



Direct Certification and Free and Reduced Price Meals (FARM) Applications

School Year 2023-24

Professional Standards:

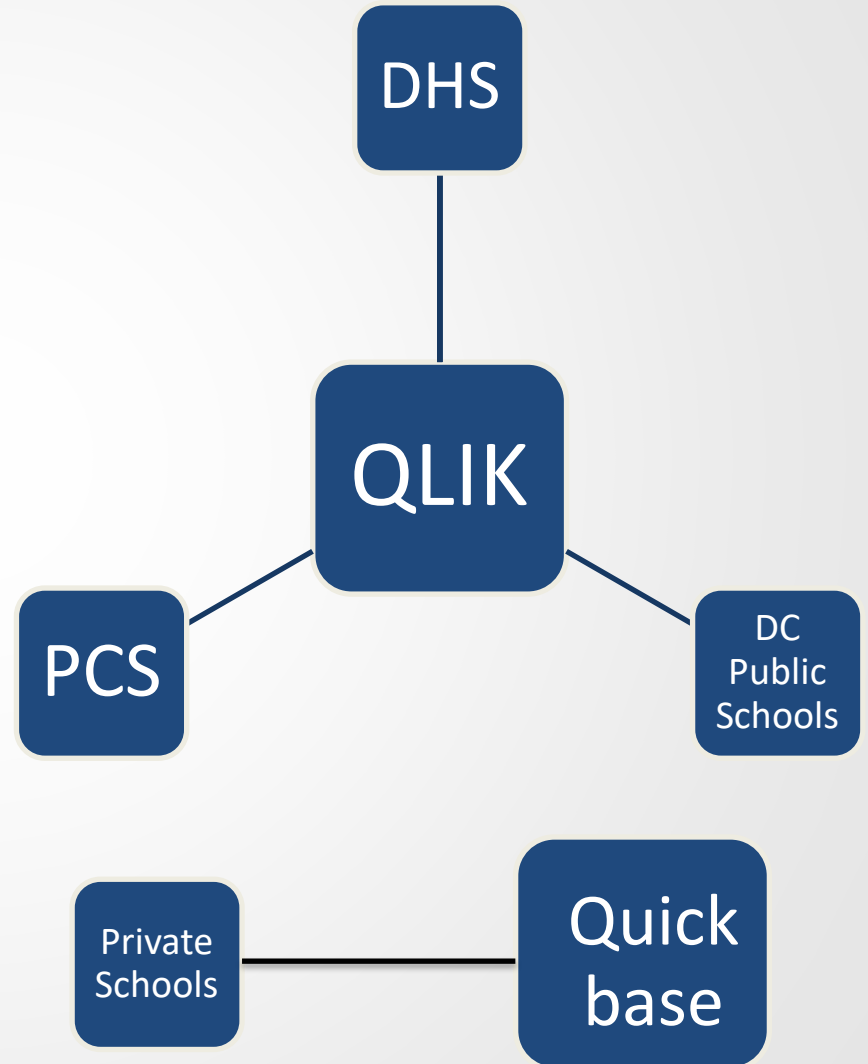
3110 – Eligibility

3120 – Direct Certification



Direct Certification

- Direct certification allows local education agencies (LEAs) to certify children as eligible for free meal benefits using participant data from other means-tested program, eliminating the need for a Free and Reduced-Price Meal (FARM) application.
- DC Department of Human Services (DHS) Income Maintenance Administration (IMA) identifies individuals between (and including) ages three and 21 that are participating in **Temporary Assistance for Needy Families (TANF)** or **Supplemental Nutrition Assistance Program (SNAP)**.
- Students identified as homeless or foster are also included as directly certified in the QLIK website.





Direct Certification Benefits

The advantages of a thorough direct certification process as opposed to collecting school meal applications include:

- Families do not need to complete a paper meal application
- Decreases the number of applications schools need to process and verify
- Decreases chance of errors processing applications
- Eligible students can be added throughout the school year through data matches
- A student who is directly certified is free for the entire school year



Direct Certification – How does it work?

