

## **INSTRUCTIONS REGARDING ATTACHMENTS SCHOOL NUTRITION PROGRAMS**

### **Attachment A - Income Eligibility Guidelines for School Food Authority (SFA) Officials**

Keep this attachment at the SFA for use in determining household eligibility for free or reduced price meals throughout the applicable program year. Do not send this attachment to families.

### **Attachment B1, B2, and B3 - Parent Letter and Application**

Choose the appropriate attachment for your SFA's program. Complete it as you will send it to the households in your district and return to Child and Adult Nutrition Services with Part 1 - Combined Application. The instructions for each type of application designate which changes do not need prior approval. Agencies that are beyond their base year for one of the special provisions do not need to gather applications. Residential Child Care Institutions that have day students must utilize an application for the day students, but use the roster (Attachment E) for the residential children.

The applications are changed from those used previously by providing boxes for families to check how frequently income is received. It is hoped that this will reduce the errors of missing frequency.

B1 is for pricing programs – those that charge students for lunch and/or breakfast.

B2 is for nonpricing programs – those that do not charge students for either lunch or breakfast.

B3 is for pricing special milk where applications for free milk are accepted.

If the agency is making changes beyond those authorized, Child and Adult Nutrition Services staff must approve those prior to applications being distributed. In order to speed up the process, you can email the application and letter to [DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us) with a subject line "F&RP Application for review and approval".

### **Attachment C - Sample Notification Letter**

This attachment is to be used to notify households in the SFA that completed an application and were approved for free or reduced price meals. This is for pricing School Lunch and/or School Breakfast or Option 2 in Special Milk. Fill this out just as you will use it for the households. Other SFAs can disregard this. Complete it as you will send it to the households in your district and return to Child and Adult Nutrition Services with Part 1 - Combined Application. If you use an electronic system, send along a copy of the letter the electronic system prints out.

### **Attachment D - Sample Notice of Direct Certification**

Fill out this attachment to notify families they are directly certified for free meals as it will be used for the households in the SFA if the program is a pricing School Lunch and/or School Breakfast or Option 2 in Special Milk. Other agencies can disregard this. Complete it as you will send it to the households in your district and return to Child and Adult Nutrition Services with Part 1 - Combined Application. If you use a computer system, send along a copy of the letter the computer system prints out.

### **Attachment E - Prototype Roster for RCCIs only**

If the SFA has a site that is a residential child care institution (RCCI), this roster applies. It shows the kind of information that must be available for each child whose meals are claimed for reimbursement. This is a prototype only - it should not be filled out with children's names for submission with application. That information is kept on file at the SFA. If the SFA uses an electronic format, a sample should be sent in (with children's names blocked out) in order to show that the correct information is maintained and available.

## **Attachment F - Verification and On-site Monitoring Plan**

This attachment enables the SFA to plan for completion of these required procedures and put it on the calendar of the responsible person. Complete the document and send it in with the Part 1 Application. If part of the process does not apply to your SFA, there is a box to check to indicate that. Numbered memos NSLP 51.5 (Guidance for Verification of Applications), memo 52.1 (On-Site Review Worksheet), and memo 36 (Update to the Afterschool Snacks) will explain verification and on-site monitoring responsibilities, respectively.

## **Attachment G – Information Update**

This attachment gathers information that needs to be updated or verified annually or that changes frequently and enables CANS to collect additional new information. Most agencies complete one form per SFA and return with the application. You may attach additional pages if needed.

This attachment has been revised in some areas to gather more or clarified information based on changed requirements from USDA and discoveries during administrative reviews.

Areas of change:

2 – Afterschool Snacks – more clarification for which sites are continuing and which are discontinuing afterschool snacks.

4 – More descriptive options provided. The PLE tool must be provided to CANS. It can be submitted to DOE.SchoolLunch@state.sd.us with a subject line “PLE tool (SFA name)”

6 – Additional information needed due to changed requirements. Agencies required to do independent review of all applications have been notified in a separate process.

### **Determining/Hearing Officials:**

Nonpricing programs do not need a hearing official.

Enter the names and information of the official(s) who will

b. determine the eligibility of applicants for free and reduced price meals

c. be authorized to access MATCH to complete direct certification

d. hear any appeals made by parents if they disagree with the original determination. The hearing official must rank higher than or be independent of the determining official.

e. be responsible for completing verification, including the second review of applications selected for verification. If the same person is listed for b & e, someone else must complete the review of applications selected for verification prior to beginning the contact with the household regarding verification.

7 – New information based on flexibilities offered starting in '13-14.

## **Attachment H – Annual Severe Need Breakfast Determination**

This attachment explains how the SFA can determine if the sites are eligible for severe need breakfast rates. The electronic worksheet can be accessed from the CANS website. Complete on line, print out, and return with the agreement. Contact CANS for a copy of the worksheet to be emailed to you if you cannot access it electronically. No changes beyond the year which calculation is based on.

## **Attachment I - Annual Financial Statements and Audit Requirements**

This attachment is required annually. Public districts submit this electronically to the Office of Finance and Management and do not need to submit it again with this application.

Any nonpublic SFAs that plan to charge indirect costs to the non-profit food service account must have prior approval from the state agency. Contact the Office of Finance and Management/Grants Management for further information.

### **Attachment J - Attestation Statement for Meal Pattern and Dietary Specification Compliance**

This form is required annually to provide assurance that the SFA is following the new meal pattern requirements. Review, complete, sign, and submit with Part 1 and other attachments.

### **Attachment K – - Meal/Milk Count Method**

This is a new attachment. More complete information is needed based on findings during the administrative reviews so that we can ensure together that an acceptable method is used.

Point-of-service means that point in the meal service where a determination can accurately be made that a reimbursable free, reduced-price, or paid meal, or free or paid milk has been served to an eligible child. This is traditionally at the end of the serving line after children have had an opportunity to take all items offered as part of the reimbursable meal.

Alternate systems mean the count is taken in a different manner. Alternate systems must be approved by CANS. Some examples:

- 1) Meals are served family style and the names of children are checked on the roster immediately after they have been served and a determination is made that meals claimed are reimbursable.
- 2) Tickets are taken or roster is checked off at the beginning of the meal service line and the last person in the line or a lunchroom supervisor placed at the end of the line observing all meals makes sure that all children have the right number of food items on their trays. In this instance, a method to let the person completing the roster know if a child does not take a reimbursable meal so the meal is not claimed for reimbursement.
- 3) Children are seated and their individual meals are brought to them. The names of children are checked on the roster immediately after they have been served. Provide additional information to describe any alternate systems used by each site in the Local Agency.

### **Attachment L - Public Notification and State Issued Public Release**

The State Agency will send this release with eligibility guidelines to all local papers and the Department of Labor's Career Centers. SFAs should feel free to provide additional information to the media. SFAs should also provide this information to any grassroots organizations that may assist in providing information relating to free and reduced-price meals.

If a layoff should occur that would require notice to the company, to Social Services or other organizations working with the displaced workers, this release should be used as a guide to provide information to the company. Refer to South Dakota numbered memo NSLP-66 for additional information.