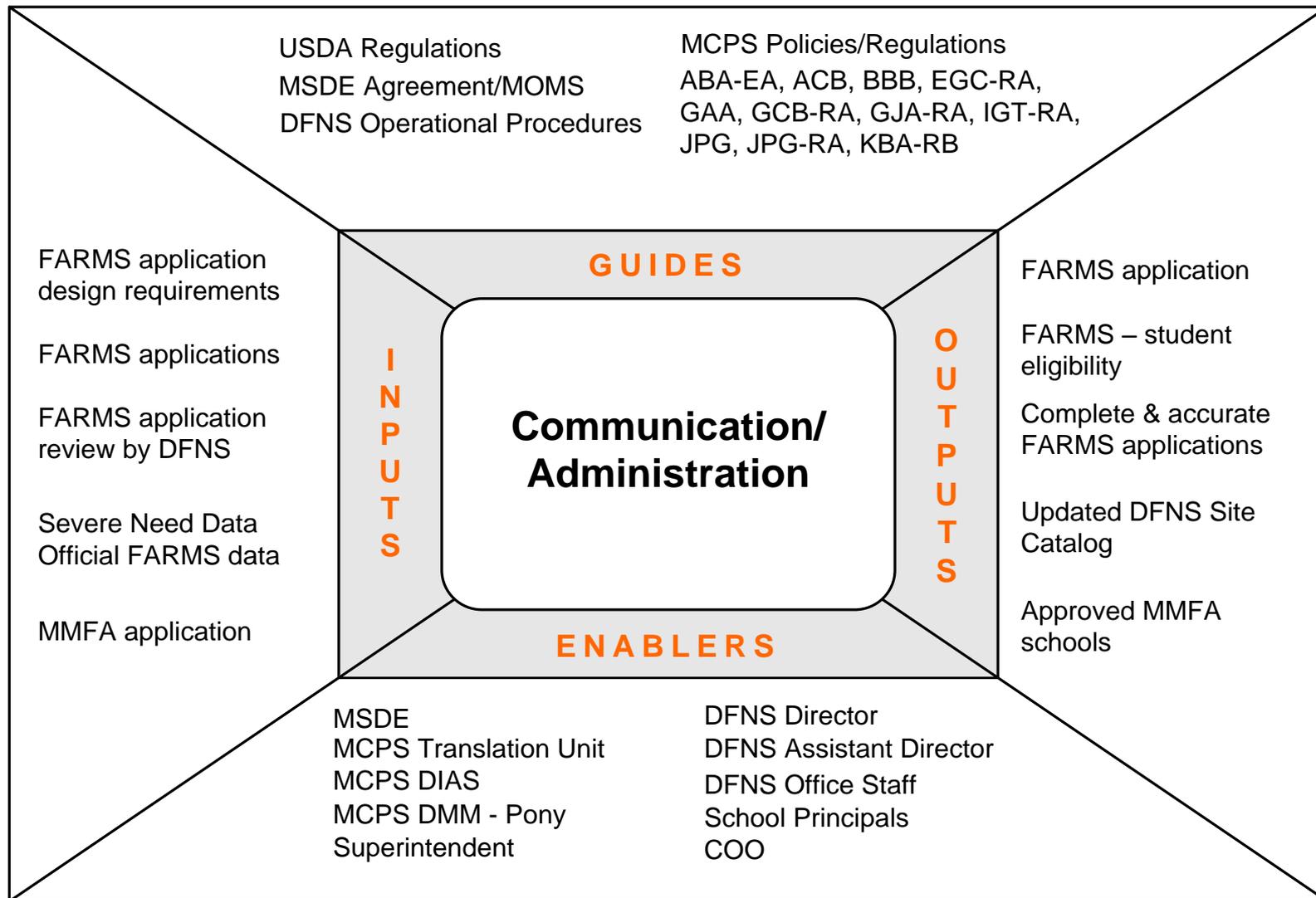


Process Begins when
 FARMS eligibility data required

Process complete when
 FARMS Eligibility determined/Child Nutrition Programs approved