QLIK takes School Food Authority (SFA) enrollment data and compares it to DHS data on SNAP and TANF participation to directly certify students. SFAs keep enrollment data up to date through the following databases:

- **District of Columbia Public Schools (DCPS)** - keeps **Aspen** updated
- **Public charter schools (PCS)** - need to keep their **student information system (SIS)** updated
- **Private schools** - must update their student enrollment annually in Quick Base



Accessing Direct Certification Lists - QLIK

- Direct certification data is available through QLIK
 - Access to Qlik requires that you have an active SLED account
- To access the direct certification list:
 - Go to the [Qlik website](#)
 - Select "Direct Certification"
 - Click "Open"
 - Click "SY-XXXX-XX Direct Certification" to select applicable school year.
 - Scroll down to Direct Certification Schools Roster
 - Select your school
 - Download the list into an Excel Spreadsheet



Select 'Direct Certification'

Health and Wellness

Direct Certification ⓘ

SY16-17 Health and Physical Education ...

SY17-18 Data Validation

SY17-18 Health and Physical Education ...

SY18-19 Data Validation

SY19-20 Chronic Absenteeism

SY19-20 Data Validation

SY20-21 Chronic Absenteeism

SY20-21 Data Validation

SY20-21 Enrollment Audit and Child Count...

SY21-22 Enrollment Audit and Child Count...

SY21-22 Health and Physical Education ...

SY22-23 Chronic Absenteeism

SY22-23 Data Validation

SY22-23 Enrollment Audit and Child Count...



Select 'Open'

A screenshot of a software interface showing a grid of document thumbnails. The thumbnails are labeled 'Absenteeism' and 'Validation'. A modal window titled 'Direct Certification' is open over the grid. Inside the modal, there is a yellow 'Open' button. Below the button is a teal icon with a white circuit pattern. To the right of the icon, the following metadata is displayed:

- Data reloaded: Jun 14, 2023, 9:00 AM*
- Published: Dec 1, 2022, 10:33 AM*
- Created: Dec 1, 2022, 10:32 AM*
- File size: 4 MB*
- Location: Health and Wellness*
- Owner: Sai Pulapa (CFO_DPW\sai.pulapa)*



Select Applicable School Year






Direct Certification

Data last loaded: Jun 14, 2023, 9:00 AM

Published: Dec 1, 2022, 10:33 AM

Published to: Health and Wellness

 Sheets  Bookmarks  Stories

▼ Public sheets (1)



SY22-23 Direct Certification ...



Download the Data

Direct Certification Schools Roster

USI	Local ID	LEA Code	LEA Name	School Code	School Name	Sector
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- Full screen
- Share
- Snapshot library
- Download as...



Accessing Direct Certification Lists – Quickbase

- Direct certification data is available through Quickbase for private schools.
 - Access to Quickbase requires that you have a Quickbase account.
 - Your Program Specialist will need to submit a request for your school to have access to the Private School Data Collection Application
- To access the direct certification list:
 - Go to the ‘Private School Data Collection Dashboard’
 - Scroll down to ‘SY XXXX-XX Enrollment Status Report’
 - Select your school name from the list
 - Click “SY-XX-XX Direct Certification” to select applicable school year.



Private School Data Collection Dashboard

My Apps | Private School Data Colle... | OSSE Private School R... | SY2021-22 LEA Contin... | OSSE Help Desk

Home | Users | Students | Student Enrollments | Schools | School Admins | Sites | Documents | COVID-19 Vaccination ... | Attestation Documents | OSSE Docs

Private School Data Collection > Default Dashboard

Print this page

Search Students

Search by Name, State ID or DOB



Report Links

[Council Report](#) • [FARMS Direct Cert Report](#)

Add Student

DC Council Report by Students 2022-2023



Resident Status		Non-Resident	Resident	Totals
School Name	Enrollment Status	Number of Students	Number of Students	Number of Students

DC Council Report by Grade Level 2022-2023

School Name	Maximum Record ID# of enrollment - Grade Level	Number of Students
Academia De La Recta Porta Icds Intl. Christian Day School	02	1



SY XXXX-XX Enrollment Status Report

SY 2022-23 Enrollment Status Report

Enrollment Status		Enrolled	Exited	Incomplete	Totals
School Name	Related Site (ref) - School Code2	Number of Students	Number of Students	Number of Students	Number of Students
<u>Academia De La Recta Porta Icds Intl. Christian Day School</u>	[REDACTED]	<u>6</u>	-	-	6
<u>Acton Academy</u>	[REDACTED]	<u>25</u>	<u>6</u>	-	31
<u>Aidan Montessori School</u>	[REDACTED]	<u>82</u>	-	-	82
<u>Annunciation Catholic School</u>	[REDACTED]	<u>100</u>	-	-	100
<u>Archbishop Carroll High School</u>	[REDACTED]	<u>290</u>	-	<u>1</u>	291
<u>Beauvoir, The National Cathedral Elementary School</u>	[REDACTED]	<u>281</u>	-	-	281
<u>Bishop John T. Walker School For</u>	[REDACTED]	<u>82</u>	-	-	82



Direct Certification Requirements

The direct certification process **must** be conducted three times per school year.

