eligible count from October 31
- Must separate and report in the same categories:
 - Free Eligible-Not Subject to Verification
 - Free Eligible-Categorically Eligible
 - Free Eligible-Income Eligible Free
 - Reduced Price Eligible – Income Eligible Reduced Price

What is different?

- The food stamp eligible students will be separated from temp/foster etc...



WHERE DO FOSTER CHILDREN GO?

On list from Department of Social Services, Children's Division:

- Free Eligible – Not Subject to Verification

On application but has letter from Department of Social Services, Children's Division:

- Free Eligible – Categorically Eligible

On application with no documentation:

- Free Eligible – Categorically Eligible



EXTENDED CATEGORICAL ELIGIBILITY TO ADDITIONAL CHILDREN IN THE HOUSEHOLD

Children eligible for free meals based on categorical eligibility are classified under the same category as the person who extended the eligibility.

- If the person who extended eligibility was directly certified, all children in the household are directly certified.
 - Report as Free Eligible – Not Subject to Verification
- If a child is listed on an application with a person having a Food Stamp/Temporary Assistance or FDPIR case number, then all children in the household would be eligible for free meals.
 - Report as Free Eligible – Categorically Eligible



Verification Date Summary

- ❑ October 1 – Select Sample Size of Applications
(Students as of October 31)
- ❑ November 15 – Verification Completed
- ❑ December 15 – Verification Report Due



VERIFICATION GUIDANCE

- *Verification Guidance* will be updated. Located under Publications on the School Food Services website - www.dese.mo.gov/divadm/food
- *USDA's Eligibility Manual for School Meals* is also located under Publications and provides guidance for verification.
- Stay tuned for our webinar on the new verification reporting process



Verification Questions?





HAVE A GOOD SUMMER!

SCHOOL FOOD SERVICES

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SCHOOL FOOD SERVICES

RECORDS

PART 2

Topics to discuss

- Paid Lunch Equity Tool
 - How often
 - How to complete
 - Where can the money come from
- Non Program Foods
 - What are they
 - USDA tool
- Files to keep
 - What is needed



PAID LUNCH EQUITY TOOL



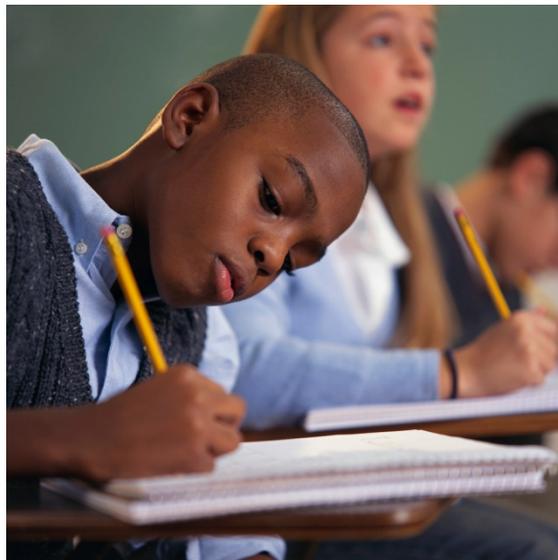
Paid Lunch Equity Tool

- To ensure that sufficient funds are provided to the food service account for paid lunches
- Paid Lunch Equity (PLE) is an **annual** calculation



