

# Fee Waiver Eligibility: Sharing Eligibility Information



## Disclosure Requirements:

The fee waiver income eligibility levels determined by the State Superintendent are set to match the USDA FNS Free Lunch income levels. As these income levels match, a family qualifying for free lunch is eligible for fee waivers. In order to assist families in applying for fee waivers, an LEA may choose to share eligibility information between the CNP School Meal programs and the School Fees fee waiver program.

The following are the disclosure requirements that **must** be met as outlined by the USDA FNS when an LEA chooses to share information: [7 CFR 245.6(h)(2)(i)]

### Direct Certification:

Direct Certification refers to the process conducted by the state and LEAs to certify eligible children for free or reduced-price meals by sharing student information and eligibility of specific state assistance programs without additional household applications. These families have been approved for Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), or another type of state assistance. The process to be approved for these programs is rigorous and includes documentation of income. As income documentation is provided to the state, the only further documentation needed to approve the student for fee waivers is the notification of disclosure form signed by the parent consenting to disclosure of eligibility information.

### Free and Reduced-Price Meals Application:

The Free and Reduced-Price Meals application refers to the form that a family fills out on the LEAs website or an application submitted to the school. The process for approval is not as rigorous as the state assistance programs and may not require additional verification information. Therefore, once the notification of disclosure is signed by the parent, an LEA may request additional documentation from the family to ensure their income falls within the minimum requirements for fee waivers. The LEA has the discretion to approve fee waivers for household incomes that may fall above the state minimum income requirements as provided in Utah Administrative Code R277-407-11(4).

Please complete the form on the following page and return it to your child's school. If you have more than one child in school you will need to print a copy for each child's school.



## Fee Waiver Eligibility: Sharing Eligibility Information Cont'd

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Dear Parent,

To save you time and effort, the information you gave on your Free and Reduced-Price Meals Application may be shared with other programs for which your child(ren) may qualify. In addition, if your child(ren) have been Direct Certified to receive Free or Reduced-Price meals through other state assistance programs, eligibility may be shared with other programs for which your child(ren) may qualify. You are not required to grant permission to sharing your information, however, you have the option to grant permission to the local Child and Nutrition Program department to share your student name and school meal eligibility status with the school's fee waiver program. No information will be shared with the school's fee waiver program unless permission is granted. Sending in this form will not change whether your child(ren) receive free or reduced price meals.

☐

Yes! **I DO** want school officials to share information from my Free and Reduced-Price Meals Application with the school's Fee Waiver program.

If you checked yes above, fill out the form below to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the school's Fee Waiver program.

Child's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

For more information, you may contact Dean Wilson, Student Services Director (435-781-7321) or email [dean.wilson@uintah.net](mailto:dean.wilson@uintah.net).

Return this form to your child's school for approval.



Questions, Comments, or Concerns? Contact the state School Fees team at [schoolfees@schools.utah.gov](mailto:schoolfees@schools.utah.gov).

Utah State Board of Education School Fees Team

June 2021  
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