



COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

P. O. BOX 2120

Richmond, Virginia 23218-2120

SNP Memo #09-10-06

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Catherine Digilio Grimes, MS, RD, LDN, SNS
School Nutrition Programs

Catherine Digilio Grimes

DATE: June 1, 2010

SUBJECT: Prototype Application Materials for School Year 2010-2011

The 2010-2011 electronic agreement in the School Nutrition Program Web system (SNPWeb) is available for school divisions to begin data entry.

The **Online Forms** section in SNPWeb contains the prototype materials for households applying for free or reduced price meals. The materials include meal application forms and letters that local educational agencies (LEAs) and institutions may use. Any modification or customization to the prototype documents including those that are pre-print letters from a software program **MUST** include all required elements as in the prototype. If the Eligibility Notification Letter printed from your software includes an expiration date for carry over into the 2010-2011 school year, you may consider eliminating that information from the letter. All documents that are modified or customized **MUST** be sent to the Department of Education, Office of School Nutrition Programs, for review and approval prior to being printed.

There are several changes to the 2010-2011 prototype forms. Please read them carefully.

The major changes are as follows:

1. Meal Application :

- a. Date change to 2010-2011
- b. Part 3 - ADD - *Use a separate application for each foster child.*
- c. Part 4 - First line of the chart- Change "for example" to *Use the following.*
- d. Part 5 - change the order of Racial and Ethnic Identities - Ethnic identity comes first.

2. Instructions for Completing the Household applications:

- a. First paragraph - ADD: *A new application must be filled out each new school year.*

- b. Part 3 - Move the Sentence -*Use a separate application for each foster child* from the end of item #2 to the end of the sentence at the beginning of Part 3.
- c. Part 4 - ADD two new sentences related to Military and renumber item 3 as item #5
 - #3. *Military families: If you get a Basic Allowance for Housing (BAH) to live off-base this **MUST** be included as income. If your housing is part of the “Military Housing Privatization Initiative,” do not include this housing allowance as income.*
 - #4. *If combat pay is received in addition to basic pay because of deployment and it was not received before deployment, do not count as income.*
- d. Part 4 - Change the order for the words Racial /Ethnic
- e. Privacy Act Statement- Changed from last year. Replace old with the new one.

***Privacy Act Statement:** 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 social security number of the adult household member who signs the application. 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*

3. **Letters to Households -**

- a. Page layout changed for two columns to one.
- b. First paragraph ADD: *Children need healthy meals to learn.*
- c. Second paragraph - ADD Sentence at the end. ***YOU MUST SEND IN A NEW FAMILY APPLICATION FOR THIS SCHOOL YEAR.***
- d. Income Chart - Deleted. New paragraph in place of the Income chart ADD: ***FEDERAL INCOME GUIDELINES: Your child(ren) may be eligible for free meals or meal at a reduced price if you household income is within the limits of the federal income eligibility guidelines.***
- e. Other Benefits -- ADD to the end of the paragraph --*You may qualify for other assistance programs. To find out how to apply for SNAP or other assistance programs, contact the local social service office in your area.*

4. **Eligibility Notification Letters** (both Direct Certification and Applications)

- a. Added a sentence to address the extension of categorical eligibility- *Students living in the household who are not listed above may also be eligible for meal benefits. Please call: Name _____ Phone # _____*

If you have questions please contact the School Nutrition Programs staff assigned to your division or me at (804) 225-2074.

CDG

c: SNP Staff