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Special Assistance

Provision 2

Special Assistance Provision 2 is an alternative to standard methods of counting and claiming meals for reimbursement used in the National School Lunch Program and the School Breakfast Program. In the first year or Base Year of Provision 2, applications are distributed to all enrolled students and collected by the Child Nutrition Programs department in the district. All students are fed lunch and breakfast at no charge. A school district establishes percentages for numbers of free, reduced-price and paid students, by campus, by month, for lunch and for breakfast, in the first or Base Year of Provision 2. In subsequent years, only total meal counts are taken for reimbursable meals served. The Base Year percentages for free, reduced-price and paid students for each campus, for each month, for lunch and breakfast are multiplied times the corresponding total monthly counts of reimbursable meals served, for each campus, for each month, for lunch and breakfast. This calculation will be the basis for reimbursement claims filed in years after the Base Year of Provision 2.

After the Base Year, applications for free and reduced-price meals are not distributed, categorical eligibility determinations are not made and no verification of applications are conducted. All students continue to be fed at no charge. Reimbursement rates under Provision 2 do not differ from the rates for non-Provision 2 school districts; however, increased participation in reimbursable meals may lead to increased reimbursement dollars to the school district. Additional sources of revenue should be explored to subsidize any loss of paid or reduced-price student revenue. Any shortfall in the Child Nutrition (CN) account must be subsidized and brought to a zero balance from other than federal funds on an annual basis. (*See Feasibility Worksheet at end of this section.*)

The Texas Department of Agriculture (TDA) Food and Nutrition Division must approve an application to begin Provision 2 before May 15 of each year. A Coordinated Review Effort (CRE) will be performed in the Base Year, and the school district must be in compliance before being allowed to continue Provision 2. A school district may renew Provision 2 after four years in additional four-year cycles, providing the socioeconomic status of the school district population has not improved more than a total of five percent in the last three years. A district may potentially not have to distribute applications, as long as the district remains eligible to continue Provision 2.

Any school district interested in Provision 2 should contact the Provision 2 Coordinator in the state office and the Child Nutrition Program Specialist at the local Regional Education Service Center.

The National School Lunch Program regulations contain a clause known as Special Assistance Provision 2. The purpose of this regulatory provision is to reduce the burden of paperwork on parents and on school districts by reducing the requirements for taking applications, verifying applications, notifying the public and counting meals by category for schools, which agree to serve all enrolled students meals at no charge. In accordance with this provision, the school district agrees to pay from other than federal funds any program costs not covered by program income.

General Requirements

Base Year

- The Base Year of Provision 2 must begin at the start of the school year. Applications must be distributed for that Base Year period. Use of previous year applications to determine Base Year percentages are not allowed.
- Applications are distributed, and free and reduced-price eligibility determinations are made using the standard procedures, including notifying households of their children's eligibility status. The district may use the direct certification (DC) list to issue benefits.
- The required Provision 2 Public Announcement is published before beginning the Base Year. (A sample media release is available from TDA.)
- Meals are served to all students at no charge.
- Meal counts are taken and claimed for reimbursement using standard procedures, i.e., by the eligibility category of the child receiving the meal.
- Verification of applications is conducted and documented in accordance with normal application procedures in only the Base Year. Letters of Denial of Benefits are no longer sent to households by the school district, as all students are being fed at no charge.
- If the reimbursement received by the school district is not sufficient to cover total nonprofit CN program costs, non-federal funds must be used to pay the difference.
- During the Base Year, a complete review of the foodservice operation by TDA, Food and Nutrition Division, will be conducted to document and ensure total compliance with the current methods being used by the district to determine free, reduced-price and paid categories and counting and claiming procedures used to report claims for reimbursement.

Calculate Base Year Percentages

The district must establish Base Year percentages for regular-price, reduced-price and free meal categories by campus, by month, for breakfast and lunch by completing Attachment C to the Provision 2 Policy Statement Amendment — Percentage Calculation Form (must be obtained from the state office). It is **required** that the district state the percentage as a six-digit decimal for improved accuracy in consolidation. The total of the percentages for free, reduced and paid for

each month for each campus must equal exactly 1.0000.

Monthly Claiming Percentages for Non-Base Years

The Percentage Calculation Form is part of the Amendment to the Policy Statement for Free and Reduced-Price Meals that must be completed for the school district Base Year, by program (lunch and breakfast), by campus and by month. This document will determine a percentage of total meals served for students eligible for free meals, students eligible for reduced-price meals, and students eligible for paid meals. Total counts of reimbursable meals served in Years 2, 3 and 4 will be taken at the campus level and consolidated on a monthly basis for lunch and breakfast. These total counts for lunch and breakfast for each campus will be multiplied by the percentage of students eligible for free meals, reduced-price meals and paid meals for the same campus for the corresponding month from the Base Year Percentage Calculation Form.

The Percentage Calculation Form must be furnished to TDA after completion of the Base Year by June 30 for the district to be eligible to continue with Provision 2.

Annual Claiming Percentages for Non-Base Years

A district may elect to annualize base year claiming percentages by program (lunch and breakfast), consolidating the annual schools meal counts district wide by year. The annualized calculation form will determine a percentage of total meals served for students eligible for free meals, students eligible for reduced price meals and students eligible for paid meals district wide. Annual claiming percentages are based on the total number of all reimbursable meals (lunch and breakfast) by type served over the entire year. Annual percentages must be calculated using the actual meal counts. Monthly percentages may not be added together and averaged to develop annual percentages. Total counts of reimbursable meals served in Years 2, 3 and 4 will be taken at the campus level and consolidated district wide on a monthly basis for lunch and breakfast. These total counts for lunch and breakfast for the district will be multiplied by the percentage of students eligible for free meals, reduced price meals and paid meals by the district annualized percentages from the Base Year Annual Percentage Calculation Form each month.

The Annualized Percentage Calculation Form must be furnished to TDA by June 30 for the district to be eligible to begin utilizing annual claiming percentages for the new school year.

Examples of monthly and annual claiming percentage calculations follow:

Monthly Claiming Percentages:

For each Provision 2 school, the meal count, taken by type (free, reduced price and paid) at the point of service in April 2000 (base year) was as follows:

Free Meals Claimed for April 2000 = 22,500

Reduced Price Meals Claimed for April 2000 = 5,000

Paid Meals Claimed for April 2000 = 2,500

The sum of daily meal counts at the point of service is a total of 30,000 total student meals served during the claiming period (one month).

Free Meals = 0.750000 of total student meals (22,500 ÷ 30,000)

Reduced Price Meals = 0.166666 of total student meals (5,000 ÷ 30,000)

Paid Meals = 0.083333 of total student meals (2,500 ÷ 30,000)

The total meal count for April 2001 (non-base year) was 32,125 reimbursable meals.

Free Meal Claim for April 2001: $32,125 \times 0.750000 = 24,093.75$ free meals, rounded to 24,094.

Reduced Price Meal Claim for April 2001: $32,125 \times 0.166666 = 5,354.16$ reduced price meals, rounded to 5,354.

Paid Meal Claim for April 2001: $32,125 \times 0.083333 = 2,677.07$ paid meals, rounded to 2,677.

Rounding Meal Counts on Claims: The district must establish monthly meal counts, by category, for the claim using the base year percentages (0.XXXXXX). It is required that the district calculate the meal count out to two decimal places before rounding to a whole number for improved accuracy in consolidation.

Confirm Total Meal Count: $24,094$ free + $5,354$ reduced price + $2,677$ paid = $32,125$ meals. If this confirmation step does not equal the total, recheck calculation and rounding. If these are correct, and the rounded totals by type do not equal total meals (due to rounding rather than math error), make adjustments in the paid category in order that the sum of the free, reduced price and paid meals claimed equals the total.

Repeat above procedures for each month (claiming period) of the school year. The claiming percentages for each category will vary from month to month.

Annual Claiming Percentages

For each Provision 2 school, the daily meal count is taken by type (free, reduced price, and paid) at the point of service for each day in the **base year**. The **base year** meals are added together, by type. Do not add monthly claiming percentages together to obtain annual claiming percentages.

