



Georgia Department of Early Care and Learning

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Governor

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Commissioner

MEMORANDUM

To: School Food Authorities (SFAs) Participating in the Child and Adult Care Food Program (CACFP)

From: Falita S. Flowers, Nutrition Services Director (*Original Signed*)

Date: July 28, 2017

Subject: 2017 Edition of Eligibility Manual for School Meals

Legal Authority: USDA Policy Memorandum, SP 36-2017; CACFP 15-2017; SFSP 11-2017

The July 2017 version of the *Eligibility Manual for School Meals* is now available. This edition replaces the version released in July 2016, SP 50-2016, CACFP 19-2016, SFSP 17-2016: *2016 Edition of the Eligibility Manual for School Meals* and also replaces DECAL's policy memorandum, *2016 Edition of Eligibility Manual for School Meals, October 14, 2016*. A copy of the 2017 manual can be found here:

<http://www.dec.al.ga.gov/documents/attachments/EligibilityManualforSchoolMeals2017.pdf> (CACFP) or <http://www.dec.al.ga.gov/documents/attachments/EligibilityManualforSchoolMeals2017.pdf> (SFSP).

The 2017 edition of the Eligibility Manual for School Meals provides comprehensive information on Federal requirements, policies, and procedures, and is intended to help State agencies and local educational agencies (LEAs) accurately determine, certify, and verify children's eligibility for free or reduced price school meals and free milk.

The manual is divided into six sections: Getting Started; The Basis of Eligibility; Establishing Eligibility; The School Meal Application; Confidentiality and Disclosure; and Verification.

New in the 2017 Edition

This edition incorporates clarifications requested by State agencies and Food and Nutrition Service (FNS) Regional Offices, as well as applicable guidance issued since the last revision in July 2016. Notable changes are highlighted in yellow throughout the manual. Formatting changes and minor changes to the language are not highlighted, as they do not represent a change in policy.

New this year, regulatory citations were added throughout the manual. Additional citations for FNS policy memoranda were also added, along with links to the School Programs Policy Page.

FNS also added “Questions and Answers” (Q&As) to the end of each section of the manual. These Q&As give State agencies and LEAs guidance on eligibility-related issues that have raised questions in the past. The Q&As will be updated in future editions of the *Eligibility Manual* to address new questions from State agencies and LEAs.

For questions concerning this memorandum, please contact Sonja Adams, Policy Administrator at (404) 651-8193.