

**Protection and Safety
ADMINISTRATIVE MEMO #2-2007**

Date: July 30, 2007

To: Protection and Safety Workers
Protection and Safety Supervisors
Protection and Safety Administrators
Service Area Administrators
Resource Development Workers
Resource Development Supervisors
Resource Development Administrators

From: Todd Reckling, Administrator, Office of Protection and Safety

Signed by: _____, Administrator
Protection & Safety

Re: Free/Reduced School Lunches for State Wards

Effective Date/Duration: Immediately, and until further notice

Contact: Kathy Ewing, Program Specialist, (402) 471-9333

The purpose of this memo is to clarify what is needed when applying for free/reduced school lunches for state wards.

There is no provision that school lunches for a foster child automatically are free. Schools must evaluate these applications based on a household/family size, or, in the case of a foster child, income of the child for whom the application is being made. The foster parent must complete a separate application for each foster child, even if a sibling group is involved. A new application is needed each school year. Schools are not allowed to back date the free/reduced price meal applications. When a foster parent enrolls a child in school, the free/reduced meal application should be completed during the enrollment process. The following information must be on each application:

1. The child's name and grade.
2. Any personal use income received by the child. The amount would be zero if the child has no personal use income. Personal use income is defined as money the child has to spend on himself/herself. It is not the money received by the foster parent for care. It may be a portion of that as an allowance, or money earned at a regular part time job.

3. The signature of an adult household member. This is usually the foster parent, but can be any adult living in the household. The application cannot be signed by a DHHS staff person. The adult household member is not required to provide a Social Security Number.

If a foster family has children in the household who are not foster children, these children would be on a separate application and funds received for the care of foster children are not included as household income.

It is important to note that a child who has a guardian appointed or who is adopted becomes a member of the household in which s/he lives and must qualify for free/reduced price meals based on that household's size and income. A subsidy or benefit payments such as SSI are considered income when the adoptive parents or guardians have full legal responsibility for a child.

Foster children's applications are part of the verification pool and if selected, must be verified. If the school has the "Dear Superintendent" letter, signed by the case manager, that letter can be used as verification. (The "Dear Superintendent" letter, which the case manager is required to provide to a school whenever a child in out of home care is enrolled, is created under Correspondence on N-FOCUS.) Schools also can accept a memo from the foster parents stating that the child is a ward of DHHS.