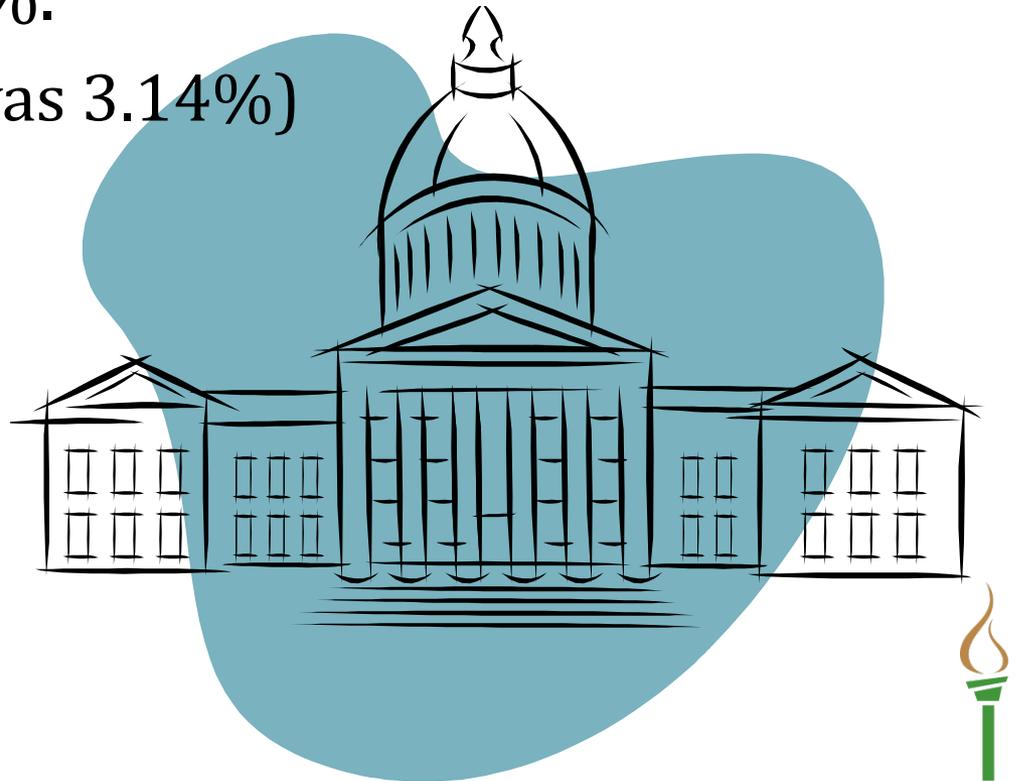
Paid Lunch Equity Tool

- Compare the average price for paid lunches to the difference between free and paid lunches.
- Federal reimbursement for free (\$2.86) and paid (\$.27) meals
 - For SY 2012-2013 the difference was \$2.59



Paid Lunch Equity Tool

- 2013-14 lunch increase is calculated using 2% (inflation) plus 2.93% (consumer price index), for a total of 4.93%.
 - (last years total was 3.14%)



Paid Lunch Equity Tool

- Use the USDA Paid Lunch Equity Tool
(Fill in the “peach” colored areas)
- Will never be required to increase more than 10 cents per year
 - Tool always rounds down to 5 or 10 cents
 - Any extra amount will be carried forward each year



Paid Lunch Equity Tool

- In Simpler terms, if your school charges less than \$2.59 for paid lunches -
 - must adjust weighted average lunch price
 - add non-federal funds to the non-profit school food service account.



Weighted Average Lunch Price

- Data needed to calculate weighted average price for 2013-14
 - Unrounded price requirement for SY 2012-13 or SY 2010-11 weighted average price
 - All paid lunches for October 2012
 - Number of paid lunches served associated with each paid lunch price in October 2012



Paid Lunch Equity Tool

Open Tool



Paid Lunch Equity Tool

- Data needed to calculate non-federal sources
 - SY 2012-13 weighted average price
 - All paid lunches served in SY 2012-13
 - The total dollar amount of SY 2012-13 non-Federal contribution (if any)



Non-Federal Sources

What is allowed?

SP 34-2013 (April 2013)

- Any per-meal non-Federal reimbursement for any paid meal
 - Missouri once a year state payment is for ALL meals
(will not work)
- Any proportion attributable to **paid** meals from direct payments made from school district funds to support lunch service
 - If program is already being subsidized from the general funds
 - Ear mark monies to cover the raised amount
- Three-month excess balance
 - Schools can ask for a waiver from the PLE tool



Non-Federal Sources - Unallowable

- Money from non program foods
 - A la Carte items
 - Catering
 - Adult meals
 - Vending, school store, etc...

- In-kind contributions
 - Charging for janitorial services, café monitors, office supplies, utilities that were provided without cost prior to July 1, 2011



Non-Federal Funds

- How do we report nonprogram funds?
 - School Food Services, Financial Report
 - Part 1- Revenues and Expenditures
 - 4. “Adjustment to Balance”



Paid Lunch Equity Tool

- Each year print a copy of the PLE Tool and keep in your records

- The State agency is required to provide yearly to USDA the most frequently charged meal price by elementary, middle/junior high and high school levels.
 - USDA will post on website



Paid Lunch Equity Questions?



REVENUE FROM NON-PROGRAM FOODS



Revenue from Nonprogram Foods

- SP 39-2011
 - Tool available
 - Question and Answers

- To ensure that revenue from the sale of nonprogram food is at least equal to the cost of the food



What is Nonprogram Foods?

- Food sold outside of program meals, but purchased with funds from the school food service account
 - A la carte items
 - Adult meals
 - Items purchased for fund raisers, vending, school stores, etc...
 - Catering



