



TODD STAPLES, COMMISSIONER

# POLICY ALERT

**Date:** August 19, 2009

**Reference:** # SFSP 2009-09

**To:** Summer Food Service Program (SFSP) Sponsors

**Subject:** Addition of Item 4212 to the SFSP Handbook

**Effective Date:** Immediately

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## Purpose

**ADDING** SFSP Handbook Item 4212, SNAP and TANF Eligibility for Closed Enrolled Sites, to the SFSP Handbook.

**NOTIFY** Sponsors of changes in the case numbers for the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF).

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## Implementation

Immediately

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## Procedure

**Add the following to the SFSP Handbook:**

### **Item 4212, SNAP and TANF Eligibility for Closed Enrolled Sites**

The following information must be included on Form H1531, *Child Nutrition Program Application* for the child to be eligible for free meals based on SNAP and TANF eligibility:

1. Name of child.
  2. SNAP or TANF eligibility number\*:
    - SNAP Numbers:
      - On the TIERS letter, the Eligibility Determination Group Number (EDG #) – an eight or nine-digit number. The eight-digit number can begin with any number except “0”. The nine-digit number can begin with any number between 0 and 9.
      - SAVERR case number – a nine-digit number beginning with a 0 or 1.
      - A copy of the SAVERR award letter, Form H1009, is not acceptable documentation for eligibility for free meals. The household must submit a meal application indicating the SAVERR case number to be eligible to receive free meals. Form H1009 must be attached to Form H1531.
    - TANF Number – a nine-digit case number beginning with “0” or “1” or any eight digit number that does not begin with a “0”.
  3. Signature of an adult household member.
  4. Date of signature.
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continued

This Policy Remains in Effect Until Further Notice

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**Procedure**

*\*Eligibility Benefits Transfer (EBT) or Lone Star Card account numbers are not acceptable SNAP case numbers on the application. If this occurs, contact the applicant to obtain the valid SNAP or TANF eligibility number.*

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**Contact**

If you have any questions please contact your Food and Nutrition Field Operations Office.

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