

August 24, 2016

Dear Authorized Representatives and Food Service Directors:

This notice is sent to the Authorized Representative and the Food Service Director in separate emails. If you desire additional staff members to receive the monthly emails please send me their contact information and I will add them to the distribution list. The Bureau Notes, USDA memorandums, and related forms or documents listed in this email will be posted on the Bureau's web page under Monthly Memos and Updates. Please contact me at [patti.harding@iowa.gov](mailto:patti.harding@iowa.gov) if you have additional questions or desire assistance.

USDA has provided guidance in the area of ensuring access to low income students and persons with limited English skills, and free and reduced price eligibility determination. The USDA memos are listed below and posted on the Bureau website under Monthly Memos and Updates, click [here](#).

● SP37-2016: Meaningful Access for Persons with Limited English Proficiency (LEP) in the School Meal Programs: Guidance and Q&As

In this memo USDA reminds us that schools must ensure language is not a barrier to receiving school meal benefits.

● SP43-2016: Ensuring Access to Free and Reduced Price School Meals for Low Income Students

USDA provides guidance on steps the local schools can take to improve access to school meals for students that aren't directly certified.

● SP50-2016: 2016 Edition of the Eligibility Manual for School Meals.

The USDA Eligibility Manual for School Meals Manual provides guidance on the application and verification process for school meal benefits.

● SP51-2016: Ensuring Year-long Eligibility in the School Lunch and Breakfast Programs

In this memo USDA strongly encourages schools to accept the eligibility determination from a transferring student's former school to minimize disruptions in meal benefits for low-income students and avoid student debt resulting from unpaid meal charges.