



WISCONSIN SCHOOL NUTRITION **IN A NUTSHELL**

Benefit Issuance List (BI)

Each school food authority (SFA) must maintain a list of students who qualify as eligible for free or reduced price meal benefits. This includes eligibility determinations made by direct certification, application, or another source which identifies the student as eligible for meal or milk benefits, such as Homeless, Migrant, or Runaway. The SFA maintains and updates the BI list with every new benefit determination. The list is then used for proper meal counting and claiming for reimbursements. The BI list may be generated and maintained manually or by the software used at the point of service (POS). This list must be kept confidential.

Components of a BI List

Required Information

The following must be included:

- The eligible student's name.
- Eligibility Status (free or reduced).
- Effective date of eligibility.

Optional Information

The following is optional, but strongly encouraged:

- Eligibility Source
 - Application
 - Income
 - Foster
 - Migrant/Homeless/Runaway
 - FoodShare/W2 Cash Benefits/ FDPIR
 - Direct Certification (DC), including eligibility code.
- School name/Site code
- Notes section for additional information
 - Extension of benefits
 - Preferred Name vs Legal Name
 - Student withdrawal
 - Benefit change after verification
 - Carryover updates
 - Household declines benefit

Manual BI List

When an SFA does not use software for determining and maintaining student meal eligibility a list must be maintained manually and should be updated with any changes in eligibility as soon as the determination is made.

Below is an example of a Manual BI List:

Student Name	Eligibility Status	Eligibility Source	Approval Date	Notes
Tree, Maple	Free	App: Categorical	August 1, 2023	Foodshare
Butter, Peanut	Reduced	DC: Z Code	July 17, 2023	Extension from Bumble Bee
Bee, Bumble	Reduced	DC: Z Code	July 17, 2023	
Bird, Blue	Free	App: Income	August 21, 2023	
Flower, Daisy	Free	Homeless	July 30, 2023	Documents received from homeless liaison.

Software Generated BI List

Your SFA may use a software generated BI list to maintain student meal eligibility. It is important to know the name of the report and how to access it.

Note: Each software vendor may have a different name for the BI list. Contact your software vendor for assistance.

Tips

- Pull the BI list from the software after carryover ends to check for current year eligibility.
- It is recommended to export and save a copy of the BI list outside of the software (i.e. Excel file).

Maintaining a BI List

Below are tips for maintaining an accurate list of eligible students:

- Only students with an eligibility of free or reduced are included in a BI list.
- The BI list must accurately reflect **current** eligibility status of students.
- Update BI list when a new determination is made.
 - The Point of Service (POS) must match the BI list.
- If eligibility is extended via DC it is best practice to add a note to explain (i.e., Benefit extended via household member found on DC).
- BI lists must follow record retention requirements (3 years plus the current school year).

Note: Community Eligibility Provision wide SFAs are exempt from maintaining a BI list, except those that participate in Wisconsin School Day Milk Program.