Nonprogram Food Revenue Tool

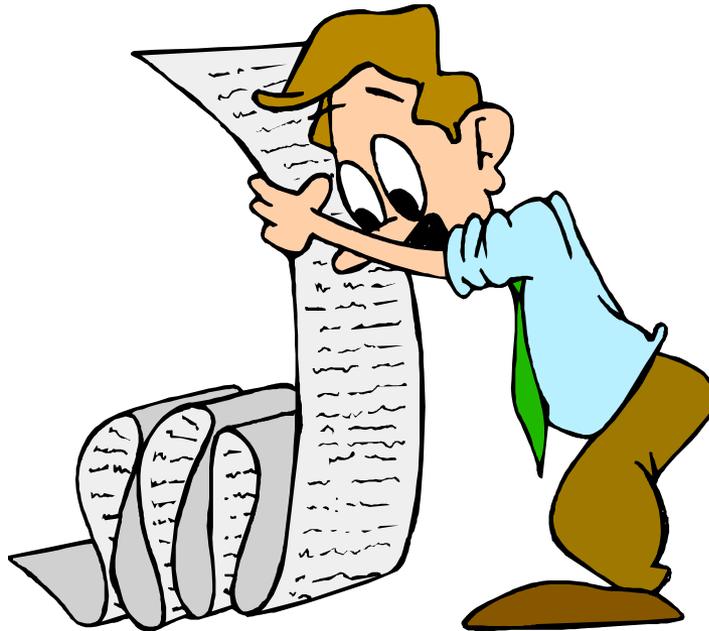
- Cost of program food
 - reimbursable meals
- Cost of nonprogram food
 - a la carte, vending...
- Total nonprogram food revenue
- Total revenue
 - federal and state reimbursement, student payments for reimbursable meals, a la carte, income from catering, adult meals, vending, etc...



Nonprogram Revenue Calculator		
Enter the cost for reimbursable meal, cost of nonprogram food and total revenue		
Cost for Reimbursable Meal Food	\$	450,000
Cost of Nonprogram Food	\$	50,000
Total Food Costs	\$	500,000
Total Nonprogram Food Revenue	\$	90,000
Total Revenue	\$	1,000,000
Minimum portion of revenue from nonprogram funds		10%
Minimum Revenue Required from the Sale of Nonprogram Foods	\$	100,000
Additional Revenue Needed to Comply	\$	10,000

Nonprogram Foods Revenue Tool

- Must keep at the school
- Will be looked at on 3 year review



Nonprogram Foods Questions?



DOCUMENTS TO KEEP



Documents to Keep

- Approved/Denied Meal Benefit Forms
 - Correspondence or notes
- Direct Certification Documents
 - Printed copy of lists
 - Do not need to keep an application if family is on the Direct Certification list too
- All Verification Documents
 - Method of Selection Form
 - Notices of Selection
 - Documents Submitted by Household
 - Notification of Change in Benefit Level
 - Verification Summary Form



Documents to Keep



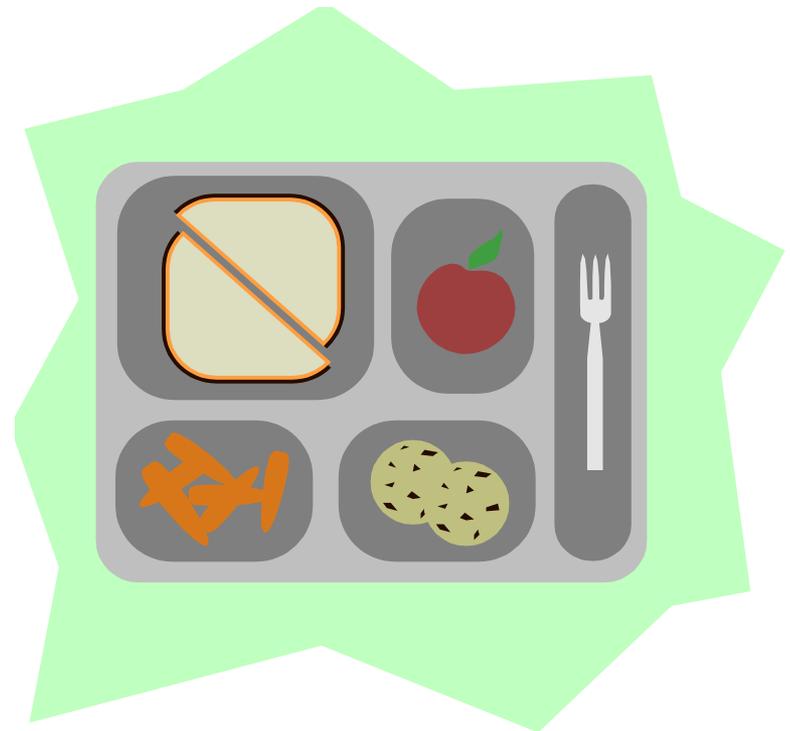
- Daily Participation Records
 - Supporting Documents
- Paid Lunch Equity Tool
- Nonprogram Tool
- Civil Rights Training



Documents to Keep

Kitchen Records:

- Menus
 - Production Records, Recipes
- Labels
 - CN (Child Nutrition)
 - Nutrition Facts
- Invoices
 - Repairs and Services Purchased
- Inventories of Food and Equipment
- Bid Documents



How will I be updated?

- USDA memos on School Food Services website
- Notifications emailed to Authorized Representative of the NSLP
- Administrative memos to Superintendents in public schools
- Future trainings and webinars





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