Scanned and Web-based Application Checklist, National School Lunch Program (NSLP), School Breakfast Program (SBP), and Special Milk Program (SMP)

Use the following questions to ensure that the scanned or web-based household application process meets the requirements.

(NOTE: The questions in this checklist are specific to scanned or web-based household application processing systems. CEs that use scanned or web-based household application processes are also expected to be in compliance with all other regulations for the distribution, review, and approval or denial of household applications.)

1. Does the CE provide an option for a household to submit a meal application through a non-electronic method?
   - ☐ Yes
   - ☐ No
   
   Detailed description of the non-electronic method for submitting an application:

2. Does the CE’s household application processing system use commercial software or a CE-developed system?
   - ☐ Commercial product
   - ☐ CE developed

   Name of the commercial software or description of the type of household application processing system the CE has developed:

3. Does the CE’s household application processing system have a method to ensure confidentiality?
   - ☐ Yes
   - ☐ No

   Detailed description of the process in place that ensure confidentiality:

4. Does the CE’s household application processing system have a method to provide a confirmation of receipt for a completed application?
   - ☐ Yes
   - ☐ No

   Detailed description of the process to provide a confirmation:
5. Does the CE’s household application processing system recognize and accept less than whole dollar amounts?
   (NOTE: If the application processing system does not recognize and accept less than whole dollar amounts, the CE must determine the error range caused by the software’s inability to accept less than whole dollar amounts, pull each application that is within the error range, and review these applications individually to ensure the accuracy of eligibility determinations.)
   ☐ Yes
   ☐ No

   Detailed description of the process to ensure accuracy of eligibility determinations if the CE’s application processing system does not recognize and accept less than whole dollar amounts:

6. Does the CE have a procedure in place to retain all required documentation related to application processing?
   ☐ Yes
   ☐ No

   Detailed description of how the CE retains records, including, but not limited to, original date of approval, basis of determination, and updated application status:

7. Does the CE’s household application processing system have a method for the person completing the form to provide enough information to determine identity and location?
   (Note: For scanned or web-based applications, this means a method to record the name of the person completing the form and an electronic location for the person. An electronic location is the source of the transmission, e.g., mail server identification, email account name, time-stamped Internet Protocol [IP] address.)
   ☐ Yes
   ☐ No

   Detailed description of the process to determine the identity and location of the person completing the household application:

8. Does the CE’s household application processing system have a method to provide information (i.e., information letter) to households about the application process?
   ☐ Yes
   ☐ No

   Detailed description of the method for distributing the information (information letter):
9. Does the CE’s household application processing system have a method to ensure that information submitted electronically is not altered after submission and/or a method for recording clarifications obtained by determining or reviewing officials?

- Yes
- No

*Detailed description of the process for ensuring integrity of the application and recording clarifications:*

10. Does the CE’s household application processing system provide an explanation on the purpose and use for information collected on the household application?

- Yes
- No

*Detailed description of the process for providing an explanation on the purpose and use of the information collected on the household application:*

11. Does the CE’s household application processing system have a method to collect an electronic signature?

- Yes
- No

*Detailed description of the process to capture an electronic application:*

12. Does the CE’s household application processing system have a method in place to ensure that when the application includes a request for optional information that there is not a delay in processing an application or denial of an application because optional information is not submitted?

- Yes
- No

*Detailed description of the method that is used to ensure optional information, such as requiring a social security number when one is not required, does not delay processing or cause denial of an application:*

13. Does the CE’s application clearly communicate that the person who signs the household application is attesting that the information reported in the household application is true and correct?

- Yes
- No

*Detailed description of the method to communicate that the person completing the form is providing true and correct information:
Directions: Scanned and Web-based Household Application Checklist, National School Lunch Program (NSLP), School Breakfast Program (SBP), and Special Milk Program (SMP)

Purpose
To assist a contracting entity (CE) in assessing if its scanned or web-based household application processing system meets requirements. CEs are still expected to be in compliance with all other requirements related to processing household applications.

The Texas Department of Agriculture (TDA) provides additional guidance on scanned or web-based applications as well as other household application requirements in the Administrator's Reference Manual (ARM), Section 4, Determining Eligibility.

The use of this form is not required, but if a CE completes it fully, the CE’s staff should be able to answer questions that might arise in an administrative review (AR).

Directions for Using Sample Form
Read each question carefully, check all appropriate boxes, and provide detailed descriptions as requested.

If the answer to any question is No, this answer indicates that the CE may not be in compliance with the requirements for scanned or web-based household applications. In this case, the CE should develop a process to address this area.

TDA recommends that CEs have written procedures to address each of the areas included in the questions. The information collected in this form will be useful in the development of these procedures.