

## Maintaining a Manual Benefit Issuance Document for School Nutrition Programs

Benefit issuance documents, commonly referred to as “rosters”, are required to document students’ eligibilities (free, reduced-price and paid). If you do not have a computerized benefit issuance system to generate a roster, a manual roster must be created and maintained. This guidance will assist local educational agencies with creating a manual roster. Review the [Eligibility Manual for School Meals](#) for comprehensive information on Federal requirements, policies, and procedures to help you accurately determine, certify, and verify children’s eligibility for free and reduced-price school meals.

When using a manual roster, a separate roster should be created for each site. Rosters must include the following:

- Student’s first and last name
- Student’s eligibility status (free or reduced-price)
- Approval date

The following are helpful pieces to include in the roster, but are not required:

- Method of approval (i.e. application, direct certification, homeless)
- Student’s grade
- Student’s identification number (State MARSS ID and/or local student ID)
- Student’s application number or the last name of the adult household member signing the application

**Rosters must be updated in a timely manner with the date of any new student additions, changes in eligibility, withdrawals and/or transfers.**

The roster can be organized according to the filing method that you use to sort the Applications for Educational Benefits. Applications can be filed by number or by the last name of the adult household member that signed the application. The following pages contain example rosters organized using both of these methods.

# Benefit Issuance Document Example 1

## Applications Filed by Application Number

### Instructions

1. Assign each household's application a number in the order it was received in the central office.
2. Place the number in the upper right hand corner of the application.
3. File the applications by number.
4. Record the number next to the student's name on each site's roster.
5. List the students' names in alphabetical order.

## Junior High Eligibility Roster

Month: December 2019

Application Number	Student Name*	Eligibility Status	Method of Approval	Grade	Approval Date	Date of Change in Eligibility, Withdrawal, or Transfer
N/A	Claus, Nicolas	F	DC-SNAP	9	8/27/19	
3	Claus, Mary	R	Application	9	8/27/19	12/6/19 R to Paid
N/A	Duck, Donald	F	DC-Extension	7	8/27/19	
7	Kay, Princess	F	Application	9	11/7/19	NA
4	Mouse, Minnie	F	Application	7	8/27/19	
5	Steel, Magnolia	F	Application/DC	9	9/4/19	12/6/19 R to F (on Dec DC list)
2	Tiny, Kermit	R	Application	7	8/27/19	
2	Tiny, Prince	R	Application	9	8/27/19	
1	Valentine, Violet	F	Application	8	8/27/19	12/13/19 Withdrawal
6	Winter, Lark	R	Application	8	11/7/19	

Table Key: F=free eligible, R=reduced-price eligible, DC=directly certified

## Benefit Issuance Document Example 2

### Applications Filed by Household Name

#### Instructions

1. File each application in alphabetical order using the last name of the adult signing the application.
2. Record the household last name next to the student's name.
3. List the students' names in alphabetical order.

### Junior High Eligibility Roster

Month: December 2019

Household Name	Student Name*	Eligibility Status	Method of Approval	Grade	Approval Date	Date of Change in Eligibility, Withdrawal, or Transfer
N/A	Claus, Nicolas	F	DC-SNAP	9	8/27/19	
Sunny	Claus, Mary	R	Application	9	8/27/19	12/6/19 R to Paid
N/A	Duck, Donald	F	DC-Extension	7	8/27/19	
King	Kay, Princess	F	Application	9	11/7/19	
Mouse	Mouse, Minnie	F	Application	7	8/27/19	
Steel	Steel, Magnolia	F	Application/DC	9	9/4/19	12/6/19 R to F (on Dec DC list)
Tiny	Tiny, Kermit	R	Application	7	8/27/19	
Tiny	Tiny, Prince	R	Application	9	8/27/19	
Valentine	Valentine, Violet	F	Application	8	8/27/19	12/13/19 Withdrawal
Summers	Winter, Lark	R	Application	8	11/7/19	

Table Key: F=free eligible, R=reduced-price eligible, DC=directly certified

\*Names are fictitious. Any similarities to real people are coincidental.