Performance Measures

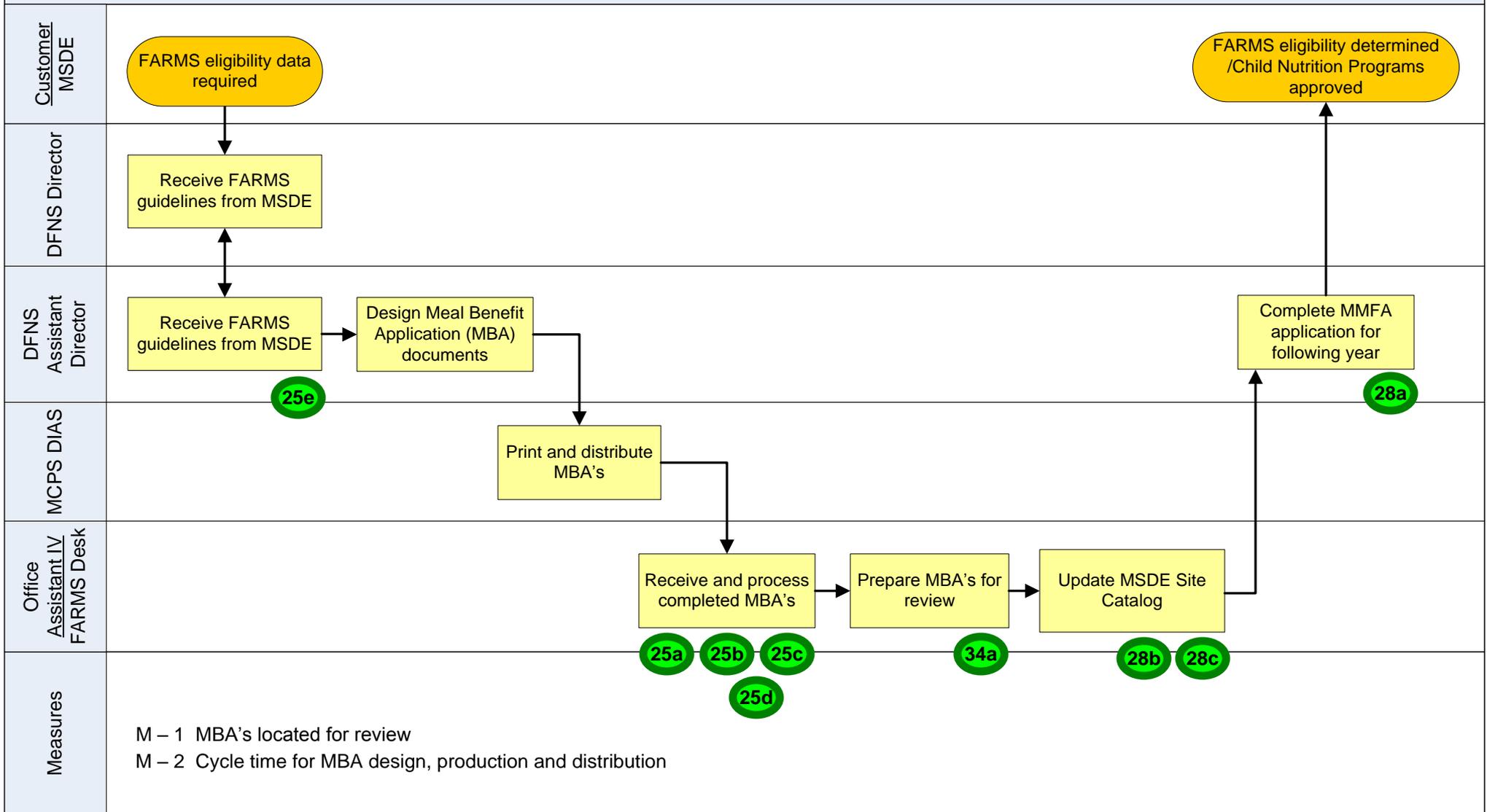
M – 1 MBA’s located for review

M – 2 Cycle time for MBA design, production and distribution



