



## School Nutrition Programs Resident Income Policy

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(Name of Institution)

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Sponsor ID Number

Children attending a residential childcare institution qualify for free school meals or milk (National School Lunch Program, School Breakfast Program, After-School Snack component or Special Milk Program – Free Milk Option) without documenting income information on each child if:

1. the institution has a policy that sets a maximum income that each resident may have (or allows no income); and
2. the maximum income set by the policy is within the income guidelines for free school meals for a household of one; and
3. the Minnesota Department of Education (MDE), Food and Nutrition Service (FNS) has reviewed the institution's income policy described on this form and determined that the policy meets School Nutrition Programs (SNP) requirements for documentation of eligibility for free school meals.

Describe your institution's "resident income policy" in the space below or attach a copy of your policy:

Once approved, this is your documentation that residents in your institution qualify for free school meals without further application. If your policy substantially changes, you are required to notify MDE FNS and submit a revised policy for approval.

- For each resident who attends a public school, you must send to the school proof of eligibility for free meals. The school cannot provide free school meals for the student until one of the two following documentation options is received:
  - An Application for Educational Benefits completed for the resident as a "household of one" and signed by a representative of your institution.
  - A copy of your institution's resident income policy and a list of all residents covered by the policy. The list must include the resident's name, date of birth, and admission date. An updated list must be sent to the school when a resident discharges from your institution and when a new resident becomes eligible.
- If you have any day (nonresident) students, you must collect and approve individual meal applications for those students and meet requirements for annual verification of a percentage of applications.

Submit a signed copy of the completed form for approval. Email to [mde.fns@state.mn.us](mailto:mde.fns@state.mn.us), fax to 651.582.8501, or mail to:

Minnesota Department of Education  
Food and Nutrition Service – Applications Team  
1500 Highway 36 West  
Roseville MN 55113

For the Institution:

MDE FNS – Applications Team

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Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name (*please print*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date