

****FREE AND REDUCED PRICE MEAL ELIGIBILITY DOCUMENTATION SHEET**
(For use by Residential Child Care Institutions only)

Name of Resident Child	Race/ Ethnic Group	Birthdate	Date of Admission	Date of Release	Income Earned or Directly Received by Child (before deductions)	Dates/Period which income is earned or received	Date of Eligibility Determination	Category of Eligibility (Free, Reduced, or Ineligible for Benefits)	Signature of Determining Official

**This form cannot be used for day students.

INSTRUCTIONS FOR COMPLETING FREE OR REDUCED PRICE MEAL ELIGIBILITY DOCUMENTATION SHEET

Free or Reduced Price Meal Eligibility Documentation Sheet may be used in lieu of an individual Meal Benefits Form for only those children residing in Residential Child Care Institutions (RCCIs).

Name of Resident Child - enter the full name of the child receiving meals. These children must reside in the institution. This cannot be used for day students.

Race/Ethnic Group - enter race of the child according to the five designated categories: American Indian/Alaskan Native, Asian, Black/African American, Native Hawaiian/Other Pacific Islander, or White. Also note if the child is or is not Hispanic or Latino.

Birthdate - enter the birthdate of the child. "Child" is defined for Child Nutrition Program purposes as a person under 21 chronological years of age who is enrolled in an institution or center.

Date Entered - enter the date the child enrolled in the institution.

Date Exited - enter the date the child leaves or is released from the institution.

Income Earned or Directly Received by Child - enter the dollar amount, before deductions, a child earns from full-time or regular part-time employment and/or personally received while in residence at the institution.

Dates/Period in which income is earned or received - enter the time frame in which the income is earned, i.e. week, month, year

Date of Eligibility Determination - enter the date the child is eligible to receive meal benefits.

Category of Eligibility - determine the child's eligibility category using income from the "Income Earned" column and the current eligibility guidelines. Enter the determination - free, reduced, or ineligible.

Signature of Determining Official - enter the name and title of the eligibility official who made the determination.