To Key Process

Key Process: DFNS Communications - Administration

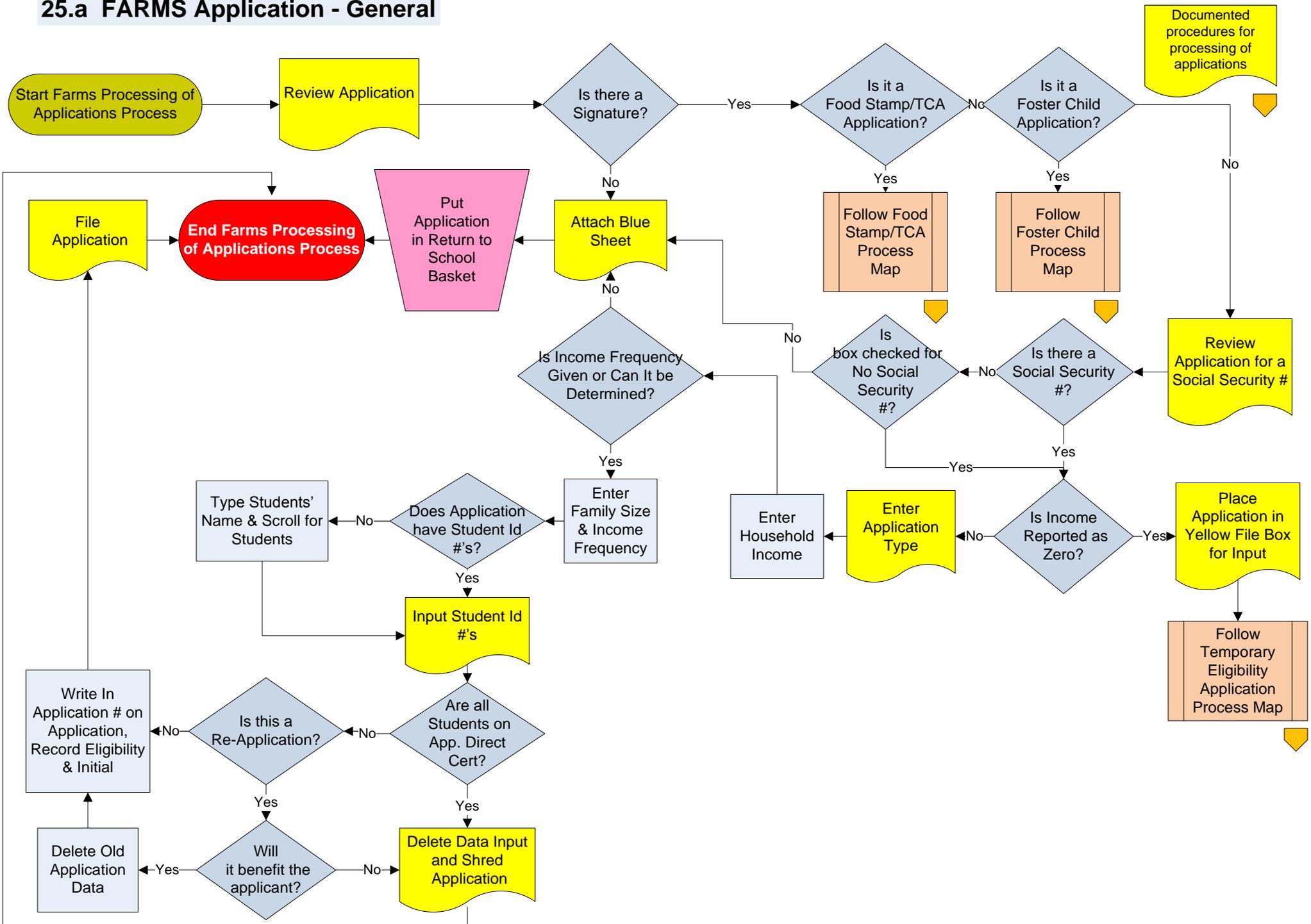


Sub Process