- Requirements:
 - Pull first direct certification list at or around the beginning of the school year;
 - Pull second direct certification list three months after the initial effort; and
 - Pull third direct certification list six months after the initial effort.

- Best Practices:
 - Pull a direct certification list routinely to qualify students who become eligible during the school year
 - Save and/or print a copy of the direct certification list each time it is pulled



Direct Certification

Students on direct certification list :

Student is considered directly certified and **eligible for free meals** and doesn't need to have an application on file at your school.

Students not on direct certification list:

Required to submit a FARM application to determine meal eligibility. If the school receives an application from a student(s) with a TANF or SNAP number, but the student's name does not appear on the direct certification list, that **student(s) are categorically eligible for free meals.**



FARM Applications



Free And Reduced-price Meals Application

Prototype Household Application for Free and Reduced Price School Meals

APPLY ONLINE:
RETURN TO (School/District Name):
ADDRESS:

Complete one application per household. Please use a pen (not a pencil).

STEP 1 List ALL children, infants, and students up to and including grade 12. Attach another sheet of paper if you need space for more names.

List ALL children in the household. Do not forget to list infants, children attending other schools, children not in school, and children not applying for benefits. This includes children not related to you in your household.

Child's First Name	MI	Child's Last Name	Grade	Over all that apply			
				Foster Child	Migrant	Runaway	Homeless
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you checked any of these boxes, please refer to the Application Instruction's Step 1: Part C & Part D.

STEP 2 Do any household members (including you) participate in: SNAP, TANF, or FDPIR?

NO → Go to STEP 3. **YES** → Write case number here and proceed to STEP 4. **CASE NUMBER (NOT EBT NUMBER):** _____

Write only one case number in this space.

STEP 3 List ALL household members and income for each member (before taxes and deductions)

A. All Adult Household Members (Anyone who is living with you and shares income and expenses, even if not related, including you.)
List all Adult Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they receive income, report total gross income (before taxes and deductions) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often received?					Public Assistance, Child Support, Alimony	How often received?				Pensions, Retirement, Social Security, SSI, VA Benefits, All Other	How often received?			
		Weekly	Every 2 Weeks	2x Month	Monthly	Annual		Weekly	Every 2 Weeks	2x Month	Monthly		Weekly	Every 2 Weeks	2x Month	Monthly
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Household Members (Children and Adults) Last Four Numbers of Social Security Number of Primary Wage Earner or other Adult Household Member (if Applicable) Check if no Social Security Number

B. Child Income
Sometimes children in the household earn or receive income. Include the TOTAL income (before taxes and deductions) received by ALL children listed in STEP 1 here. \$ Weekly Every 2 Weeks 2x Month Monthly Annual

Please see application's back for list of income sources.

STEP 4 Contact information and adult signature. **RETURN COMPLETED FORM TO YOUR CHILD'S SCHOOL:** Insert school address here

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (confirm) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Print Name of Adult Signing the Form Signature of Adult Today's Date

Mailing Address (if available) City State Zip Phone (optional) Email (optional)

Return completed form to your child's school.



Free And Reduced-price Meals Application

SOURCES AND EXAMPLES OF INCOME

For additional information on income, please refer to the instructions that accompany this application.

Sources of Income			Examples of Income for Children
Earnings from Work <ul style="list-style-type: none"> Salary, wages, cash bonuses, tips, commissions Net income from self-employment (farm or business) If you are in the U.S. Military: <ul style="list-style-type: none"> Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances) Allowances for off-base housing, food, and clothing 	Public Assistance/Alimony/Child Support <ul style="list-style-type: none"> Unemployment benefits Workers' compensation Supplemental Security Income (SSI) Cash assistance from State or local government Alimony payments Child support payments Veterans benefits Strike benefits 	Pensions/Retirement/All other sources of income <ul style="list-style-type: none"> Social Security/Disability (including railroad retirement and black lung benefits) Private Pensions or disability benefits Income from trusts or estates Annuities Investment in come Earned interest Rental in come Regular cash payments from outside household 	<ul style="list-style-type: none"> A child has a regular full or part-time job where they earn a salary or wages A child is blind or disabled and receives Social Security benefits A parent is disabled, retired, or deceased, and their child receives Social Security benefits A friend or extended family member regularly gives a child spending money A child receives regular income from a private pension fund, annuity, or trust

OPTIONAL Children's ethnic and racial identities. This information is kept confidential and may be protected by the Privacy Act of 1974.