Convert the meals to annual claiming percentages by type:

Free claiming percentage calculations for the year:

Total free meal counts for the **base year** 175,250

175,250 free meals ÷ 250,000 total meals = 0.701000

Reduced price claiming percentage calculation for the year:

Total reduced price meal counts for the **base year** 45,500

45,500 reduced price meals ÷ 250,000 total meals = 0.182000

Paid claiming percentage calculation for the year:

Total paid meal counts for the **base year** 29,250

29,250 paid meals ÷ 250,000 total meals = 0.117000

Confirm the claiming percentages: $0.701000 + 0.182000 + 0.117000 = 1.000000$

If the total does not equal 1.000000, make an adjustment to the paid claiming percentage to make the total equal 1.000000.

Apply these claiming percentages to each month's total meal count during the non-base years of the cycle and approved extensions.

The following scenarios do not pertain to districts utilizing annualized base year claiming percentages if the entire district has established Provision 2. If a school district is using annualized claiming percentages, any new school added, a school which has had changes in its facility, or changes in population, the district wide annualized percentages will eliminate the need to take application to establish the ratio of meals claimed as free, reduced price and paid.

Scenario when the campus structure changes

Opening of a new campus or any change to the grade structure of an existing campus could cause the school district to be required to reestablish Base Year data for those campuses. This would require the redistribution of free and reduced-price applications to all students at those campuses and the submission of new Percentage Calculation Forms to TDA for approval. Notification of any change to campus structure must be made in writing to TDA before the start of the school year in which the campus structure would change. Determinations will be made by the state office on a case-by-case basis.

Scenario when a new school is constructed

When a school participating in Provision 2 moves into a newly constructed building and the new school's enrollment is made up of the same population as the "old" Provision 2 school, can the new school continue to operate under Provision 2?

Yes. Since the newly constructed school's enrollment consists of the same attendance area and therefore the same enrollment makeup, the base year Provision 2 claiming percentages which were developed in the old facility may be used in the new school.

If the new school draws attendance from various existing schools, does the new school have to take applications for its students?

Yes. The population of the new school is unique; therefore the ratio of meals claimed as free, reduced price and paid will also have changed.

Scenario when other changes in facilities are conducted

A Provision 2 school's entire student enrollment moves out of their school (school A). If another school's enrollment moves into school A, can they participate under Provision 2 and use the old claiming percentages?

No. The eligibility for Provision 2 is tied to the school population, not the physical school building. If school A wishes to participate under Provision 2 with its new population, State approval must be granted and a new base year conducted.

Scenario When a Change in Population Occurs

If two or more schools have a realignment of grades, must the affected school(s) reestablish a base year in order to remain on Provision 2?

The schools can continue to use their current claiming percentages only when the realignment of grades does not affect the attendance area of a school. However, if the attendance area of a school changes as part of the grade realignment the current claiming percentages cannot be used in that school (see previous question and answer about changes in attendance area).

What do you do about claiming percentages when two schools merge?

A combined claiming percentage may be developed using base year data from both schools as long as the attendance area for the combined schools is the same as the attendance area for both schools prior to consolidation. The base year meal counts by category, free, reduced price and paid, must be added together and converted to claiming percentages. If the schools were at different points in their Provision 2 cycle, the merged school adopts the earlier school's position in the current 4-year cycle. For example, if one school is in the 3rd year of a cycle and the other school is in the 2nd year, the cycle for the merged school is considered to be in the 3rd year.

Years 2, 3 and 4

At the beginning of each school year, the Provision 2 public announcement is made stating that all meals will be provided free to all students regardless of economic status.

Distribution of applications, eligibility determinations, and verifications of applications are not conducted in Years 2, 3 and 4. The CN department shall make no determinations of free or reduced-price eligibility or economic disadvantaged status. Any responsibilities assigned to the CN department to conduct eligibility determinations or any other type of means tested determinations would be an improper use of CN account funds.

Campus meal counts should be only the total meals served that day multiplied by the monthly percentages established in the Base Year.

If the reimbursement received by the school district is not sufficient to cover total nonprofit CN program costs, non-federal funds must be used to pay the difference.

Additional Information

Policy Statement

To participate in Special Assistance Provision 2, the school district must submit to TDA a Provision 2 Amendment to the Policy Statement for Free and Reduced-Price Meals by May 15 to begin establishing the Base Year in August. The district must agree to serve free meals to all enrolled students regardless of income eligibility. The state office will determine if the school district is eligible to begin to establish Base Year Data. Conditional approval will be based on the district's last Coordinated Review Effort (CRE).