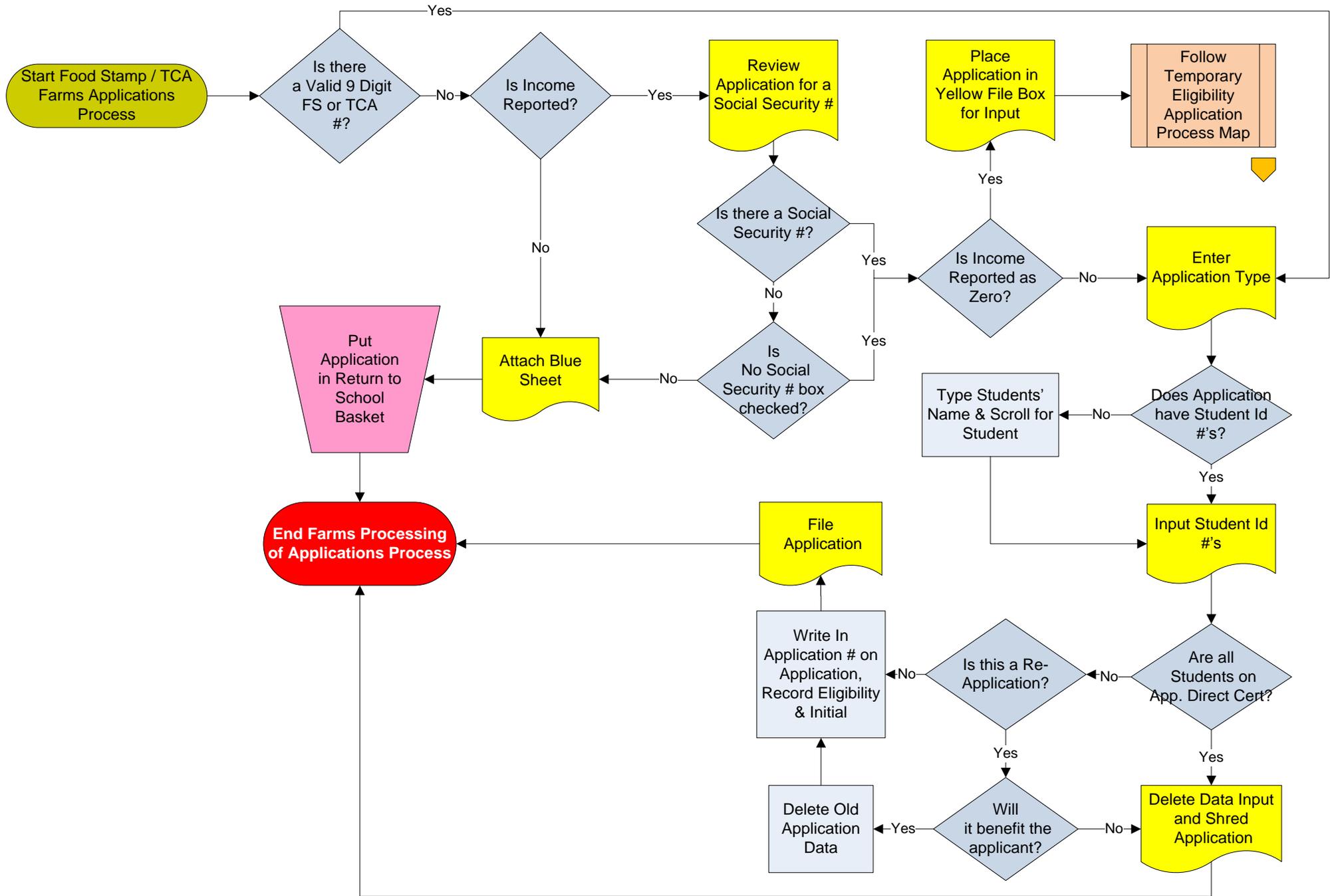


Return to IGOE

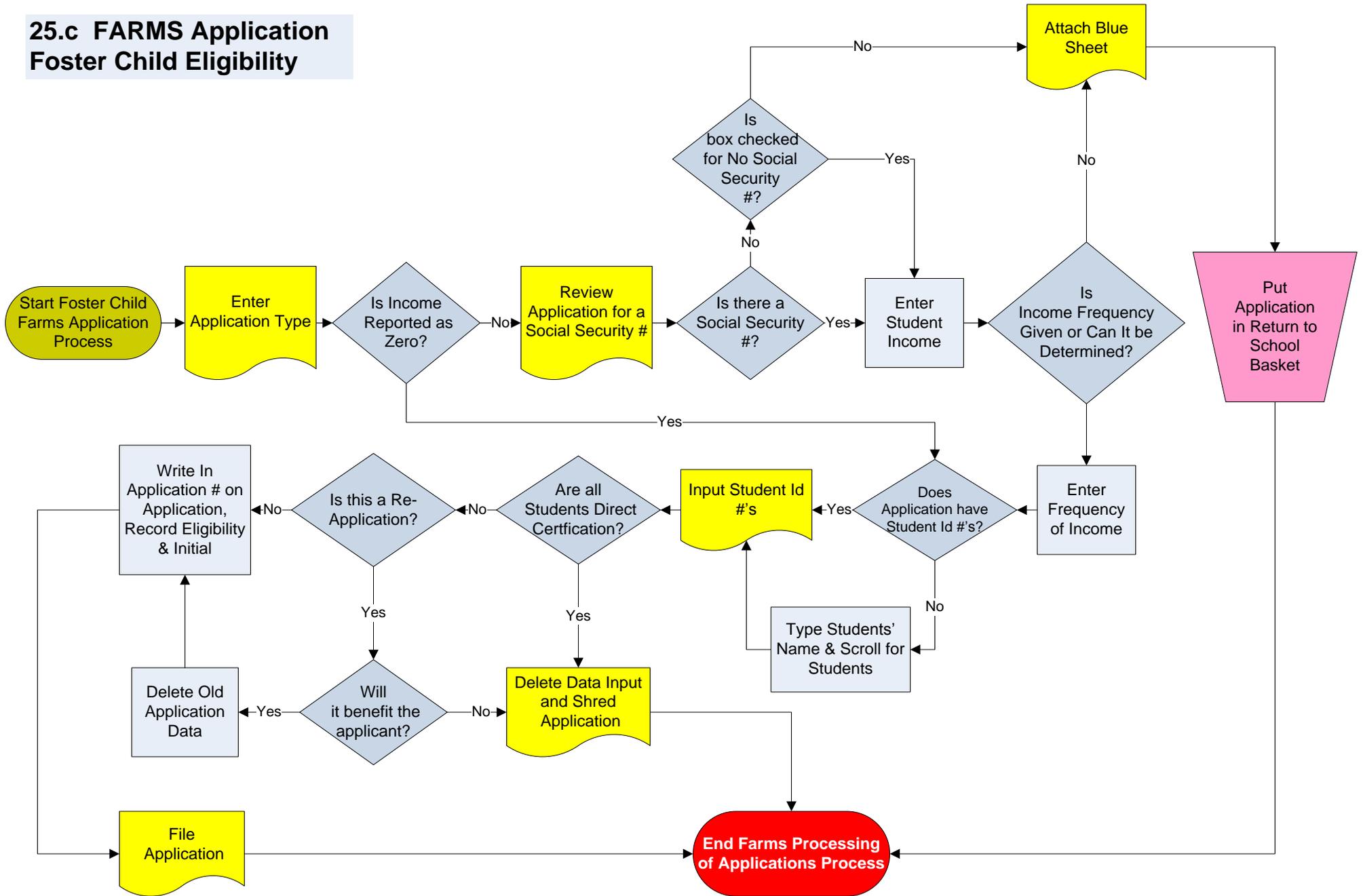
25.a FARMS Application - General



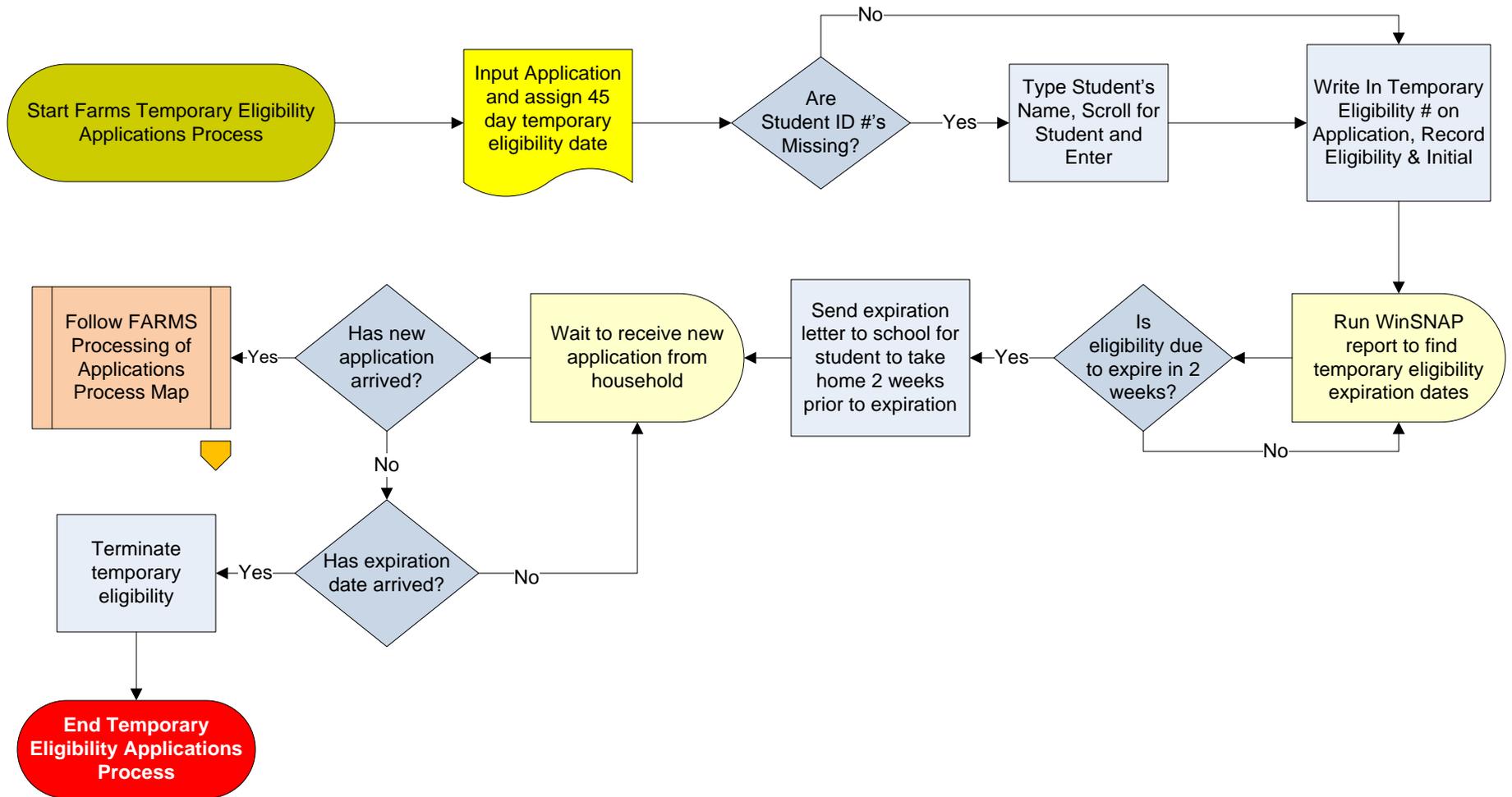
