

Provision School (CEP or P2) to non-Provision School Transfer Student

Midyear and before the Start of a School Year

SP 52-2016

Same District

Check if the student matched to Direct Certification (DC)

If not on DC, check for a completed USDA meal application¹

If no application, the household has 30 operating days to submit an application²

The LEA must provide free meals for up to 30 operating days and claim them as free³

Outside District

Check if the student matched to Direct Certification (DC)

If not on DC, the household submits a new USDA meal application

The LEA is encouraged to provide free meals for up to 30 operating days and claim them as free.³

**Mandatory July 1, 2019*

1. The DPI Alternative Household Income Application *cannot* be used to make USDA meal eligibility determinations. If a USDA application is on file, this must be determined complete prior to certifying the student's meal eligibility.
2. The 30 operating days is the time it takes the household to submit the application and the time it takes the SFA to process the application. If the application is processed after the 30 operating days, the student should revert to paid status and be claimed as paid.
3. The carryover is in place for 30 operating days (**or until a new eligibility determination is made, whichever comes first**). Day 1 is the first meal service day. This applies both during and between school years.

Community Eligibility Provision (CEP) and Provision 2 students do not carry individual meal eligibilities. They are free based on the student population make-up of a school they attend.

If a student from a Provision school transfers to a non-Provision school **in the same district**, and the student is not otherwise eligible for free meals via DC, or have on file a completed USDA meal application, the new school must process an application within 30 operating days. Additionally, the district **must** provide free meals and can claim free meals through the 30th operating day **(or until a new eligibility determination is made, whichever comes first)**

The 30 operating days is the time it takes the household to submit the application and for the school to process the new status. For example, if the household submits an application on day 29, but the school does not process the application until day 33, the meals are only free through the 30th operating day. On days 31-33, the student reverts to paid status, and the meal should be claimed as paid.

If a Provision student transfers to a non-Provision school in an **outside district**, the new school must process a household meal application within 30 operating days. Until July 1, 2019 when this regulation becomes mandatory, we **encourage** the new school to provide free meals and can claim for free meals through the 30th operating day **(or until a new eligibility determination is made, whichever comes first)**. In this case, acceptable documentation of eligibility from the former Provision (CEP or P2) LEA can be a copy of the current school year *Wisconsin Schools and Districts Participating in Community Eligibility Provision* list highlighting the former school's name. This list is updated annually and is available on the DPI CEP website. The Provision school should include this list in the transferring student's file. For a list of Provision 2 schools, contact the School Nutrition Team office.

*The *Wisconsin DPI Alternate Household Income Form* cannot be used to make an individual meal eligibility determination when a Provision student transfers to a non-Provision school.

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2. fax: (202) 690-7442; or

3. email: program.intake@usda.gov.

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