



Effective Date of Eligibility Determinations

KDE

Division of School and Community Nutrition

2015

Flexibility

There is a flexibility available in determining the Effective Date of Eligibility Determination when processing applications or determining eligibility through direct certification.

August 2014 Eligibility Manual pg. 70 - 71

Applications

- o SP 11-2014, *Effective Date of Free or Reduced Price Meal Eligibility Determinations.*
- o This was reviewed in annual training last year and a question was added to the sponsor application last year to enable approval to use this flexibility in districts.

Applications

- o Eligibility is established when the application is processed.
- o Flexibility – establish the date of submission of a complete application as the effective date of eligibility.

Direct Certification

- Released after application approval process was in place last year.
- A question has been added to the upcoming renewal sponsor application for districts to seek approval.

Automated Matching

- Effective date of eligibility for DC download files is the date in which the file is accessed in the district and children are identified when the information is compared to enrolled student information.

Automated Matching Flexibility

(Monthly DC Download)

- o Establish the date of eligibility as the date in which the district receives the DC download file even if the file is not immediately accessed and matched with their enrolled students.
- o Date DC download notification received.

Other Documentation Flexibility

(Signed lists or other notifications)

- o Establish the date of eligibility as the date in which the information is submitted to the district and not the date in which the SFA receives the signed list from the appropriate coordinator.
- o Must have a traceable and documented method to support the established date.

Effective Eligibility Date

- Requires prior approval by the SA
- A question will be added to the sponsor application in CNIPS.
- Include in meal counting and claiming procedures of Policy Statement.

Application Flexibility

- o Must be used in all schools throughout the district.
- o Eligibility extension rules apply (SNAP, KTAP and Medicaid).
- o Must have a process in place to document the date the application was received (example, date stamp).

Application Flexibility

- Must discharge debt or refund any paid by or on behalf of the child in the time period between submission and processing of the application in order to claim meals at the new eligibility status during that time.

Direct Cert Flexibility

- o Both the automated matching and the other forms of documentation must be implemented in order to be approved.
- o Must be utilized at all schools.
- o Eligibility extension rules apply (SNAP, KTAP and Medicaid).

Direct Cert Flexibility

- o Must discharge debt or refund any paid by or on behalf of the child in the time period between the date information was available to the district and when it was accessed and students identified in order to claim meals at free rate during that time.
- o A date stamp or another method to document the date in which the district receives the information (other DC).

Flexibility Approval

- o Indicate in the sponsor application the flexibility the district is seeking approval for.
- o Update meal counting and claiming procedures to reflect flexibility being used in the district and describe processes implemented to ensure compliance with requirements.

Thank you!

“The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).