25.b FARMS Application Food Stamp/TCA Eligibility



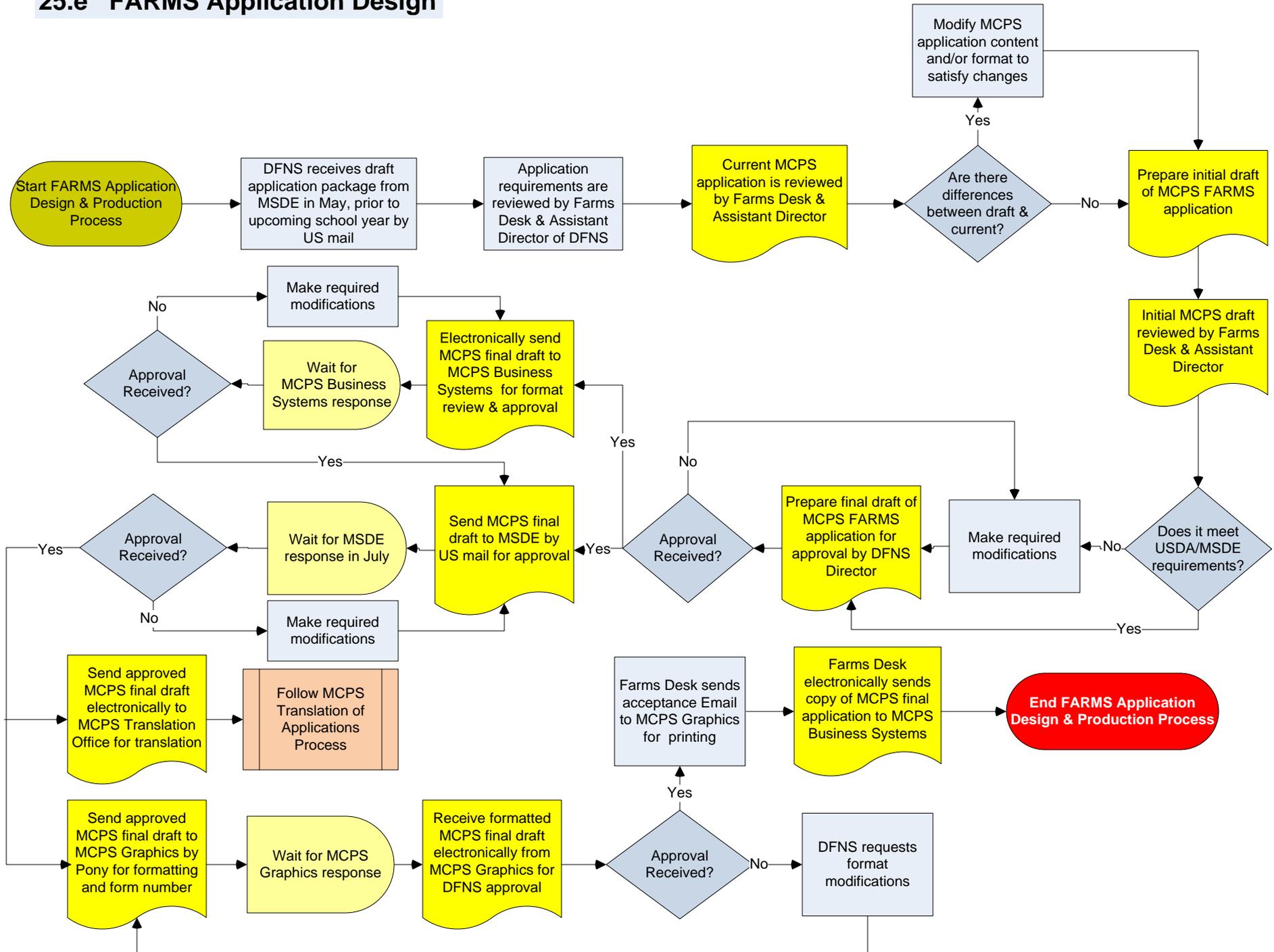
25.c FARMS Application Foster Child Eligibility



