

## **Information on Free and Reduced application process**

If families fill out the on-line application it typically takes 24-48 hours to process (the fastest method). If there is an email address in SIS, the response will be sent the day after it is processed. If they do not have an email in SIS we will send out a USPS letter to the home address that is in SIS.

If they fill out a hard copy application and mail it in or send it through school mail, it could take 4 - 7 days for processing after we receive the application in our office. The state allows up to 10 days after receiving to process it. We email the response letters to the email address we have in SIS or if no email is available we send it out to the home address in SIS via USPS.

The initial Direct Certification approvals at the beginning of each year are mailed to the household address in SIS via USPS along with the District's charge procedure per DESE requirements. We also perform a Direct Certification process weekly to pull in students who are in households that the State show are currently receiving SNAP or TANF benefits or are foster children. These households are notified via email or mailed to home address in SIS. Homeless students have to be certified through the Districts homeless process and we receive those notifications daily.

We are also available to help parents fill out an on line or hard copy application and the F&R form on line is available to be translated into several different languages via Google translate.

On-line applications are available on the front page of the SPS website under "Quick Links" Or (Top blue banner click "Parents"/ Nutrition / Free/Reduced Price Meal Applications

Contact our Nutrition Services office with any questions

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