



## PROCEDURES FOR PAPER FORMS

### What School Personnel Need To Do

1. Make this year's forms available to families.
2. When a paper forms is received, review it for completion.
  - Use the QUICK CHECK guide to verify that it has all necessary data.
  - Do not process incomplete forms. If possible, try to have families fix errors immediately upon submission. If not, call families to obtain info for corrections.
  - Do not use white-out. Do not obscure original info. Just draw a line through instead.
  - Write your initials and date next to any corrections made.
  - Do not date stamp or make markings on applications for any other reason.
3. Scan forms in batches **DAILY** to [forms@schoolfoodsolutions.org](mailto:forms@schoolfoodsolutions.org)
  - Indicate the school and date in file name and email subject. If sending more than one batch on the same day, include a batch number as well.
    - **File & Email Subject Naming Convention:**
      - **SchoolName.MM-DD-YY.Batch#**
      - *Example:* ExcellenceAcademy.08-15-24.Batch3
    - File forms alphabetically in secure storage location once scanned.
    - Do not write on original applications after scanning them, unless we tell you a correction needs to be made.
  - 4. Look out for status lists sent from SFS.
    - Review these lists for sibling extensions.
    - If desired, reach out to families who have no eligibility status on file to encourage them to complete the form.
  - 5. Email [forms@schoolfoodsolutions.org](mailto:forms@schoolfoodsolutions.org) or call 877-633-2373 with any questions.

### What School Food Solutions (SFS) Will Do

1. Determine eligibility for all forms received.
  - a. If an application cannot be processed, SFS will notify school ASAP with instructions about the information that is needed.
2. Send out regular status lists, highlighting students that do not have an updated eligibility status on file for the current school year.
3. If applicable, mail home notification letters to families with their eligibility determination.
4. Answer your questions or concerns about eligibility data and processes.