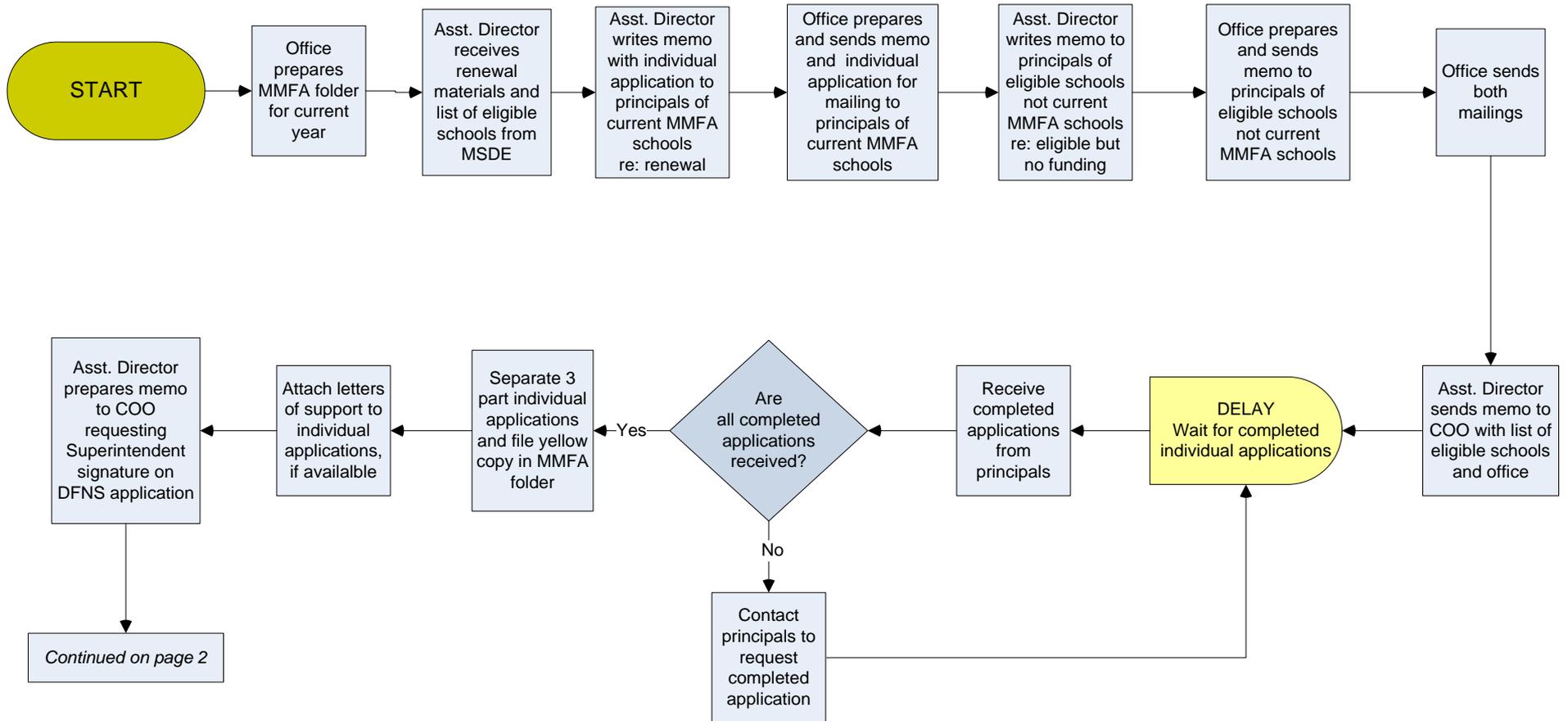
25.d FARMS Application Temporary Eligibility



