**Attachment O**

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| ST_SEAL | MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATIONDIVISION OF FINANCIAL AND ADMINISTRATIVE SERVICES – FOOD AND NUTRITION SERVICES**FLEXIBILITY NOTIFICATION: ELIGIBILITY EFFECTIVE DATE FOR DIRECTLY CERTIFIED STUDENTS** |
| **DIRECTIONS** |
| Email the completed form to: foodandnutritionservices@dese.mo.gov **Subject Line: Flexibility Notification DC****Only needs to be submitted once. If the Local Education Agency (LEA) decides to discontinue this option, notify the State Agency (SA).** Questions regarding this form contact (573) 751-8673 or foodandnutritionservices@dese.mo.gov  |
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|  LEA AGREEMENT NUMBER | LEA NAME |
| Supplemental Nutrition Assistance Program (SNAP also known as Food Stamps) and Temporary Assistance for Needy Families (TANF also known as Temporary Assistance) Students via the Direct Certification System: Local Education Agencies (LEAs) may consider the effective date of eligibility for free school meal or milk benefits to be the date next to the student on Direct Certification (DC) data matching file, rather than the date the LEA accesses the file. This also applies to any student(s) who receive extended eligibility. Example: DC file is available on Monday, 09/02. An LEA accesses the file on 09/08 and the student shows 09/02 next to the individual’s name. All students (those on the DC file, and those with extended eligibility) may have an effective date of 09/02 rather than the date the students were identified and processed at the LEA level. Homeless, Migrant, Runaway, Head Start, or Foster Children Directly Certified via a list: LEAs may consider the effective date of eligibility for free school meal or milk benefits to be the date the LEA receives such lists, rather than the date the school official processes the documentation. LEAs must notify FNS, if planning to implement this flexibility. LEAs that choose this flexibility are encouraged to resolve and implement DC matches as early as possible upon receipt of appropriate documentation. The DC list is updated weekly by Monday at noon. If electing this flexibility, the LEA must:* Do so consistently for all DC methods;
* Apply the DC student individual effective date to all students directly certified to all participating schools and school meal programs within the LEA;
* Documentation of the date listed on the Direct Certification file (match date is the last column on file).
* If categorical eligibility is based on SNAP or TANF, extend eligibility to all children in the household; and
* Refund any money paid by or on behalf of the student for reimbursable meals or milk during the period from the free meal eligibility effective date through the date the DC is actually implemented at the school, including forgiving accrued debt for any meals or milk adjusted to free due to the change in the effective date. The LEA can only claim the meals or milk at the free reimbursement rate if the student is given a refund or the debt is discharged.
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|  AUTHORIZED REPRESENTATIVE | AUTHORIZED REPRESENTATIVE TITLE | DATE |

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MO 500-3054 (08/14)

