



**United States
Department of
Agriculture**

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

DATE: May 12, 2014

MEMO CODE: SP 45-2014

SUBJECT: Prototype Household Application for School Year 2014-2015

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

Attached is the revised Food and Nutrition Service (FNS) school meals application prototype for School Year 2014-2015, including the family friendly free and reduced price application. Please note that FNS has not provided the revised application in multiple foreign language translations as we are currently going through an extensive review process of the application prototype. Once the review has concluded, FNS will update the application prototype and provide translations accordingly.

Program regulations require that State agencies or local educational agencies (LEAs) must provide an application to families that permits a household to apply for all children in the household who attend schools in the same LEA. LEAs and schools are reminded that while household applications must ask for the last four digits of the Social Security Number (SSN) of the adult signing the application, children can still be approved for free and reduced priced meals if the family indicates that the adult signing the application does not have a SSN. In addition, LEAs and schools should keep in mind that the enclosed application is a prototype and they may use their own application provided all program requirements are met.

State agencies are reminded to distribute this memorandum and attachment to program operators immediately. School food authorities and other Program operators should direct any questions concerning this guidance to their State agency. State agencies with questions should contact the appropriate FNS Regional office.

Original Signed

Cynthia Long
Deputy Administrator
Child Nutrition Programs