

Tip Sheet: OREGON EXPANDED INCOME GUIDELINES (EIG)

Tips and instructions for Eligibility Officials processing meal income applications to include the Oregon Expanded Income Guidelines (EIG). When participating in Oregon EIG, there are four certification categories:

1. Federally determined Free;
2. Federally determined Reduced;
3. Federally determined Paid;
 - a. Oregon EIG

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

- Determine student eligibility for Federal Free, Reduced, or Paid categories using the Federal Income Guideline charts as usual, then
- Refer to the Oregon Expanded Income Guideline (EIG) chart for the federally determined Paid/Denied applications.

Reviewing the Federal Paid/Denied Applications for Oregon EIG Eligibility by Income

Refer to the Oregon EIG income chart for applications certified in the Federal Paid/Denied category to determine eligibility by income for Oregon EIG.

- If the application qualifies for Oregon EIG,
 - checkmark the **Oregon Expanded Income Group** as indicated on the application; or,
 - if that option is not printed on the application, notate “Oregon EIG” on the application in the FOR SCHOOL USE ONLY section.

Do not fill out		FOR SCHOOL USE ONLY						
Total Income	How often?				Household Size	Eligibility:		Oregon Expanded Income Group:
<input type="text"/>	Weekly	Bi-Weekly	2x Month	Monthly	<input type="text"/>	Categorical Eligibility <input type="checkbox"/>	Free <input type="radio"/> Reduced <input type="radio"/> Denied <input type="radio"/>	<input type="radio"/>
Determining Official's Signature	Date	Confirming Official's Signature		Date	Verifying Official's Signature		Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	

- If the application does not qualify for Oregon EIG, the application remains certified as federal Paid.
 - Track the Oregon EIG applications as a separate category in your records.
 - Notify households which qualified for Oregon EIG by completing two Household Notification Letters (federal and state):
 1. The [Federal Household Notification Letter](#), and
 - Indicating denial of benefits due to income exceeding the federal limit.
 2. The [Oregon Expanded Income Guidelines Household Letter](#).
 - Indicating approval of Oregon EIG status and receipt of meals at no charge.
 - Attach both of these letters together when sending to the household.
- ❖ Retain your records for the regular retention period—three years after submission of the final Claim for Reimbursement for the fiscal year.
 - ❖ Oregon EIG meals are counted and claimed as Federal Paid and Oregon EIG.