

This document contains guidance and instructions for eligibility officials processing meal income applications for sponsors **not** required to implement 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](#).

There are three certification categories:

1. Federally determined Free
2. Federally determined Reduced-price
3. Federally determined Paid

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** in the FOR SCHOOL USE ONLY section of the application then proceed to step 3. 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** in the FOR SCHOOL USE ONLY section of the application then proceed to step 4.

Step 3: If a student is not eligible for free or reduced-price meal benefits, select “Denied” under **Eligibility** in the FOR SCHOOL USE ONLY section of the application then proceed to step 4. The student remains a certified as a federally paid student.

Do not fill out For School Use Only								
Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24 Monthly x 12								
Total Income	How often?			Household Size	Categorical Eligibility <input type="checkbox"/>	Eligibility:		
<input type="text"/>	Weekly <input type="radio"/>	Bi-Weekly <input type="radio"/>	2x/Month <input type="radio"/>	<input type="text"/>		Free <input type="radio"/>	Reduced <input type="radio"/>	Denied <input type="radio"/>
Determining Official's Signature	Date	Confirming Official's Signature		Date	Confirming Official's Signature			Date
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>			<input type="text"/>

Step 4: Ensure your benefits issuance documentation and meal counting and claiming systems correctly track the three different student eligibility categories.

1. Federally determined Free
2. Federally determined Reduced
3. Federally determined Paid



Federal Household Application Processing Guidance

Step 5: 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](#).

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