



## **INCOME ELIGIBILITY FORM ENTRY FOR UNDUPLICATED STUDENTS**

This Policy and Procedure shall be established to understand and maintain the creation and entry of NCSA's income eligible family's documentation into the Student Information System (SIS). This information will serve as documentation for fiscal audits to verify supplemental/concentration funding through the Local Control Funding Formula (LCFF).

1. The Business Technician will download the application for free/reduced lunch from the CDE website. This document will be reviewed and revised every April to be included in the BOY packets for the following school year. In addition, this document will be provided to every family enrolled in NCSA as an application for NCSA's lunch program and to also serve as documentation on income eligible families and to identify unduplicated pupils.
2. Business Technician shall gather all forms received and start entering new and changed forms into the Mosaic lunch program. This information will bridge to Synergy Student Information System (SIS) for accurate record keeping.
3. Entry of forms into the Mosaic lunch program:
  - Business Technician shall audit each form and enter into SIS for each student and verify whether the information is true and correct.
  - Business Technician shall sign and date form after review and entry into the Mosaic Lunch Software.
    - Business Manager or designee will do a second audit of forms to verify all information is correctly entered into both systems.
4. If there are forms that have not been turned in, the Business Technician (with the help of the Business Manager) shall contact families to make sure they have received the form and if not will provide them with a form for entry. Forms that are incomplete shall initiate a call or email to the family to verify:
  - Family size
  - Family income level
  - English learner status
  - Homeless status
  - Foster youth eligibility
5. After all forms are 100% audited and verified, Business Technician shall file these forms in a secure and confidential file, locked up for 2 years. This file will be available for fiscal audit documentation requirements that will be performed at the end of the school year.
6. All verification and reporting shall be monitored and processed through the Mosaic Lunch program for compliance with USDA & NSLP program guidelines, including family income verification requirements.