

## Chapter 7: Eligibility, Confidentiality, Disclosure, and Verification

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### **Eligibility and Verification Guidance Resources**

It is important that all individuals involved in the benefit determination process are knowledgeable and up-to date on the requirements. USDA's *Eligibility Manual for School Meals* provides comprehensive information about determining and verifying eligibility for Child Nutrition Program (CNP) benefits, as well as confidentiality and disclosure. Note that USDA has published multiple copies of this manual. The most current version was published in July 2017 and is available from [Link to https://www.fns.usda.gov/eligibility-manual-school-meals](https://www.fns.usda.gov/eligibility-manual-school-meals) .

### **Community Eligibility Provision, Provision 2 and Provision 3**

SFAs may qualify to participate in other programs such as Community Eligibility Provision, Provision 2 and Provision 3. See the Community Eligibility Provision, Provision 2 and Provision 3 chapter for more details. Contact SCDE or your education associate to discuss.

### **Record Keeping**

All free and reduced-price applications, and other documentation listed below, must be kept on file for a minimum of three years after the end of the fiscal year to which they pertain. However, if audit findings have not been resolved, the documentation must be retained until the audit is closed.

- Applications (free and reduced-price) approved for benefits;
- Applications from households denied benefits and denial letters sent to them;
- Inactive/withdrawn applications; and
- Direct certification lists or electronic files

For applications from households approved for benefits, the reviewing official should:

- Indicate the date each application is approved;
- Indicate the level of benefit for which each student is approved; and
- Sign or initial the application.

For applications from households denied benefits, the reviewing official must:

- Identify the reasons for the denial;
- Record the date of the denial;
- Record the date the denial notice is sent;
- Sign or initial the application; and
- Retain a copy of the denial notification letter.