

Documenting Participant Eligibility

For Camps and Enrolled Sites



For camps and enrolled sites, not eligible based on area eligibility, sponsors may determine and document participant eligibility in the following ways:

Program	Eligibility Documentation Needed
Residential or Day Camp or Conditional Non-Congregate Site	<ul style="list-style-type: none">• USDA household application OR documentation from a school indicating that the child is eligible for free/reduced meals during the school year.• Enrollment list with eligibility determination• MOU required when SFA shares eligibility data with a non-SFA sponsor
Upward Bound Program	<ul style="list-style-type: none">• Upward Bound application in lieu of USDA household application. Participants determined income eligible for Upward Bound are income eligible for SFSP. Participants eligible for Upward Bound based on criteria other than income, such as being a potential first-generation college student, must complete a household application in order to determine individual income eligibility for SFSP.• Enrollment list with eligibility determination
DPI Precollege Program	<ul style="list-style-type: none">• Allowed to use the DPI Precollege Scholarship Application form in lieu of USDA household application.• Enrollment list with eligibility determination
Any other enrolled program for a specific group of children (i.e., vacation bible school, Trio Programs, etc.)	<ul style="list-style-type: none">• USDA household application OR documentation from a school indicating that the child is eligible for free/reduced meals during the school year.• Enrollment list with eligibility determination• MOU required when SFA shares eligibility data with a non-SFA sponsor

Using the USDA Household Application & Parent Letter

The household application is used to determine the income eligibility of enrolled children. The information collected on the household application includes household size and income or the case number for benefits received under the Supplemental Nutrition Assistance Program (SNAP) or WI FoodShare, Temporary Assistance to Needy Families (TANF), or the Food Distribution Program on Indian Reservations (FDPIR). Household applications are valid for 12 months. The Parent Letter explains the use of the household application and includes current annual income eligibility guidelines to determine qualification for free or reduced meals based on household size and income, and a statement that households are not required to complete and return the form. The parent letter must be distributed with the household application.

1. Distribute household application and parent letter to all households attending program; [translated forms](#) can be found on the USDA website.
2. Collect for each session (each separate group of children). One household application can be completed per household for all participants living in that household; a separate application does not need to be completed for each participant.
3. Make eligibility determination based on income or other eligibility criteria.
4. Maintain an enrollment list by session with determination of eligibility (needy/non-needy).

Household Application Automatic Eligibility

Certain categories will automatically qualify children for free meals with no income information being required. This is referred to as categorical eligibility. Children may be classified as categorically eligible for a period of 12 months through:

- Participation in another comparable Federal assistance program: SNAP, TANF or FDPIR. Medical Assistance or SSI payments, do not automatically qualify the child as “needy”. SNAP or TANF case numbers from Illinois or Minnesota participants may also be eligible if they meet certain criteria. The [Categorical Eligibility](#) document provides tips for identifying valid numbers from Wisconsin, Illinois, and Minnesota.
- Documentation from an appropriate state or local agency indicating the status of the child as homeless, runaway, migrant, or a foster child; or
- Enrollment in Federally funded Head Start or a comparable State funded Head Start Program.

If one child in a household is receiving SNAP, FDPIR or TANF benefits, all other children in the household are also considered categorically eligible for the SFSP without further application.

Valid Household Applications Must:

- ✓ Include eligibility determination (needy/non-needy)
- ✓ Include signature and date of determining official
- ✓ Include signature of adult completing application and signature date
- ✓ Include adult’s last 4 digits of social security number or designation that they don’t have one, for applications determined based on income

Participants 18 and under may receive free meals through the SFSP. A person 19 years of age and over who has a mental or physical disability (as determined by a State or local educational agency) and who participates during the school year in a public or private non-profit school program (established for the mentally or physically disabled) is also eligible to receive meals.

If any of the above are missing, the application is considered incomplete, and must be determined non-needy. It is recommended to try to obtain missing information to complete the application. The household application is a legal document and must be treated as such. Agencies must attempt to have the household member fully complete the application and provide all required information. However, if the household returns an incomplete form, contact the household to clarify the information. Except for the household member’s signature and signature date, programs may obtain missing information by phone, email or text. After obtaining the missing application information from the household, document the following on the household application:

- Information obtained,
- From whom the information was received,
- Date information was received; and
- Determining Official initials.

The English version of the Household Application, along with the parent letter, detailed instructions, and the household size-income scale guidelines can be found on the [SFSP Materials & Resources webpage](#), under the *Documenting Participant Eligibility* section. Additional information on household applications can be found in the [Eligibility Manual for School Meals](#).