



State of Arizona  
Department of Education

CN# 15-13  
USDA SP 46-2012

**MEMORANDUM**

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**TO:** Sponsors of the National School Lunch Program and Summer Food Service Program

**FROM:** Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health and Nutrition Services

Cara Peczkowski, Director  
Arizona Department of Education, School Nutrition Programs

**DATE:** September 25, 2012

**SUBJECT:** Revised Edition of *Eligibility Manual for School Meals*

*Original Signed*

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Please find online at <http://www.azed.gov/health-nutrition/files/2012/03/eligibility-manual-for-school-meals-aug.-2012.pdf> the August 2012 version of the *Eligibility Manual for School Meals* provided by Food Nutrition Services (FNS). This version replaces the October 2011 version and incorporates clarifications requested by State agencies and FNS regional offices as well as applicable guidance issued since the last revision. In addition, FNS has re-arranged a few areas in several sections and reformatted some areas. Major changes are highlighted throughout the manual. Any additions added for clarification or areas where there have been any adjustments have been highlighted. The highlighted version will remain available online for three months on FNS's website. After that, only an un-highlighted version will be available.

FNS has two areas that are now emphasized in the new version of the manual. These are complying with requirements related to families with limited English proficiency (LEP) and to prevent overt identification. This manual incorporates the policies and procedures found in guidance issued this year on these areas (see below). The manual serves as a reminder that local educational agencies (LEAs) have a responsibility to assist LEP families as needed and to assure that children eligible for free or reduced price meals are not overtly identified.

The Arizona Department of Education (ADE) would like to remind LEAs that as of the previous update in October 2011, temporary approvals are no longer applicable because of year long duration of eligibility. The authority for temporary approvals was removed by the final rule, *Applying for Free and Reduced Price Meals in the National School Lunch Program and School Breakfast Program and for Benefits in the Special Milk Program, and Technical Amendments* which was published on October 28, 2011. Please see Part 3, G. "Duration of Eligibility" for more information on the prohibition against temporary approvals.



Please note that additional definitions were added to Part 1, B, “Terms Used in this Manual.” For example, definitions of “Homeless,” “Migrant” and “Runaway” were added. These definitions are the same as the ones already found in Part 5, “Categorical Eligibility,” but they are highlighted for easier reference. In Part 5, “Categorical Eligibility,” FNS added a general explanation regarding acceptable documentation of status and ways to exchange information to facilitate direct certification of other source categorically eligible children.

The recent guidance addressed in this version is:

- CN# 16-12: Verification and Reporting of Foster Children
- CN# 17-12: Direct Certification and Zero Benefit Households
- CN# 23-12: Applications and Other Household Materials for Limited English Proficient Households
- CN# 32-12: Verification for Cause in the School Meals Programs
- CN# 9-13: Preventing Overt Identification of Children Certified for Free or Reduced Price School Meals
- CN# 11-13: Application and Other Household Materials for Limited English Proficient Households-Reminder

Please contact your Child Nutrition Program Specialist at ADE with questions concerning this guidance. Your specialist can be found at the top of your Sponsor Application on CNP Web Common Logon.

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