



**United States
Department of
Agriculture**

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
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DATE: January 29, 2013

MEMO CODE: SP 21-2013

SUBJECT: Family Friendly Applications

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

The Food and Nutrition Service (FNS) has developed a new version of the prototype Free and Reduced Price School Meals Application package. This “family friendly” application package has been simplified to include only the information that families need when first applying for free or reduced price meals in the school meals programs. The application package is intended to be an easy way for families to have an application readily available that they can submit.

The family friendly application package includes the letter to households, application instructions, the application itself, and the form to share information with MEDICAID/SCHIP for additional benefits. The family-friendly application package has been translated into 33 languages and is available on our website:
<http://www.fns.usda.gov/cnd/Application/familyfriendlyapps.html>.

As you know, Local Educational Agencies (LEA) and State agencies are responsible for ensuring that their applications and other household materials (letter, application, instructions, notices, and verification materials) are available in a language a limited English proficient household can understand. The newly translated package is intended to assist with that requirement.

We stated in policy memo SP 42-2012, Application and Other Household Materials for Limited English Proficient Households, dated August 16, 2012, that State agencies must make FNS’ translations of prototype materials available to their LEAs and that LEAs that do not have their own translation materials must make the FNS’ prototype application package available to their families that need them. The expectation is that the state agency will provide to the LEA, at a minimum, the complete translated application package containing all the applications materials while the LEA would provide the family friendly package and any additional material as needed directly to the family.

Regional Directors

State Directors

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State agencies or LEAs may choose to develop translations of their written materials (including applications submitted online). However, LEAs must accept the FNS' prototype application if submitted by an applicant.

State agencies are reminded to distribute this memo to program operators immediately. LEAs should contact their State agencies for additional information. State agencies may direct any questions concerning this guidance to the appropriate Food and Nutrition Service Regional Office.

Sincerely,

Original Signed

Cynthia Long

Director

Child Nutrition Division