5/4/12

Free and Reduced Packet

Good Afternoon, F&R Contacts,

**Free and Reduced Packet**

We have a gift for you! Our prototype F&R packet for 2012-2013 is now ready and has been posted online at <http://www.cde.state.co.us/cdenutritran/nutriformsbook.htm>. A Spanish translation of the Letter to Parents, Instructions, Application, Notification Letter, and Information Release will also be posted in the coming days in a separate document on our website. Keep an eye out on our website for this translated packet.

\*\*Like last year, if your district makes any changes to our prototype (other than filling in district specific information in the bold bracketed fields), you will need to submit your application to our office for approval. Please send an email to [otey\_j@cde.state.co.us](mailto:otey_j@cde.state.co.us) and include a copy of your letter, instructions, and application; allow for 3 weeks’ processing time.\*\*

A change for this year, regarding Homeless, Migrant, & Runaway

The Eligibility Manual, p.20-21; 26 states:

*Children may be categorically eligible due to Other Source Categorical Eligibility status through an application (or direct certification). Under this designation, an appropriate box on the application must be checked indicating the child’s status. The child is determined eligible for free meals and the LEA must then document the status with appropriate officials for each program (as described below). A complete application must provide:*

* *Names of children for whom application is made;*
* *Indication of child’s categorical eligibility status (a box for each category is shown on the application and households must check the appropriate one); and*
* *Signature of adult household member.*

*When an LEA receives an application with any of the Other Source Categorical Eligibility categories checked, the determining official must document free meal eligibility for each child in any of those categories as described in Part 5. An appropriate official from the agencies must confirm a child’s status either through direct contact to the agency or by a list of names provided by the agency.*

Eligibility determinations must still be made within 10 operating days of the receipt of the application.

**Approval Form for Online Applications**

Again this year: CDE has a form for districts to complete if they wish to begin using a system that allows for the submission of F&R applications online. This form can be located on our website at <http://www.cde.state.co.us/cdenutritran/nutrfreeandreducedmaterials.htm>. Please note: This form must be submitted, and approval must be issued from CDE before districts may begin using online application systems. Districts with approved systems in 11-12 were emailed renewal forms individually.

**Provision 2**

Provision 2 is an option in the National School Lunch Program whereby districts take applications one year; establish percentages of free, reduced, and paid; and then apply these percentages to meals served during three subsequent years in order to determine meal counts by type for the reimbursement claim. In this option, meals are served free of charge to all students. If you are interested in this option, please see our Provision 2 memo, which has been posted at <http://www.cde.state.co.us/cdenutritran/nutrimemos.htm>.

**Direct Certification**

We anticipate that the Direct Certification system will be open around the beginning of July. More information will be sent before then to those individuals who have access to the Direct Cert system.

**Free and Reduced Training Information**

Information regarding the annual mandatory Free and Reduced Training will be sent out within the next two weeks. All details will be provided at that time.

Please let us know if you have any questions, and enjoy the rest of the school year!

Thank you,

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