



Scanned and Web-based Application Checklist, National School Lunch Program (NSLP), School Breakfast Program (SBP), and Special Milk Program (SMP)


Use the following questions to ensure that the scanned or web-based household application process meets the requirements.

(NOTE: The questions in this checklist are specific to scanned or web-based household application processing systems. CEs that use scanned or web-based household application processes are also expected to be in compliance with all other regulations for the distribution, review, and approval or denial of household applications.)



Contracting Entity Name



Date


Contracting Entity ID

1. Does the CE provide an option for a household to submit a meal application through a non-electronic method?

- Yes
 No

Detailed description of the non-electronic method for submitting an application:

2. Does the CE's household application processing system use commercial software or a CE-developed system?

- Commercial product
 CE developed

Name of the commercial software or description of the type of household application processing system the CE has developed:

3. Does the CE's household application processing system have a method to ensure confidentiality?

- Yes
 No

Detailed description of the process in place that ensure confidentiality:

4. Does the CE's household application processing system have a method to provide a confirmation of receipt for a completed application?

- Yes
 No

Detailed description of the process to provide a confirmation:

5. Does the CE's household application processing system recognize and accept less than whole dollar amounts?

(NOTE: If the application processing system does not recognize and accept less than whole dollar amounts, the CE must determine the error range caused by the software's inability to accept less than whole dollar amounts, pull each application that is within the error range, and review these applications individually to ensure the accuracy of eligibility determinations.)

Yes

No

Detailed description of the process to ensure accuracy of eligibility determinations if the CE's application processing system does not recognize and accept less than whole dollar amounts:

6. Does the CE have a procedure in place to retain all required documentation related to application processing?

Yes

No

Detailed description of how the CE retains records, including, but not limited to, original date of approval, basis of determination, and updated application status:

7. Does the CE's household application processing system have a method for the person completing the form to provide enough information to determine identity and location?

(Note: For scanned or web-based applications, this means a method to record the name of the person completing the form and an electronic location for the person. An electronic location is the source of the transmission, e.g., mail server identification, email account name, time-stamped Internet Protocol [IP] address.)

Yes

No

Detailed description of the process to determine the identify and location of the person completing the household application:

8. Does the CE's household application processing system have a method to provide information (i.e., information letter) to households about the application process?

Yes

No

Detailed description of the method for distributing the information (information letter):

9. Does the CE's household application processing system have a method to ensure that information submitted electronically is not altered after submission and/or a method for recording clarifications obtained by determining or reviewing officials?

Yes

No

Detailed description of the process for ensuring integrity of the application and recording clarifications:

10. Does the CE's household application processing system provide an explanation on the purpose and use for information collected on the household application?

Yes

No

Detailed description of the process for providing an explanation on the purpose and use of the information collected on the household application:

11. Does the CE's household application processing system have a method to collect an electronic signature?

Yes

No

Detailed description of the process to capture an electronic application:

12. Does the CE's household application processing system have a method in place to ensure that when the application includes a request for optional information that there is not a delay in processing an application or denial of an application because optional information is not submitted?

Yes

No

Detailed description of the method that is used to ensure optional information, such as requiring a social security number when one is not required, does not delay processing or cause denial of an application:

13. Does the CE's application clearly communicate that the person who signs the household application is attesting that the information reported in the household application is true and correct?

Yes

No

Detailed description of the method to communicate that the person completing the form is providing true and correct information:

Directions: Scanned and Web-based Household Application Checklist, National School Lunch Program (NSLP), School Breakfast Program (SBP), and Special Milk Program (SMP)

Purpose

To assist a contracting entity (CE) in assessing if its scanned or web-based household application processing system meets requirements. CEs are still expected to be in compliance with all other requirements related to processing household applications.

The Texas Department of Agriculture (TDA) provides additional guidance on scanned or web-based applications as well as other household application requirements in the *Administrator's Reference Manual (ARM), Section 4, Determining Eligibility*.

The use of this form is not required, but if a CE completes it fully, the CE's staff should be able to answer questions that might arise in an administrative review (AR).

Use This Form	
Frequency	As needed
Required Form Format	Use this form or a similar document.
Record Retention	Public and charter schools are required to keep documentation related to school nutrition programs for 5 years. Private schools, nonprofit organizations, and residential childcare institutions (RCCIs) are required to keep documentation for 3 years.

Directions for Using Sample Form

Read each question carefully, check all appropriate boxes, and provide detailed descriptions as requested.

If the answer to any question is *No*, this answer indicates that the CE may not be in compliance with the requirements for scanned or web-based household applications. In this case, the CE should develop a process to address this area.

TDA recommends that CEs have written procedures to address each of the areas included in the questions. The information collected in this form will be useful in the development of these procedures.