Public Notification/Applications/Certification

In the Base Year, letters and applications are sent to parents of students prior to or at the beginning of the school year. Applications from the prior year cannot be carried over to determine Base Year eligibility percentages beyond the first 30 operating days of the school year. Direct certification information based on current food stamp eligibility may also be used. Before the start of the Base Year, a Provision 2 Public Announcement is published stating that all enrolled students will be allowed to eat breakfast and lunch at no charge regardless of income eligibility. In Years 2, 3 and 4 after the Base Year, applications are not distributed, there are no eligibility determinations to make, and no verification of applications to conduct. At the beginning of each school year in Years 2, 3 and 4, the Provision 2 Public Announcement is made stating that all meals will be provided free to all students regardless of economic status.

Reimbursement

During all four years of serving students free under Provision 2, the school must continue to record and report a daily meal count. During the Base Year, standard procedures for counting and claiming meals for reimbursement are followed by the school district. In Years 2, 3 and 4 only daily total meal counts are taken, by campus, and consolidated into a monthly total meal count. (*See end of this section for an example of a Provision 2 daily record.*) That total monthly meal count will be multiplied by the percentages for free, reduced-price, and paid established in the corresponding Base Year month to determine the amount of the reimbursement. This will form the school district reimbursement claim for that month. To reflect increases/decreases in enrollment for each school year, the number of students eligible for free, reduced-price, and paid must be updated as of October 31 of each year. To adjust for increases/decreases in enrollment, multiply the current enrollment figure by the base year percentage for free, reduced-price and paid. However, the sum of the three categories should not exceed the enrollment. School districts must adjust the enrollment number on the claim for reimbursement on a monthly basis to properly reflect fluctuations and to allow for claim submission.

Internal Controls

What is the school food authority claims review process in non-base years?

The claims review process is a simplified system for non-base years of Provision 2. You only need to compare the daily total number of meals served to the attendance-adjusted enrollment. Comparisons by meal type (free, reduced price and paid) are not required.

- First, determine the enrollment, i.e., the total number of students with access to the lunch program, as of the last serving day in October. You may also use the highest number of students enrolled during the month for internal control purposes.
- Then apply an attendance factor to enrollment to determine the average daily attendance for your Provision 2 school.
- Each day's total student meal count is compared to the attendance-adjusted enrollment.
- If the comparison shows more total meals claimed than attendance-adjusted enrollment, you need to follow up with the school to determine the cause prior to submitting the Claim for Reimbursement to your State agency.

How do we calculate our edit check numbers for Provision 2?

The following calculations provide the information necessary to conduct the daily edit check for Provision 2 schools:

$$\frac{\text{_____}}{\text{\# Students with}} \times \frac{\text{_____}}{\text{Attendance}} = \frac{\text{_____}}{\text{Attendance-Adjusted}} \\ \text{Access to Program} \qquad \qquad \qquad \text{Factor} \qquad \qquad \qquad \text{Enrollment}$$

Next, compare the attendance-adjusted enrollment to the total number of meals claimed for that day:

$$\frac{\text{_____}}{\text{Attendance-Adjusted}} \text{ Compared to } \frac{\text{_____}}{\text{Total Daily}} \\ \text{Enrollment} \qquad \qquad \qquad \text{Meal Count}$$

If the total daily meal count exceeds the attendance-adjusted enrollment, you need to research the reason(s) why the day's meal counts exceeded the attendance-adjusted enrollment. Prior to submitting the Claim for Reimbursement, you must make corrections or, if necessary, justify the numbers to the State agency. It should be determined if the counting system needs to be changed and, if so, the proper corrective action must be taken.

Do we have to perform the annual on-site review in schools participating in Provision 2 during the non-base years of the Provision or extension?

Yes. You must perform the annual on-site review of all schools in your school food authority, regardless of Provision 2 status or year of cycle, to ensure that meal counts at the point of service (or approved alternate) are being accurately counted and claimed. The exception is that a one-school school food authority does not have to complete the on-site review.

Reporting Data

How do we report the October enrollment and eligibility numbers in non-base years?

