



# Application Processing Guidance for Oregon Expanded Income Guidelines

This document contains guidance and instructions for eligibility officials processing meal income applications to include the Oregon Expanded Income Guidelines (EIG). This document does not contain instructions on determining categorical eligibility on household applications. For information on determining categorical eligibility, refer to the [Eligibility Manual for School Meals](#).

When participating in Oregon EIG, there are four certification categories:

1. Federally determined Free;
2. Federally determined Reduced-price;
3. Federally determined Paid; and
4. Federally determined Paid but Oregon EIG eligible.

## Processing Income Applications

When certifying the *Household Application for Free and Reduced Price School Meals*, the eligibility official will:

**Step 1:** Determine student eligibility for federally free meals using the Federal Income Guideline charts. If the student is eligible for federally free meals select “Free” under **Eligibility** and “N/A” under **Oregon EIG** in the FOR SCHOOL USE ONLY section of the application then proceed to step 5. If the student is not eligible for federally free meals, proceed to step 2.

**Step 2:** Determine student eligibility for federally reduced-price meals using the Federal Income Guideline charts. If the student is eligible for federally reduced-price meals select “Reduced” under **Eligibility** and “N/A” under **Oregon EIG** in the FOR SCHOOL USE ONLY section of the application then proceed to step 5. If the student is not eligible for federally reduced-price meals, proceed to step 3.

**Note:** If the household qualifies for federally free or reduced-price benefits, indicate under **Eligibility** on the application and select “N/A” under **Oregon Expanded Income Group Eligible** in the FOR SCHOOL USE ONLY section.

**Step 3:** Determine eligibility for Oregon EIG by using the Oregon Expanded Income Guidelines Chart. If the application qualifies for Oregon EIG:

- Select “Denied” under **Eligibility** in the FOR SCHOOL USE ONLY section of the application
- Select “Yes” under **Oregon Expanded Income Group Eligible** in the FOR SCHOOL USE ONLY section of the application; or,
- If that option is not printed on the application, notate “**Oregon EIG Qualified**” on the application in the FOR SCHOOL USE ONLY section.



## Application Processing Guidance for Oregon Expanded Income Guidelines

Do not fill out FOR SCHOOL USE ONLY

Total Income: \_\_\_\_\_

How often?: Weekly  Bi-Weekly  2x Month  Monthly

Household Size: \_\_\_\_\_

Categorical Eligibility:

Eligibility: Free  Reduced  Denied

Oregon Expanded Income Group Eligible: N/A  Yes  No

Determining Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Confirming Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Verifying Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 4:** If the application does not qualify for Oregon EIG, the student remains certified as a federally paid student.

- Select “Denied” under **Eligibility** in the FOR SCHOOL USE ONLY section of the application
- Select “No” under **Oregon Expanded Income Group Eligible** as indicated on the application.

**Step 5:** Ensure your benefits issuance documentation and meal counting and claiming systems correctly track the four different student eligibility categories. Track the Oregon EIG applications as a separate category in your records.

1. Federally determined Free;
2. Federally determined Reduced;
3. Federally determined Paid; and
4. Federally determined Paid but Oregon EIG eligible

**Step 6:** Notify households of benefit determinations. The federal *Notice to Households of Approval/Denial of Benefits* letter can be found in the packet of [Prototype Household Letters for State and Local Agencies](#).

- Households determined approved for federally free/reduce-price meals receive the *Notice to Households Approval/Denial of Benefits* letter only.
- Households determined denied for federally free/reduced-price meals but approved for Oregon EIG receive:
  1. The *Notice to Households of Approval/Denial of Benefits* letter indicating denial of federal benefits due to income exceeding the federal limit; **and**
  2. The Oregon Expanded Income Guidelines Household Letter indicating approval of Oregon EIG status and receipt of meals at no charge.
- Households denied for both federal benefits as well as Oregon EIG receive the *Notice to Households Approval/Denial of Benefits* letter only. No notice for denial of Oregon EIG is required (sponsors may choose to send a denial of Oregon EIG)
- Attach both of these letters together when sending to the household.

Additional information is available on the [SNP Professional Standards and Training](#) page in the Eligibility section.