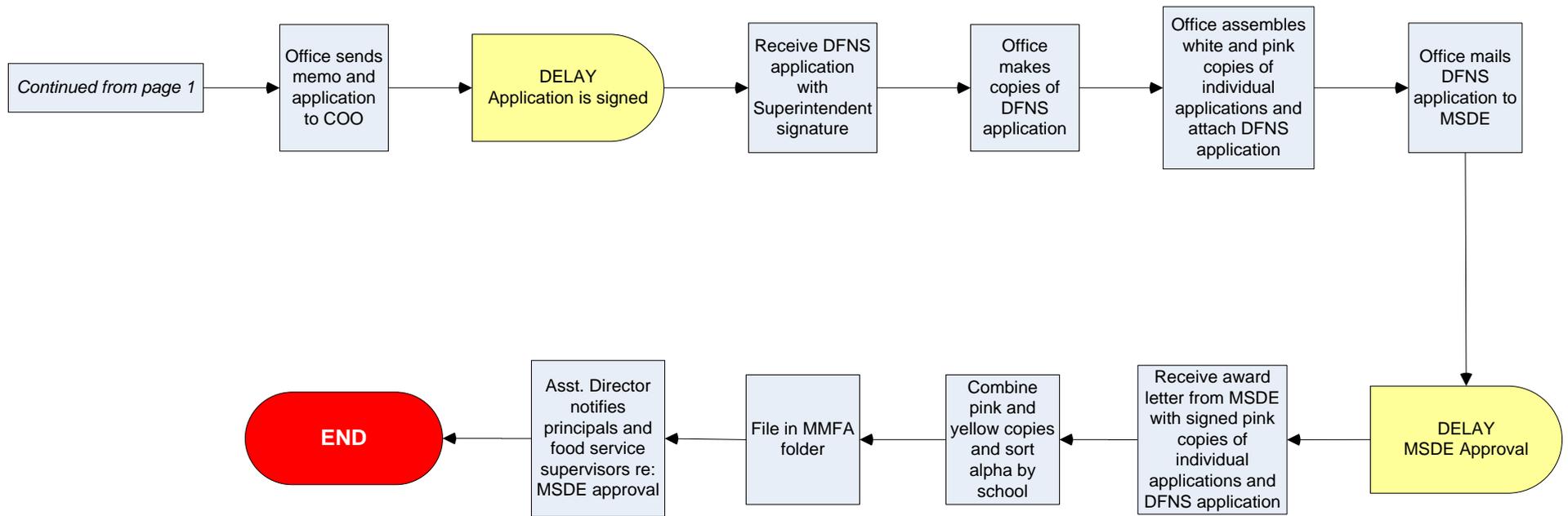
25.e FARMS Application Design



28.a DFNS Central Office Application MMFA

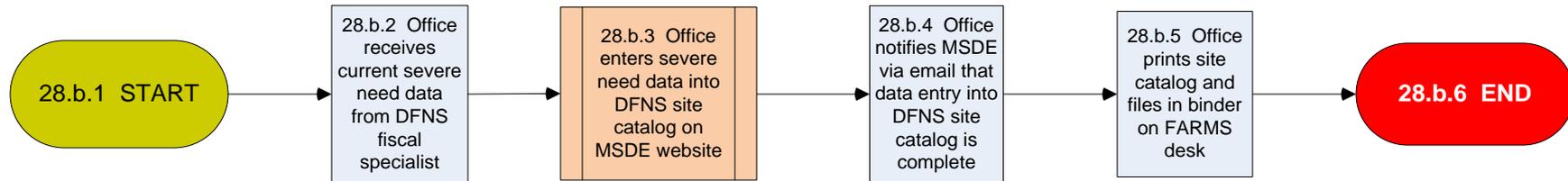


28.a DFNS Central Office Application MMFA

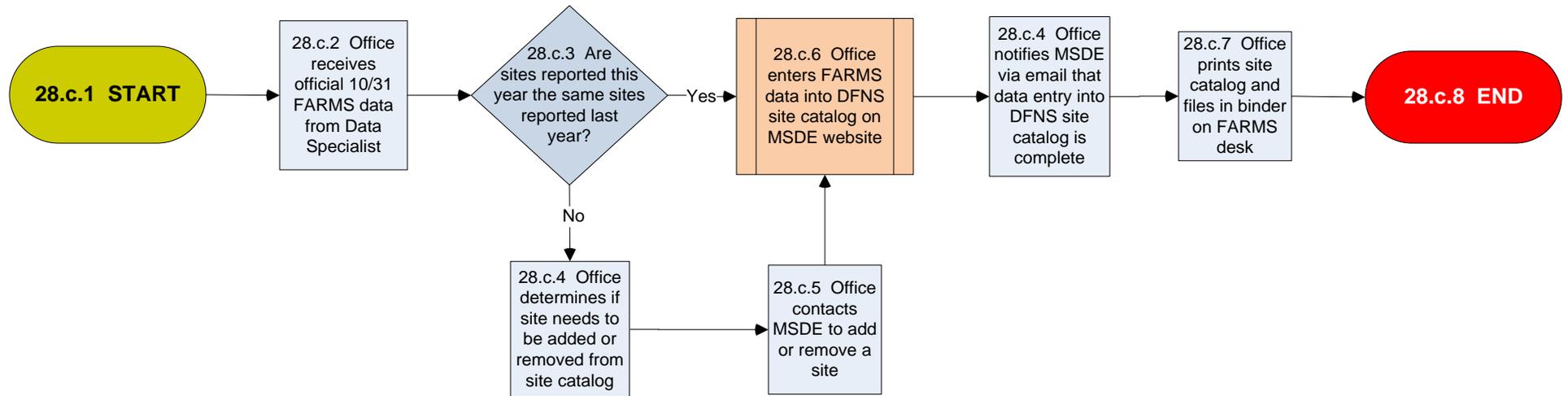


-  To Sub Process 28a Pg 1
-  Return to Key Process

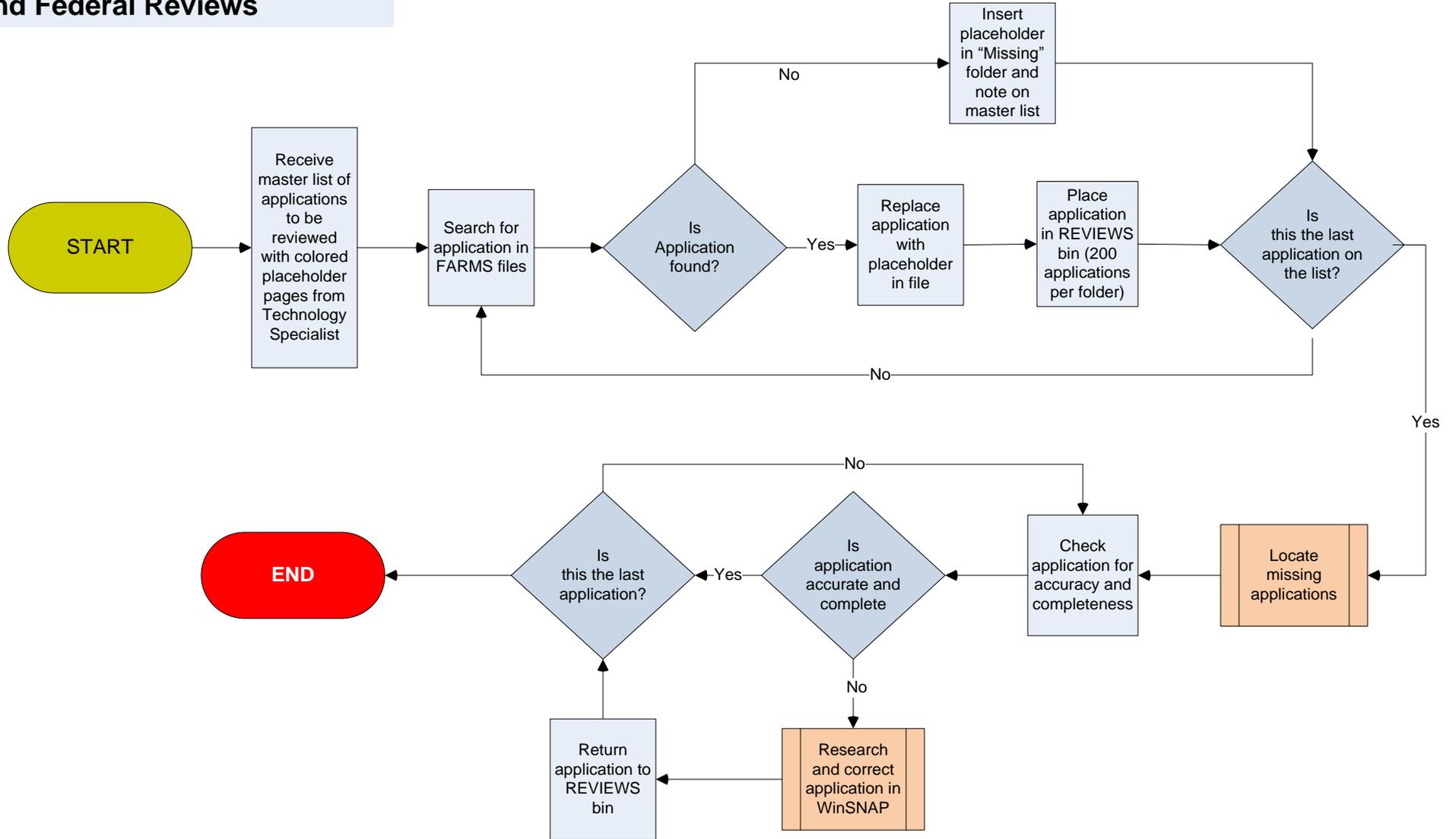
28.b DFNS Central Office Severe Need



28.c DFNS Central Office Site Catalog



34.a DFNS Central Office FARMS Applications for State and Federal Reviews



PROCESSING FARMS APPLICATIONS

2009-2010

Check application for **signature** and **social security #**. If signature or social security number is missing (and application is not a Food Stamp/TCA or Foster Family, which do not require a social security number), place application in the file basket labeled “**To be returned to schools**”. **Do not process further.**

Applications that have a valid **9** digit Food Supplement or TCA number are automatically “FREE”. Application must be signed. A social security number is **not** required.

NOTE: - If the number is not a 9-digit number and income is reported, approval must be based on income and household size. This application would then **require** a social security number or the box checked indicating “no social security number”.

- If the number is not a 9-digit number and no income is reported, the application must be returned as incomplete. Place the application with a blue sheet attached and fully completed, in the file basket labeled “**To be returned to schools.**”

REMINDER FOR ZERO INCOME APPLICATIONS:

Families reporting “zero” income will be granted “temporary” free eligibility.

Eligibility will be for no more than 45 days; families will need to reapply if they want to remain on the program. SNAP will assign the temporary eligibility date.

Entering an application:

Open the meal application screen

Click on the white paper

Select the application type from the dropdown box

Hardship, Foster, or Group Home will be entered by the FARMS desk

Enter the family income- if more than one income is submitted, click on the income worksheet tab and fill in the amounts, then click on the meal application tab to return to the main screen

Enter the family size and then click apply

Click on add and enter the student’s ID number – if ID number is not written tab to the last name and enter the student’s last name to do a search

When the name appears, highlight it and double click- if you need to add another student, just click on the add tab and enter the ID number.

Once you find the missing ID number please write it on the application

Write in the application number on the application; record the eligibility and initial beneath. Please put them face down in your pile.

*If the application is a re-app or linked to, please write “reapp” or “linked to” on top of the application and return to Lisa/Shelley for processing.



Return to Key Process