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one): Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race) Not Hispanic or Latino

Race (check one or more): American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

Return this completed form to your child's school. *Do not mail, fax, or email completed applications to the U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights.

DO NOT FILL OUT For school use only.

Annual Income Conversion: Weekly × 52, Every 2 Weeks × 26, Twice a Month × 24, Monthly × 12. Do not annualize income to determine eligibility unless more than one income frequency is listed.

Total Income	How often?					Household size	Categorical Eligibility <input type="checkbox"/>	Eligibility		
<input type="text"/>	Weekly	Every 2 weeks	2x/Month	Monthly	Annual	<input type="text"/>	<input type="checkbox"/>	Free	Reduced	Denied
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Determining Official's Signature	Date	Confirming Official's Signature		Date	Verifying Official's Signature		Date			

Use of Information Statement

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met. Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, Check if no Social Security Number Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

The contact information below is solely to file a complaint of discrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

*MAIL: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

FAK: (833) 256-1665 or (202) 690-7442; or
EMAIL: program.intake@usda.gov

***Do not mail applications to this address, only complaints of discrimination.**

This institution is an equal opportunity provider.

Return completed form to your child's school.



Income Eligibility Guidelines

INCOME ELIGIBILITY GUIDELINES

Effective from July 1, 2023 to June 30, 2024

HOUSEHOLD SIZE	FEDERAL POVERTY GUIDELINES	REDUCED PRICE MEALS - 185 %					FREE MEALS - 130 %				
	ANNUAL	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY
48 CONTIGUOUS STATES, DISTRICT OF COLUMBIA, GUAM, AND TERRITORIES											
1	14,580	26,973	2,248	1,124	1,038	519	18,954	1,580	790	729	365
2	19,720	36,482	3,041	1,521	1,404	702	25,636	2,137	1,069	986	493
3	24,860	45,991	3,833	1,917	1,769	885	32,318	2,694	1,347	1,243	622
4	30,000	55,500	4,625	2,313	2,135	1,068	39,000	3,250	1,625	1,500	750
5	35,140	65,009	5,418	2,709	2,501	1,251	45,682	3,807	1,904	1,757	879
6	40,280	74,518	6,210	3,105	2,867	1,434	52,364	4,364	2,182	2,014	1,007
7	45,420	84,027	7,003	3,502	3,232	1,616	59,046	4,921	2,461	2,271	1,136
8	50,560	93,536	7,795	3,898	3,598	1,799	65,728	5,478	2,739	2,528	1,264
For each add'l family member, add	5,140	9,509	793	397	366	183	6,682	557	279	257	129
ALASKA											
1	18,210	33,689	2,808	1,404	1,296	648	23,673	1,973	987	911	456
2	24,640	45,584	3,799	1,900	1,754	877	32,032	2,670	1,335	1,232	616
3	31,070	57,480	4,790	2,395	2,211	1,106	40,391	3,366	1,683	1,554	777
4	37,500	69,375	5,782	2,891	2,669	1,335	48,750	4,063	2,032	1,875	938
5	43,930	81,271	6,773	3,387	3,126	1,563	57,109	4,760	2,380	2,197	1,099
6	50,360	93,166	7,764	3,882	3,584	1,792	65,468	5,456	2,728	2,518	1,259
7	56,790	105,062	8,756	4,378	4,041	2,021	73,827	6,153	3,077	2,840	1,420
8	63,220	116,957	9,747	4,874	4,499	2,250	82,186	6,849	3,425	3,161	1,581
For each add'l family member, add	6,430	11,896	992	496	458	229	8,359	697	349	322	161
HAWAII											
1	16,770	31,025	2,586	1,293	1,194	597	21,801	1,817	909	839	420
2	22,680	41,958	3,497	1,749	1,614	807	29,484	2,457	1,229	1,134	567
3	28,590	52,892	4,408	2,204	2,035	1,018	37,167	3,098	1,549	1,430	715
4	34,500	63,825	5,319	2,660	2,455	1,228	44,850	3,738	1,869	1,725	863
5	40,410	74,759	6,230	3,115	2,876	1,438	52,533	4,378	2,189	2,021	1,011
6	46,320	85,692	7,141	3,571	3,296	1,648	60,216	5,018	2,509	2,316	1,158
7	52,230	96,626	8,053	4,027	3,717	1,859	67,899	5,659	2,830	2,612	1,306
8	58,140	107,559	8,964	4,482	4,137	2,069	75,582	6,299	3,150	2,907	1,454
For each add'l family member, add	5,910	10,934	912	456	421	211	7,683	641	321	296	148



