

# Documenting Participant Eligibility

FOR CAMPS AND ENROLLED SITES

IN THE SUMMER FOOD SERVICE PROGRAM

---

Children age 18 and under may receive meals through SFSP. A person 19 years of age and over who has a mental or physical disability (as determined by a State or local educational agency) and who participates during the school year in a public or private non-profit school program (established for the mentally or physically disabled) is also eligible to receive meals.

FOR CAMPS AND ENROLLED SITES NOT ELIGIBLE BASED ON AREA ELIGIBILITY, SPONSORS MAY DETERMINE AND DOCUMENT PARTICIPANT ELIGIBILITY IN THE FOLLOWING WAYS:

## Household Applications

The household application is used to determine the income eligibility of enrolled children for all camps (residential and non-residential) and closed enrolled sites. The information collected on the household application includes household size and income or the case number for benefits received under the Supplemental Nutrition Assistance Program (SNAP, formerly the Food Stamp Program), Temporary Assistance to Needy Families (TANF), or the Food Distribution Program on Indian Reservations (FDPIR).

Sponsors may also use alternate forms as long as the forms request the same information as is found on the USDA prototype household application. Forms developed by sponsors must be approved by the State agency before use. Eligibility based on household applications is valid for 12 months. Families must re-apply and sponsors must re-determine income eligibility annually.

Translated NSLP Household Applications may be used to determine individual income eligibility in the SFSP. Translated forms for NSLP are available online at:

<https://www.fns.usda.gov/school-meals/translated-applications>.

The English version of the application, along with the parent letter and instructions, can be found online at:

<https://dpi.wi.gov/community-nutrition/sfsp/market>. Additional information on household applications can be found in the *Eligibility Manual for School Meals* available online at: <https://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications>.

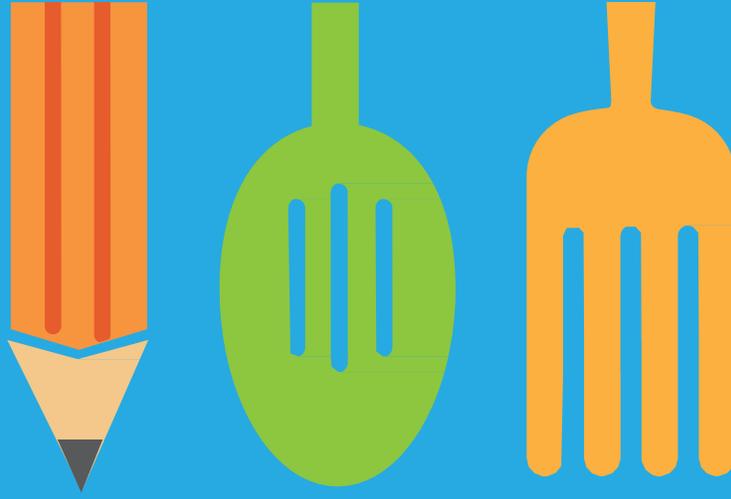
**Disclosure Requirements for Eligibility Information:** When SFSP sponsors have to obtain individual eligibility information, they can obtain a child's eligibility status from another Child Nutrition Program operator to expedite the certification process.

Schools and other Child Nutrition Program operators may disclose aggregate information to the public without parental notification. This is allowed so long as an individual or group of children's eligibility cannot be identified through release of the aggregate data or by means of deduction. This can be helpful to State advocacy organizations and others considering the characteristics of the Program.

## Automatic Eligibility

Certain categories of children are automatically eligible for free meals and no income information is required. This is referred to as categorical eligibility. Children may be classified as categorically eligible for a period of 12 months through:

- Participation in another comparable Federal assistance program, including SNAP, FDPIR, or TANF
- Documentation that the child is homeless, runaway, or migrant, a foster child; or
- Enrollment in a federally funded Head Start Program or a comparable State-funded Head Start Program or pre-kindergarten program



**NOTE:**

If one child in a household is receiving SNAP, FDPIR, or TANF benefits, all other children in the household are categorically eligible for the SFSP.

**Foster Children** can be certified eligible without an application if the sponsor obtains documentation from an appropriate state or local agency indicating the status of the child as a child in foster care. In instances where a child or family may temporarily reside with another household, that child is still considered homeless. The SFSP sponsor can determine eligibility for homeless children through documentation provided by the homeless liaison or another source.

**DPI Precollege Program**

The Precollege Scholarship Program allows students eligible for free or reduced price school meals from across the state to experience college life on a college campus while they are attending middle and high school. Sponsors of Precollege Programs may use the DPI Precollege Scholarship Application form in lieu of a household application to determine individual eligibility. Those children who are determined eligible for free or reduced priced school meals may be considered eligible for SFSP meals without further application.

**Upward Bound**

Upward Bound is a program funded by the U.S. Department of Education (DOE) to provide academic support to teens from low-income families preparing for college. While participants in Upward Bound are not automatically eligible for free meals under the SFSP, sponsors may use an Upward Bound application in lieu of a household application to determine individual eligibility. Those children who are determined eligible for Upward Bound based on income may be considered eligible for SFSP meals without further application. However, participants who are determined eligible for Upward Bound based on criteria other than income, such as being a potential first generation college student, must complete a household application in order to determine individual income eligibility for SFSP.

**National Youth Sport Program (NYSP)**

The NYSP is a national program intended to provide economically disadvantaged youth, the opportunity to receive daily sports instruction and educational programs. Although Congress does not currently fund the NYSP, children participating in NYSPs operated by higher education institutions are eligible to participate in SFSP upon showing residence in a low-income area or on the basis of income eligibility information provided for enrollment in the NYSP. Therefore, colleges and universities that offer NYSP and adhere to participant eligibility requirements that are the same as or stricter than the SFSP income requirements may consider participants categorically eligible for SFSP meals.

**Household Applications Must:**

- include eligibility determination (needy/non-needy)
- include signature and date of determining official
- include signature of adult completing application and date
- include adult's last 4 digits of social security number, or designation that they don't have one, for applications determined based on income

Without the information noted above, applications are considered incomplete and must be determined non-needy.

