

**INSTRUCTIONS FOR COMPLETING  
FREE AND REDUCED PRICE MEAL APPLICATION  
INCOME VERIFICATION DOCUMENTATION - SUMMARY REPORT**

STATE AGENCIES MUST REPORT THE INFORMATION ON THIS FORM ANNUALLY FOR EACH SFA WHICH OPERATES THE NATIONAL SCHOOL LUNCH PROGRAM (NSLP) AND/OR THE SCHOOL BREAKFAST PROGRAM (SBP) EXCEPT: 1) SFAs which ONLY administer the program in Residential Child Care Institutions (RCCIs) which do not have day students; 2) SFAs which claim for all schools based on claiming percentages established through a population survey; 3) SFAs which do not have any free or reduced price eligible students.

**I. Enrollment, Application and Eligibility Information (Pre-Verification)**

1. Report the type of application used for students who are applying for Free/Reduced Price Meal benefits.

Report Items 2 through 5 as of the last operating day in October.

2. - 3. Report the TOTAL number of NSLP/SBP schools and the TOTAL number of students with access to the NSLP (or the SBP if the SFA does not operate the NSLP) for the SFA in Column A. If the SFA has schools which are operating the NSLP under Provision 2 and WHICH ARE IN A NON-BASE YEAR, report the number of these schools and their total enrollment in Column B. (If a school operates only the SBP under Provision 2, but uses regular claiming procedures for NSLP, do not include it in the data reported in Column B.)
4. In Column A, report the TOTAL NUMBER OF FREE ELIGIBLE STUDENTS that the SFA reported as of the last operating day in October. This total must equal the sum of the 4 free eligibility categories which are reported on lines 4-1 through 4-4.
  - 4-1. In Column A, report the TOTAL NUMBER OF STUDENTS approved as FREE ELIGIBLE whose approval is not subject to verification. This includes students who are directly certified based on information from the FS/TANF/FDPIR agency, children on the homeless liaison list, income eligible Head Start, pre-K Even Start, residential students in RCCIs, and non-applicants who are approved by local officials. DO NOT INCLUDE the calculated number of free eligibles who are reported for Provision 2 schools which are not operating a base year. These are reported in item 4-4 below.
  - 4-2. In Column A, report the TOTAL NUMBER OF STUDENTS approved as FREE ELIGIBLE based on a FS/TANF/FDPIR case number which was submitted on an application (Categorically Eligible Applications). In Column B, report the TOTAL NUMBER OF APPROVED CATEGORICALLY ELIGIBLE APPLICATIONS ON FILE.

- 4-3. In Column A, report the TOTAL NUMBER OF STUDENTS approved as FREE ELIGIBLE based on household size and income information submitted on an application (Income Eligible - Free Applications). In Column B, report the TOTAL NUMBER OF APPROVED INCOME ELIGIBLE - FREE APPLICATIONS on file.
- 4-4. Report the TOTAL NUMBER OF FREE ELIGIBLES reported for Provision 2 schools which are not operating a base year in Column A. (This number is determined by adjusting the number of free eligibles in the base year for these schools to reflect current enrollment.)
5. In Column A, report the TOTAL NUMBER OF STUDENTS approved as REDUCED PRICE ELIGIBLE. In Column B, report the TOTAL NUMBER OF APPROVED REDUCED PRICE ELIGIBLE APPLICATIONS on file.
- 5-1. Report the TOTAL NUMBER OF REDUCED PRICE ELIGIBLES reported for Provision 2 schools WHICH ARE NOT OPERATING A BASE YEAR in Column A. (This number is determined by adjusting the number of reduced price eligibles in the base year for these schools to reflect current total enrollment.)

Special Instructions for SFAs with Provision 1 Schools: Report Free Eligible children whose applications are being used for the second year on line 4-1, children approved free who are not subject to verification. Do not include these applications in the counts on lines 4-2 and 4-3, Column B. Report Reduced Price eligible children whose applications are being used for the second year on line 5, Column A, but do not include these applications in the count on line 5, Column B.

## **II. RESULTS OF VERIFICATION**

6. Report the type of verification process the SFA used to comply with the requirements of 7 CFR 245.6a.
7. - 11. Report the results of the verification process BY TYPE OF APPLICATION APPROVAL.

Items 7 through 11 are required, and are reported as of the date of completion of verification. For the purposes of this report verification is complete:

- for households whose eligibility does not change: as of the date of the confirmation of eligibility by a reviewing official.
- for households which do not appeal a change in eligibility: as of the first operating day following the last date for filing an appeal in response to a notice of change in eligibility;
- for households which appeal a change in eligibility: as of the first operating day following a decision by the hearing official.

7. Report the number of applications with no change in eligibility and the number of students on these applications, for each application type.
8. Report the number of applications for which the eligibility was changed to FREE BASED ON DOCUMENTATION PROVIDED BY THE HOUSEHOLD, and the number of students on these applications, for each application type.
9. Report the number of applications for which the eligibility was changed to REDUCED PRICE BASED ON DOCUMENTATION PROVIDED BY THE HOUSEHOLD, and the number of students on these applications, for each application type.
10. Report the number of applications for which the eligibility was changed to PAID BASED ON DOCUMENTATION PROVIDED BY THE HOUSEHOLD, and the number of students on these applications, for each application type.
11. Report the number of applications for which the eligibility was changed to PAID BECAUSE THE HOUSEHOLD DID NOT RESPOND, and the number of students on these applications, for each application type. NOTE: Report ALL applications for which the household did not respond, even if the students on the application continued to receive free or reduced price meals which being claimed as paid.

CERTIFICATION: On the first line, provide an original signature, title and the date this form was completed. Print the name and provide the office telephone number on the second line. This person should be an SFA employee (not management company employee), authorized by the SFA to act as an official for that agency.