

Administrative Application Procedure Student Nutrition Department

The Texas Department of Agriculture (TDA) allows for the processing of a Meal Benefit application by a School Administrator in the event that a household is unwilling or unable to complete an application for the student(s). When a school administrator (principal, assistant principal or counselor) is made aware that a student(s) is in need of meal benefits, **legitimate attempts to contact the household must be made** prior to completing an administrative application. If at that time, the family fails to complete the application, this form and the "Per Administrator" application need to be completed.

Please initial below once each step has been completed.

Initial	School Responsibility (Must Complete and Initial All Steps Below for Application to be Processed)
	1) List student(s) in the household in need of meal benefits _____
	2) Explain occurrences that made you aware of student's need _____ _____
	3) Provide the household with a paper application or instructions for completing an online application.
	4) Make attempts to contact/call the household. Provide details (date, caller, response)below: _____ _____
	5) Complete the application with student information, household size and income to the best of your knowledge.
	6) Detail the source of information on this form. This source may be from personal knowledge, information from counselor, clergy, or other school official. _____ _____
	7) Principal signs and dates the application AND this form. (Even if another official completes form)
Signature of Principal: _____ Date: _____	
	8) Once all steps above are complete, send this form and the application to Student Nutrition office.

For any questions, please contact Financial Coordinator, Kristen Hess at 972.968.6381 or hessk@cfbisd.edu.

Initial	For Student Nutrition Office Use Only - Do Not Complete
	1) Check that Guardian has not already completed an application for benefits. YES_____ NO_____
	2) If sufficient attempts have not been made to contact household, do so and document below. _____
	3) Ensure that all components of the "Per Administrator" application have been collected.

Signature of Student Nutrition Official: _____

Date: _____