MEMORANDUM

TO: Child Nutrition Directors

FROM: June Barrett, Program Coordinator
Child Nutrition Programs

Date: September 28, 2015

RE: Change in Student Meal Eligibility Status Guidelines

All School Food Authorities (SFA) in Alabama should have completed the first thirty days of school. SY14-15 student meal eligibility carry over has ended. Please keep in mind the guidance for notice of adverse action which is required to be sent to the parents/guardians if reduction of benefits occur. Guidance is located on page 63 of the Eligibility Manual for School Meals dated July 2015 and is included as follows:

NOTICE OF ADVERSE ACTION

All households for whom benefits are to be reduced or terminated must be given 10 calendar days’ written advance notice of the change. The first day of the advance notice period is the day the notice is sent. The notice of adverse action may be sent via the postal service or to the e-mail address of the parent or guardian. The LEA cannot notify the household of adverse action by phone.

If you have any questions concerning this correspondence, please contact the School Program Staff at 334-242-8228. Thank you for your cooperation.

JBB/JB/JR