

Acceptable Documentation for Directly Certified Students



COLORADO
Department of Education

Direct Certification (DC) with (SNAP, TANF and Migrant)

- The CO Child Nutrition Hub is where all matched DC students are uploaded and saved.
- All DC students selected for review can be confirmed through the DC system.
- All DC matchlists should be kept for documentation. Printed or electronic lists are permissible.
- Migrant students can be identified via the DC system and/or lists from district migrant liaison.

Extended Eligibility

- Categorical eligibility with SNAP, TANF and/or FDPIR extends to *all* students in the household.
- Acceptable documentation must include:
 - Name of directly certified student from whom the extension was made
 - Name of extended eligible student
 - Date of the extension
 - Initials or signature of direct certification official who made the extension
- The SFA may send copies of meal benefit applications, attestation statements, or student data records, linking these students to the same household.

Homeless/Runaway Students

- Acceptable documentation must include:
 - List or letter that includes the names of the homeless or runaway students (exchange of email or fax from appropriate agency official is acceptable)
 - Signature from appropriate agency official (electronic signature is acceptable)
 - Effective date

Foster Students

- Acceptable documentation must include:
 - A letter from the State or local welfare agency or court confirming the child's status as a foster child

Direct certification is an eligibility process that uses assistance program information to automatically approve students for free school meals. School Food Authorities (SFAs) can use assistance program data from the following programs to automatically provide free school meals:

- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- Food Distribution Program on an Indian Reservation (FDPIR)
- Homeless/McKinney Vento
- Youth Runaway Act
- Migrant Education Program
- Foster
- Head Start
- Extended Eligible

- Documents from the welfare agency or court stating that the courts have taken legal custody of a child who has been placed in the foster care system
- A list of children in foster care from the welfare agency or court (exchange of email or fax from appropriate agency official is acceptable)
- Signature from appropriate agency official (electronic signature is acceptable)
- Effective date

Head Start

- Acceptable documentation must include:
 - Statement of enrollment in Head Start
 - List of children participating in Head Start
 - Signature of the Head Start coordinator or other designated official
 - Effective date

WHERE CAN I LEARN MORE?

School Meal Eligibility Webpage:

<https://www.cde.state.co.us/nutrition/schoolmealeligibility>

Eligibility Manual for School Meals: https://fns-prod.azureedge.net/sites/default/files/cn/SP36_CACFP15_SFSP11-2017a1.pdf