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## MEMORANDUM

TO: Determining/Application Approval Officials and Data Managers  
FROM: Rosie Krueger, State Director of Child Nutrition Programs  
SUBJECT: Guidance for Correcting Eligibility Determinations  
DATE: September 17, 2019

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If your SU/SD [received outdated direct certification information](#) from the Agency of Education (AOE) between August 8-28, 2019, the data manager, determining/application approval officials, food service staff and SU/SD administration will need to work together to conduct the following steps:

The Data Manager should:

1. Download the electronic file transfer from the AOE listing the names of students for your SU/SD that should not have been on the direct cert lists downloaded prior to August 28<sup>th</sup>. These are your impacted students.
2. Provide this list of impacted students to your determining official(s).

Determining officials should:

3. Determine whether any additional students in the household received extended benefits based on any of the impacted students. Add these students to your list of impacted students.
4. Determine whether any impacted student should continue to receive benefits based on extension of benefits from any other student in their household who is on the current direct certification list (any list downloaded since August 28<sup>th</sup>). Remove these students from your list of students impacted.
5. Determine which of the impacted students on your final list have already been sent a "notice of direct certification pre-approval for free school meals".
6. These students' households should be sent a packet including:
  - A [template letter](#) for your SU/SD to use to notify families that they are not directly certified (put on letter head and edit according to the SFAs needs)
  - An [apology letter](#) to families from the Secretary of Education
  - [2019-2020 School Meals Application](#)
  - [Meal Notice to Households and Instructions](#)

7. Make the appropriate notes in your system so that you know that the impacted students are currently receiving free benefits based on 30-day carryover from the prior year.
8. On the 20<sup>th</sup> operating day, include any households who have not submitted updated applications in your mailing of the [Reminder of Expiration of Previous Year Benefits](#).
9. On the 30<sup>th</sup> operating day, change any households who have not submitted applications to “Paid” status and notify households that they are in paid status.
10. It may be a good idea to send bills for accumulating charges soon after the 30<sup>th</sup> operating day to give families every opportunity to notice they are being charged and submit a new application.

The direct cert list from the AOE has now been corrected (as of August 28, 2019) and is cumulative going back to July, so any students who appear on the list from the AOE now and at any point in the future should be directly certified for free meals and should receive the usual notice of direct certification pre-approval for free school meals. New direct certification information for September will be available after September 20<sup>th</sup>.

## **Schools Operating CEP and Provision 2**

Schools who participate in the Community Eligibility Provision or Provision 2 programs do not need to notify families, as all students at these schools are offered meals at no charge, and families at these schools were not sent the “notice of direct certification pre-approval for free school meals.” These schools will still need to conduct steps 1-4 of the above instructions.

Schools who are currently in the base year of Provision 2 should contact AOE Child Nutrition Programs for specific instructions, as this will vary depending on how the school is implementing Provision 2.

## **Additional Help**

If you need translated copies of any of the materials for impacted households, please contact AOE Child Nutrition Staff to let us know what language you need the materials translated into, and we will assist you with this process.

AOE Child Nutrition Programs will be hosting a [conference call/webinar](#) for determining officials on Thursday, September 19, 2019 at 1:30 p.m. to review these instructions and answer any questions on how to correct these eligibility determinations. We may host additional calls or webinars depending on the nature and volume of questions.

You may also contact us directly with any questions. For questions regarding the electronic file transfer or obtaining the direct certification list through the EdFusion system, please contact the AOE Help Desk at 802-479-1044 or [AOE.SLDSsupportGroup@vermont.gov](mailto:AOE.SLDSsupportGroup@vermont.gov). For all other questions, please contact the AOE Child Nutrition Staff. Rosie Krueger can be reached at [mary.krueger@vermont.gov](mailto:mary.krueger@vermont.gov) or 802-479-1246 and Jamie Curley can be reached at [jamie.curley@vermont.gov](mailto:jamie.curley@vermont.gov) or 802-479-1207.