

## Procedures for Processing Free and Reduced-price Meal Applications Providing a SNAP/TFA Number

If an application is received by the determining official (DO) and the parent/guardian has listed a Supplemental Nutrition Assistance Program (SNAP) or Temporary Family Assistance (TFA) case number on the application, the DO must complete the following before the application is approved. The handwritten SNAP/TFA case number **must** be validated unless the household included income and the income supports a free determination.

1. Check the direct certification (DC) list to determine if the child in the household is directly certified. If the child is included on the DC list, process the application as free and extend free benefits to all children in the household who are enrolled in the school/district. The application is not subject to verification.
2. If the children cannot be directly certified (i.e., the names of children do not appear on the DC list), review the application for income if the parent/guardian included income on the application. If the income supports a free determination, process the application as free. Note that this application is subject to verification if it is selected as part of the formal verification process.
3. If there is no income provided or the income makes the application denied, the application cannot be approved. The DO must send a Parent Notification Letter to the household requesting that the parent/guardian supply proof from the Department of Social Services (DSS) of a TFA or SNAP Client ID Case Number. *A copy of the CONNECT card is not acceptable proof.* If the parent/guardian does not submit the required information, the application must be considered incomplete and remain denied.
4. If the application has income that is determined as reduced but also lists a SNAP/TFA case number, the DO must contact the household requesting proof of a SNAP/TFA client ID number. If the parent/guardian does not provide any documentation, the application must be processed and reduced benefits must be extended.

**Reminder:** The CONNECT Card or EBT card cannot be used as proof of SNAP or TFA benefits since this card is issued for other programs that do not make a child eligible for free meals.

## Procedures for Processing Free and Reduced-price Meal Applications Providing a SNAP/TFA Number, continued

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Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;*
- (2) fax: (202) 690-7442; or*
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

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