

# Start of Year Checklist

## For Free and Reduced-Price Software Systems

Start your school year out right! Use this resource annually to ensure your free and reduced-price software system is operating compliantly.



**COLORADO**  
Department of Education

### Application Approval

- Income eligibility guidelines are updated to the most recent guidelines published by School Nutrition Unit
- Income is calculated correctly (annualized when frequencies differ)
- Ability to select correct frequency (weekly, bi-weekly, 2x/month, monthly and annual)
- Ensure other source categorical applications (migrant, runaway, head start, foster, homeless) are not automatically approved
- Ability to add additional students to, and amend, existing applications
- Differentiates case number applications vs. direct certification status

### Direct Certification

- Ability to categorize the qualify type of direct certification (SNAP, TANF, migrant, foster, head start, runaway, homeless)
- Ability to differentiate extended eligible students vs. directly certified student
- Direct certification with SNAP remains precedent even if household submits an application
- Extended eligibility is properly documented (date, method and original directly certified student)

### Notification Letters

- All templates generated by software system are compliant. May include:
  - Information Letter to Households
  - Eligibility Letters
  - Verification Notification/Results Letter

### Online Applications

- Ensure online applications only accept valid case numbers and/or are queued for manual approval.
- Ensure the information letter to household, use of information and non-discrimination statement are accessible within the electronic version
- Meet all application requirements, including obtaining electronic signature

### Carryover

- Ensure students have rolled over into new school year correctly
- Carryover date is 30 operating days per site/grade group start dates; Cannot have district-wide drop-off date if sites/grades have different start dates

### Approved Online Application Vendors

- PrimeroEdge
- Infinite Campus
- MCS/Heartland
- NutriLink
- PaySchools
- Horizon
- EZMealApps
- Titan

*If your vendor is not listed, School Nutrition Unit will need to approve the online application during the renewal process.*

### Requirements for Notification Letters:

- Eligibility Manual
- School Nutrition Templates

### Application/Online Application Requirements:

- Eligibility Manual
- USDA Webpage: <https://www.fns.usda.gov/school-meals/web-based-prototype-application>