Federal regulations require that States gather the enrollment and eligibility numbers for each school food authority at least once a year and report it on the October Claim for Reimbursement. The Provision 2 school data are reported for October just as they are during standard meal counting and claiming procedures. However, since eligibility determinations were not made during the non-base years, adjustments are made to the base year numbers of students eligible based on the percentage increase or decrease in enrollment. The following example demonstrates that if the enrollment increased by 20 percent, the reported number of free and reduced price eligible students should each be increased by 20 percent (making sure that the totals do not exceed the new enrollment numbers).

Example:

In the base year, a school has the following enrollment and eligibility data that were reported as part of the base year's October claim for reimbursement:

Enrollment: 100 (actual number as of last operating day in October)

Eligible Free: 80 (actual number determined free as of last operating day in October)

Eligible Reduced Price: 10 (actual number determined reduced price as of last operating day in October)

Eligible Paid: 10 (enrollment minus the sum of free and reduced price eligibles)
100 (Enrolled) - 90 (80 free and 10 reduced price) = 10 paid eligibles

In the following year, the first non-base year, enrollment has increased to 120 children. This represents a 20 percent increase in enrollment (20 divided by 100 = 20 percent). Since the eligibility determinations are not made in a non-base year, adjustments are made to the base year

numbers of children eligible for free and reduced-price meals. As a result, the non-base year October Claim for Reimbursement numbers for this school would be:

Enrollment: 120 (actual enrollment on last operating day of October during the non-base year)

Eligible Free: 96

80 free from base year $\times .20$ (20%) = 16

16 + 80 = 96 free for non-base year October reporting

Eligible Reduced Price: 12

10 reduced price from base year $\times .20$ (20%) = 2

2 + 10 = 12 reduced price for non-base year October reporting

Eligible Paid: 12

120 - 96 - 12 = 12 paid from base year October reporting

Final Check: 96 free + 12 reduced priced + 12 paid = 120 enrollment

If, on the final check, the number of free plus reduced price plus paid does not equal the enrollment, an adjustment is made to the paid category. Use standard rounding procedures for calculations.

For each non-base year for schools operating under Provision 2, adjustments (upward or downward) are made to the base year numbers of students eligible based on the percentage increase or decrease in enrollment from the base year. Your State agency may have more frequent reporting requirements for enrollment and eligibility data requiring adjustments to the numbers of students eligible for meal benefits.

Record Retention

The school district must keep on file for monitoring purposes the Base Year monthly meal counts and percentages by campus (the original Percentage Calculation Form) that will be used in claiming reimbursement for the four-year cycle of Provision 2. Upon request, the district must make enrollment, participation or other data available for monitoring purposes to any appropriate agency. The Base Year Percentage Calculation Form, the Policy Statement Amendment and renewals and Base Year free and reduced-price applications must be kept on file by the district as long as the school district remains on Provision 2.

Escape Clause

A district operating under Provision 2 may return to standard application and eligibility determination procedures at any time, if standard procedures better suit the school district program needs. However, in doing so, the district is responsible for notifying TDA in writing and for notifying parents of the decision and for distribution of free and reduced-price applications to all students at that time and at the beginning of each subsequent school year. It is recommended that termination of Provision 2 should only occur after the end of a school year and before the beginning of the next school year.

Additional Four-Year Cycles

School districts that wish to continue Provision 2 after the four-year cycle may elect to renew for an additional four-year cycle. To qualify for renewal of Provision 2, the district should make the request to the state office, by letter, and provide documentation that the socioeconomic status of the school district population and income levels have remained stable or have declined during the previous three years of the program. Improvement in the socioeconomic status of the school district population in excess of five percent would cause the district to reestablish Base Year data by distribution of free and reduced-price applications for the National School Lunch and Breakfast Programs to all students. Subsequent reapplication for four-year renewals may be requested from the state office after the four-year cycle is completed. The request would also be based on socioeconomic data for the school district population.

Acceptable data to document the socioeconomic status of the school district population would include but not be limited to:

- A. Local data collected by the Chamber of Commerce or city/county economic planning offices for the school district population (Such as: employment data, household income, percentage of households below the poverty level);
- B. Recent census track data compiled for the local area covering most of the school district population (Such as: employment data, household income, percentage of households below the poverty level);
- C. School district direct certification data for the previous three-year period;

D. Other local district-specific data as approved by the state agency. The source or type of any data used must be consistent from year to year.

For more information about Special Assistance Provision 2, please contact the Texas Department of Agriculture, Food and Nutrition Division.

