



## FRL SUCCESS - WHAT TO DO

### Free/Reduced Lunch Application Process

1. Distribute and collect FRL applications & instructions from Families
  - Anyone receiving applications should use the [QUICK CHECK](#) to verify that applications are completed
    - **Do not** accept applications that are not complete
      - Do not use white-out on applications for any reason
    - Try to have families fix errors onsite
2. Scan applications **DAILY** to [forms@schoolfoodsolutions.org](mailto:forms@schoolfoodsolutions.org)
  - Scan in **ABC-order** batches; indicate the batch # in file name and email subject
    - File Naming Convention: MMDDYY.SCHOOLNAME(#)
    - Email Subject Naming Convention: MMDDYY.SCHOOLNAME(#)
  - File apps alphabetically in binder/accordion folder once scanned
  - **Do not write on original applications after scanning them**
3. Follow up with unapplied students/households on the weekly list (provided by SFS)
4. SFS will process, track in the POS system, and date stamp complete applications
5. SFS will send out eligibility notification letters to families
6. Student qualifies for their designated eligibility

### What can you expect from School Food Solutions (SFS)

1. Processing of FRL Applications, including updating student status in the POS
  - a. If an application cannot be processed, SFS will notify school ASAP
2. You will receive the weekly status list highlighting students that have not submitted a complete FRL Application from SFS.
3. SFS will mail household/student notification letters with their eligibility determination
4. SFS will complete the Verification Process of a certain percentage of the applications within state and USDA deadlines.
5. Quick response to questions or concerns as needed - [forms@schoolfoodsolutions.org](mailto:forms@schoolfoodsolutions.org)

### Ongoing Application Processing following the process above