



Extending Direct Certification Benefits to Members in the Same Household

This resource provides School Food Authorities with steps on extending free or reduced-price meal eligibility to household members of students identified through SNAP, TANF, FDPIR, or DC-M (Medicaid) in the CNP Direct Certification (DC) system. DC-M and Medicaid matches may qualify for either free or reduced-price benefits, both of which are eligible for extension to other household members. Note: Student eligibility should be maintained on the Benefit Issuance Document (BID).

START

Student is Directly Certified

Step 1:

Check Direct Certification Source & Program
Is Direct Certification able to be Extended?

YES

A match in the following DOES extend to additional household members:

- SNAP
- TANF
- Medicaid (Free or Reduced-Price)
- FDPIR

NO

A match in the following DOES NOT extend to additional household members:

- Foster
- Migrant Education Program
- Homeless

If no, stop here.

Step 2:

Search Applications and Guardian Information
Is the matched student listed as residing with any other students on a household income application?

YES

If yes, advance to step 4.

NO

If no, advance to step 3.

Step 3:

Search Student Information System (SIS)/Enrollment Information to Find Address Matches
Does the directly certified student's address match the address of any other student?

YES

If yes, advance to step 4.

NO

If no, stop here.

Step 4:

Apply Appropriate Free or Reduced-Price Eligibility by DC Extended and Update SIS and BID

Step 5:

Maintain Student Match Documentation (Tip: Link to Student's ID)

Step 6:

Send Notification of Benefits Letter

Extending Household Benefits

Frequently Asked Questions

Q: If a student is directly certified, can eligibility be extended to a sibling who resides in a different household?

A: No. Eligibility may only be extended to children who reside in the same household. Children living in separate households cannot receive benefits through household extension of eligibility.

Q: If a student is directly certified as Medicaid Reduced, would the reduced-price benefit be extended to a foster child living in the same household?

A: No. Foster children are categorically eligible for free meal benefits. Because free eligibility is a higher benefit level than reduced-price eligibility, the foster child would be certified and claimed as free. The student matched through Medicaid Reduced would remain certified and claimed as reduced-price.

Q: Can eligibility be extended across different schools under the same LEA? For example, an elementary child matches - would the eligibility extend to a sibling who lives in the same household but is attending the high school?

A: Yes.