**Free and Reduced Web-based Meal Application Checklist 2015-2016**

School System Name: Date:

This checklist must be submitted **annually** to your school nutrition consultant. Please keep a copy for your system’s files. It is the school system’s responsibility to ensure that procedures comply with state and local regulations. An annual review will ensure that this level of compliance is obtained.

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|  | **Yes** | **No** |
| ■ Do you have written internal procedures for processing  web-based applications for school meals? (Please attach a copy of the procedures.) Procedures should address:  • Conversions steps to make this process available  • Contingency plan to address unauthorized access and security risks  • Confidentiality, including who has access to the information and why  • Description of how identity of all people, both inside and outside of the local agency, will be authenticated.  Include how passwords, PINs and encryption codes will be preserved to maintain access to archived information.  ■ Implementation and training. Include records that will be retained to reveal how the transaction was processed.  ■ Legal risks  ■ Back-up procedures  ■ Periodic review, evaluation and update  ■ Record retention and storage, including a description of how information will be made accessible to reviewers and auditors |  |  |
| ■ Has the process been reviewed and approved by your local technology staff and the Board’s attorney? (Attach documentation.) |  |  |
| ■ Do you have the capability to provide for legally binding  electronic signatures? (If this is not included in your procedures, please attach an explanation.) |  |  |
| ■ Are households able to submit a paper application? |  |  |
| ■ Does the electronic application include a statement that   explains how to obtain a paper application? |  |  |
| ■ Has the process been reviewed to ensure that it  accommodates any new School Nutrition Program requirements? |  |  |

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| ■ Do your electronic records contain, at a minimum:  • Date and time of transaction?  • Identity and location of each person who transmitted information  • Confirmation from the system that the transaction was received  • Complete contents of the transaction  • Complete instructions and terms of the agreement and confirmation that these were made available to the person submitting the information  • Certification that the person submitting the information is legally bound by the terms of the transaction and that they agree to be held accountable for the information provided  • Certification that the information is true and accurate  • Mechanism to prove that the transaction was not altered |  |  |
| ■ Is your system reliable so that the document is always  preserved in a useable format? |  |  |
| ■ Will you be able to recover the data once the software is  outdated? |  |  |
| ■ Does the system have the capability to allow submission of the  application if non-required information is requested? |  |  |

References:

Eligibility Manual for School Meals*, Determining and Verifying Eligibility*, Child Nutrition Programs, Food and Nutrition Service, United States Department of Agriculture, August 2014

USDA Policy Memorandum SP 10-2007 *Update on Electronic Transactions in Child Nutrition Programs, Web-based School Nutrition Applications,* September 30, 2011

USDA, FNS Policy Memo SP 50-2011, CACFP 27-2011, SFSP 20-2011, Free and Reduced Price

Meal Applications-Requests for Additional Information

Submitted by: (School Nutrition Director) Received and reviewed by: Date: