

ILLINOIS STATE BOARD OF EDUCATION

Nutrition Programs Division
100 North First Street, W-270
Springfield, Illinois 62777-0001

DATE: _____

TO: Local Education Agency (LEA)

FROM: _____

RE: Children Categorically Eligible for Free Meal Benefits

Homeless, runaway, migrant, and Head Start children are categorically eligible for free meal benefits under the National School Lunch and School Breakfast programs. To identify children eligible under these categories, administrators of these programs including migrant education directors (see list at http://www.isbe.net/bilingual/pdfs/MPE_LOA_Contacts.pdf), school district homeless liaisons (see list at <http://webapps.isbe.net/homelesschildliaison/>), and Head Start directors are authorized to provide documentation of the migrant, runaway, homeless, or Head Start status of children.

This memo certifies that the required information was gathered and reviewed and it was determined that the children listed below are categorically eligible for free meal benefits under the National School Lunch and School Breakfast programs for the _____ school year. **This documentation is in lieu of Household Eligibility Application for meal benefits.** This free meals eligibility remains in effect for the remainder of the school year and for a maximum of 30 operating days into the subsequent school year or until a new determination is made, whichever comes first.

FIRST NAME	MIDDLE INITIAL	LAST NAME	BIRTH DATE	SCHOOL ATTENDING AND GRADE LEVEL

Signature of Migrant Program Director, Homeless Liaison, or Head Start Director

Date

District/Agency: _____

Address: _____

Telephone Number: _____