Summer Food Service Program (SFSP)

Most of the school districts that provide foodservice under the Provision 2 alternative are also mandated by state law to offer the Summer Food Service Program (SFSP). All children that participate in the SFSP are fed at no charge, just as in Provision 2; however, in the SFSP all meals are claimed as free instead of by category as with Provision 2.

For additional information on summer feeding programs for schools, refer to Section 12, Summer Program, or contact TDA at 888-TEX-KIDS.

**Special Assistance Provision 2 (SAP2)
Feasibility Worksheet**

School District Name _____ County-District # _____

Complete one worksheet for Lunch and one for Breakfast

A. Most Recent October _____ Total Days Claimed _____

1. Student Eligibility:

Free Reduced Paid Total Enrollment

_____ + _____ + _____ = _____
% of Eligibles = each category divided by total enrollment

% of Eligibles _____ + _____ + _____ = _____
(Carry these percentages out to 6 digits for accuracy) Must = 1.00000

2. Meals Served by Category:

Free Reduced Paid Total Meals Served

_____ + _____ + _____ = _____

3. Percentage of Meals Served by Category Divided by Total Meals Served:
Numbers by category from #2, above, each divided by total meals served

Free Reduced Paid

_____ + _____ + _____ = _____

(Carry these percentages out to 6 digits for accuracy) Must = 1.00000

4. Average Daily Participation from the Accuclaim Daily Record

Divide Total Meals Served, from #2 above, by Total Days Claimed to calculate Average Daily Participation

Total Meals Served = Average Daily Participation

Total Days Claimed

_____ = _____ Avg. Daily Participation

Divide Average Daily Participation by Total Enrollment to calculate
% Participation

Average Daily Participation = % Participation
Total Enrollment

_____ = _____ % Participation

5. Total Federal Reimbursement for the NSLP for October \$ _____

6. From district records, the total NSLP Cash to be Received from Students, for October \$ _____

7. Monthly Total of all income, line 5 + line 6 \$ _____

8. Multiply the Monthly Total by total number of months in operation for an Annual Total
Income for Child Nutrition

(_____) (_____) = \$ _____

B. Projected Figures under Special Assistance Provision 2 (SAP2)

1. Projected Number of New Meals Served by Category:

Page 1, #2-Total Meals Served multiplied by the % Increase from TDA Program Chart (see attached chart to determine which campus will increase participation and by what percentage participation will increase with SAP2)

(Total Meals Served)(% Increase) = Projected New Meals

() () = _____

2. New Projections by Eligibility Category Projected:

Projected New Meals multiplied by percentages by category from Page 1, #3.

(Projected New Meals)(Free Percentage from #3) = Projected New Meals

(Projected New Meals)(Reduced Percentage from #3) = Projected New Meals

(Projected New Meals)(Paid Percentage from #3) = Projected New Meals

The three totals added together should be Projected number of New Meals from #1 of this page.

Free Meals () () = _____

Projected Free Meals

Reduced Meals () () = _____

Projected Reduced Meals

Paid Meals () () = _____

Projected Paid Meals

3. Projected Reimbursement under SAP2

Each Projected New Meal by category from B2 of this page is multiplied by the federal reimbursement by category. Be sure to calculate severe need if your district qualifies for that benefit.

(Projected Free Meals)(Federal Reimbursement) = \$ _____

(Projected Reduced Meals)(Federal Reimbursement) = \$ _____

(Projected Paid Meals)(Federal Reimbursement) = \$ _____

Add the three totals together for a Daily Total. Multiply the Daily Total by the total number of days in the claim for a Monthly Total Federal Reimbursement

Free Meals \$ _____

Reduced Meals \$ _____

Paid Meals \$ _____

Daily Total \$ _____ () = _____

Monthly Total Federal Reimbursement \$ _____

C. Comparison of Actual Figures with Projected Figures

1. Monthly Total, Part A7 \$ _____

2. Monthly Total, Part B3 \$ _____

3. Subtract C1 from C2 \$ _____ = Monthly difference or district subsidy

**Special Assistance Provision 2 (SAP2)
Feasibility Worksheet**

School District Name **Your District** County-District # **000-000**
Complete one worksheet for Lunch and one for Breakfast