Determining Eligibility on FARM Applications

- Ensure the application is filled out completely and signed by the adult household member
- If Step 2 has a case number:
 - Skip Step 3
 - Ensure Step 4 is completed
 - Students are Categorically Eligible
 - Proceed to the back of the application and select 'Categorically Eligible'.
 - Sign your name in the Determining Official's Signature box and date
- If Step 2 is blank, continue to Step 3 on the application



Determining Eligibility

- If a household reports income sources at more than one frequency, annualize all income.
 - Annual income conversions:
 - Weekly x 52
 - Every two weeks x 26
 - Twice a month x 24
 - Monthly x 12
- Compare the income or the sum of the incomes to the published Income Eligibility Guidelines for the appropriate frequency and household size to make the eligibility determination
- Report income findings on the bottom of page two
- Select income frequency
- Report household size



Determining Eligibility

- Using the determination that was made fill in the proper circle in the eligibility box
- Sign your name in the Determining Official's Signature box and date
- Confirming Official shall review, sign, and date when a second review of applications is required, and for verification
- Best Practice:
 - While a second review of applications is only required in specific circumstances and for verification, OSSE encourages a second review of all application determinations at all times.



Critical Information

Eligibility determinations are valid for the entire school year, regardless of how eligibility is determined.

- SFAs must carry over the eligibility status from the previous school year for up to 30 operating days or until a new eligibility determination is made, whichever comes first
- FARM applications cannot be completed and signed before July 1 of the effective school year. Annually, Income Eligibility Guidelines are effective from July 1 to June 30 of the current school year
- Sponsors that make changes to the FARM application, frequently asked questions (FAQ) document, or use a different application format must submit applications and documents to OSSE for approval every year



Carryover Policy for the School Meal Programs

Carryover Policy for the Schools Meal Programs		
	Within an LEA	Between LEAs
Standard Counting and Claiming School → Standard Counting and Claiming School	Carryover is mandatory , whether a child is continuing in the same school or will attend a different school within the LEA. The new school must carry over the child's eligibility status for up to 30 operating days or until a new eligibility determination is made, whichever comes first.	Receiving schools are encouraged to use the former LEA's eligibility determination for up to 30 operating days or until a new eligibility determination is made, whichever comes first. The new school may accept the former school's eligibility determination during the carryover period without incurring liability for the accuracy of the determination.
Provision School → Standard Counting and Claiming School	OSSE permits children moving within an LEA to receive free meals for up to 30 operating days or until a new eligibility determination is made, whichever comes first.	OSSE permits children moving between LEAs to receive free meals for up to 30 operating days or until a new eligibility determination is made, whichever comes first.



Transfer Policy for the School Meal Programs

Transfer Policy for the School Meal Programs		
	Within an LEA	Between LEAs
Standard Counting and Claiming School → Standard Counting and Claiming School	Eligibility status must transfer with the child when a child moves to a new school within an LEA.	Receiving schools are encouraged but not required to accept the eligibility determination from the child's former district. The receiving school may accept the eligibility determination without incurring liability for the accuracy of the determination.
Provision School → Standard Counting and Claiming School	Children transferring from a Provision school must receive free meals for up to 10 days or until a new eligibility determination is made, whichever comes first. OSSE permits children transferring from Provision schools to receive free meals for up to 30 days. Free meals served under these circumstances may be claimed at the Federal free rate.	Schools must provide children transferring from Provision schools free meals for up to 10 operating days or until a new eligibility determination is made, whichever comes first. OSSE permits transfer students to receive free meals for up to 30 days. Free meals served under these circumstances may be claimed at the Federal free rate.



Resources

- [OSSE Website](#)
- [FAQ Letter for Parents](#)
- [How to Fill Out the FARM App](#)
- [FARM Application Instructions](#)
- [FARM Application Fact Sheet](#)
- [Eligibility Manual for School Meals](#)



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