5/22/12

Homeless, Migrant, Runaway

Dear Free and Reduced Contacts,

We wanted to give you further/updated guidance regarding homeless, migrant, and runaway.

* Applications must contain a box for each category (homeless, migrant, runaway), for households to check the appropriate one.
* Separate boxes do not need to be shown for each child, though an SFA can have separate boxes. Please note: Previous USDA guidance we had received stated that separate boxes were required, so this is a change from the guidance we have been providing.
* If a box is checked, the SFA needs to make a good faith effort to contact the appropriate liaison to confirm the child’s status (if the child has not already been determined to be free) within the 10-day processing time. Checking the H, M, R box does not automatically make a child free; however, applications with these boxes checked are given a free status once documentation is obtained from the appropriate liaison. Households do not need to complete the SNAP/FDPIR or income sections. If the H, M, R status is not able to be confirmed with the liaison, the application would be incomplete.
* Homeless, migrant, and runaway students can still be determined to have a free status without an application, by the SFA receiving the required documentation directly from the appropriate liaison.

A couple of other notes:

Again this year, our office is allowing software companies to submit applications for approval on behalf of any districts with which they work. Therefore, if you work with a software company, and they have approved their template with our office, you will be allowed to use their template without seeking further approval from our office, if no further changes are made. Be certain you receive from your company a copy of the CDE-issued email approving the template. Currently, the CDE OSN has just today approved an MCS prototype.

We are still working on a Spanish translation for the free and reduced forms and will notify you as soon as these are ready.

Thank you,

Jennifer Otey

Consultant

Office of School Nutrition

Colorado Department of Education

1580 Logan St. #760

Denver, CO 80203

Nutrition Main Line-303-866-6661

Direct Line-303-866-6450

Fax-303-866-6133