A. Most Recent October **04-05 SY** Total Days Claimed **21**

1. Student Eligibility:

<u>Free</u>	<u>Reduced</u>	<u>Paid</u>	<u>Total Enrollment</u>
<u>271</u>	<u>57</u>	<u>111</u>	<u>439</u>

% of Eligibles = each category divided by total enrollment

% of Eligibles .617312 + .129841 + .252847 = 1.00000
(Carry these percentages out to 6 digits for accuracy) Must = 1.00000

2. Meals Served by Category:

<u>Free</u>	<u>Reduced</u>	<u>Paid</u>	<u>Total Meals Served</u>
<u>4253</u>	<u>734</u>	<u>1,845</u>	<u>6,833</u>

3. Percentage of Meals Served by Category Divided by Total Meals Served:
Numbers by category from #2, above, each divided by total meals served

<u>Free</u>	<u>Reduced</u>	<u>Paid</u>	
<u>.622567</u>	<u>.107420</u>	<u>.270013</u>	= <u>1.00000</u>

(Carry these percentages out to 6 digits for accuracy) Must = 1.00000

4. Average Daily Participation from the Accuclaim Daily Record

Divide Total Meals Served, from #2 above, by Total Days Claimed to calculate Average Daily Participation

Total Meals Served = Average Daily Participation

Total Days Claimed

6,833
21 = 325.38 = Avg. Daily Participation

Divide Average Daily Participation by Total Enrollment to calculate % Participation

Average Daily Participation = % Participation
Total Enrollment

325
439 = .740319 % Participation

5. Total Federal Reimbursement for the NSLP for October \$ **10,996**

6. From district records, the total NSLP Cash to be Received from Students, for October \$ **3,551**

7. Monthly Total of all income, line 5 + line 6 \$ **14,547.00**

8. Multiply the Monthly Total by total number of months in operation for an Annual Total Income for Child Nutrition

(**14,547.00**)(**9.5**) = \$ **138,197.00**

B. Projected Figures under Special Assistance Provision 2 (SAP2)

1. Projected Number of New Meals Served by Category:

Page 1, #2-Total Meals Served multiplied by the % Increase from TDA Program Chart (see attached chart to determine which campus will increase participation and by what percentage participation will increase with SAP2)

$$(\text{Total Meals Served})(\% \text{ Increase}) = \text{Projected New Meals}$$

$$(\mathbf{6,833}) (\mathbf{.05}) = \underline{\mathbf{342}}$$

2. New Projections by Eligibility Category Projected:

Projected New Meals multiplied by percentages by category from Page 1, #3.

$$(\text{Projected New Meals})(\text{Free Percentage from \#3}) = \underline{\text{Projected New Meals}}$$

$$(\text{Projected New Meals})(\text{Reduced Percentage from \#3}) = \underline{\text{Projected New Meals}}$$

$$(\text{Projected New Meals})(\text{Paid Percentage from \#3}) = \underline{\text{Projected New Meals}}$$

The three totals added together should be Projected number of New Meals from #1 of this page.

$$\text{Free Meals } (\mathbf{342}) (\mathbf{.622567}) = \underline{\mathbf{212.92}} = \mathbf{213}$$

Projected Free Meals

$$\text{Reduced Meals } (\mathbf{342}) (\mathbf{.107420}) = \underline{\mathbf{36.73}} = \mathbf{37}$$

Projected Reduced Meals

$$\text{Paid Meals } (\mathbf{342}) (\mathbf{.270013}) = \underline{\mathbf{92.34}} = \mathbf{92}$$

Projected Paid Meals

3. Projected Reimbursement under SAP2

Each Projected New Meal by category from B2 of this page is multiplied by the federal reimbursement by category. Be sure to calculate severe need if your district qualifies for that benefit.

$$(\text{Projected Free Meals})(\text{Federal Reimbursement}) = \$ \underline{\mathbf{481.38}}$$

$$(\text{Projected Reduced Meals})(\text{Federal Reimbursement}) = \$ \underline{\mathbf{68.82}}$$

$$(\text{Projected Paid Meals})(\text{Federal Reimbursement}) = \$ \underline{\mathbf{23.92}}$$

Add the three totals together for a Daily Total. Multiply the Daily Total by the total number of days in the claim for a Monthly Total Federal Reimbursement

