MEMORANDUM

TO: Child Nutrition Directors
   Public Schools

FROM: June Barrett, Program Coordinator
      Child Nutrition Programs

Date: July 9, 2015

RE: Student Meal Eligibility Updates for Point of Sale (POS) Systems SY16

It is necessary to roll over student enrollment this year and each year in the Point of Sale (POS) systems to ensure that the student meal eligibility status matches in the POS and INOW records. The following information will assist you in completing the roll over process:

1. INOW Summer release is available, July 20, 2015. The release must be installed immediately by the district’s IT staff. Student eligibility will carry over from the SY14-15 status and will be valid for 30 operating days from the district’s first day of school. Note meal eligibility code change 21 & 22 are no longer valid. Change meal eligibility to Free-1, Reduced-2 and Paid-3.

2. Local Education Agencies (LEA) INOW student enrollment information records for SY15-16 will rollover/update the weekend of July 24-27, 2015.

3. The POS enrollment file for SY15-16 district rollover should be completed on or after July 28, 2015. In the event the rollover was conducted prior to this date (July 28, 2015) redo POS rollover to ensure the most current student enrollment is in POS.

4. Direct Certification (DC) file:
   a. Updates are provided daily for SNAP, TANF, and Foster to the district’s INOW files.
   b. Connect your POS with INOW to automatically receive daily DC updates.
   c. If you are not automated, contact INOW & POS to install automation process.

5. CEP schools/district code:
   a. DC
   b. Paid-3

6. STI will now be known as Chalkable. INOW student management software will continue to be the software used by Chalkable (formerly STI) for LEAs.

7. The meal eligibility codes are attached for SY16.

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
Attachment
INOW Student Lunch Codes

1=Free
2=Reduced
3=Paid
4=Free Based on Direct Certification (SNAP)
5=Free Based on Direct Certification (TANF)
6=Free Based on Direct Certification (FDPIR)
7=Free Based on Direct Certification (Foster)
8=Free Based on Direct Certification (Extended Eligibility – SNAP)
9=Free Based on Direct Certification (Extended Eligibility – TANF)
10=Free Based on Direct Certification (Medicaid)
11=Free Based on Direct Certification (SCHIP)
12=Free Based on Homeless Designation
13=Free Based on Migrant Designation
14=Free Based on Runaway Designation
15=Free Based on Foster County DHR Foster Letter

20=Parent Declined Services, Changed to Paid
21=DC-to-App-Income-Reduced
22=DC-to-App-Income-Free

*Note: Lunch codes 21 and 22 are not to be used for School Year 2016 forward.

**CEP Districts**
Any students in your district with a 21 or 22 lunch code should be changed to a valid lunch code of 3 before the beginning of School Year 2016.

**Non-CEP Districts**
Any students in your district with a 21 or 22 lunch code should be changed to a valid lunch code of 1, 2 or 3 before the beginning of School Year 2016.