Free Meals \$ _____

Reduced Meals \$ _____

Paid Meals \$ _____

$$\text{Daily Total } \$ \underline{\mathbf{574.12}} (\mathbf{21}) = \underline{\mathbf{12,056.52}}$$

Monthly Total Federal Reimbursement \$ **12,056.52**

C. Comparison of Actual Figures with Projected Figures

1. Monthly Total, Part A7 \$ **14,547.00**

2. Monthly Total, Part B3 \$ **12,057.00**

3. Subtract C1 from C2 \$ **2,490.00** = Monthly difference or district subsidy

Texas Department of Agriculture National School Lunch and Breakfast Programs On-site School Review

Special Assistance Provision 2
Year 2 and Following Years

District Name	County District No.
School Name	Date of Review

ADA _____	Estimated Percent Attendance _____ %		
	Prior Month ADP	Meal Count on Day of Review	Currently Enrolled
Total Meals Served	_____	_____	_____

- | | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|--|------------|-----------|------------|
| <i>I. Maintenance of Applications</i> | | | |
| 1. Does the school have on file the approved applications from the base year as supporting documentation? | _____ | _____ | _____ |
| 2. Is Direct Certification, Head Start, Even Start documentation from the base year maintained? | _____ | _____ | _____ |
| <i>II. Meal Count System</i> | | | |
| 1. Does the meal count system produce an accurate count of reimbursable meals served to eligible children? | _____ | _____ | _____ |
| a. Does the collection procedure in use match the Attachment B in the approved policy statement? | _____ | _____ | _____ |
| b. If the meal count is not taken at the end of the foodservice line, does the school have a system to account for reimbursable meals? | _____ | _____ | _____ |
| c. Are only meals that meet meal pattern requirements counted and claimed for reimbursement? | _____ | _____ | _____ |
| d. Does the collection procedure in use ensure that only one meal per child per day is claimed for reimbursement? | _____ | _____ | _____ |
| e. Does the school have a trained substitute cashier? | _____ | _____ | _____ |
| f. Does the school have a backup counting system in case of mechanical failure of the automated system? | _____ | _____ | _____ |
| <i>III. Meal Count Recording and Edit Check</i> | | | |
| 1. Does the school use a proper procedure for counting and recording meals? | _____ | _____ | _____ |
| 2. For any day during the review month, does the number of meals claimed exceed enrollment? | _____ | _____ | _____ |
| 3. For any day during the review month, does the percent of student participation exceed the attendance factor?
If so, were daily meal counts rechecked for accuracy? | _____ | _____ | _____ |
| 4. Does the school have proper procedures to manage and safeguard cash (reconciliation, extra item sales, adult meals, etc.)? | _____ | _____ | _____ |

Yes No N/A

IV. Results of Review

1. Is corrective action plan required? _____

2. Is a follow-up review required? _____

V. Comments, Notes and Observations During the Review

VI. Suggest Corrective Action (Follow-up in 45 days)?

Signature of Reviewer

Signature of Manager

Prototype Media Release for Free and Reduced-Price Meals Special Assistance Provision 2 — Base Year

The *[Name of School District]* today announced an amendment to the policy for serving meals for students served under the National School Lunch and School Breakfast Programs for the *[_____]* school year, which would allow for all students at all campuses to be served meals at no charge. The ability of the *[Name of School District]* to offer this special alternative rests upon the success of the school district in receiving a completed application for free and reduced-price meals for the National School Lunch and School Breakfast Programs from each household in the district.

Applications will be furnished by the school district and can be obtained, or questions answered by contacting *[Name]* at *[Telephone Number]*. Completed applications should be returned to:

[Name of School District]
Attention: *[Name, Title]*
[Department/Division]
[Address]
[City, State ZIP]

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Prototype Media Release for Free and Reduced-Price Meals Special Assistance Provision 2 — Year 2 and Successive Years

The *[Name of School District]* today announced an amendment to the policy for serving meals for students served under the National School Lunch and School Breakfast Programs for the *[_____]* school year, which would allow for all students at all campuses to be served meals at no charge.

For additional information please contact: *[Name of School District]*, Attention: *[Name, Title]*, *[Department/Division]*, *[Address]*, *[City, State ZIP]*, *[Telephone Number]*, *[E-mail Address]*.

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