

## Master List for Residential Child Care Institutions

Per the *USDA Eligibility Manual for School Meals (revised 2014)*, each child residing in an RCCI is considered a household of one. An application is completed for each child unless the RCCI uses an eligibility documentation sheet, referred to as the *Master List*, for all children residing in the RCCI. Children attending but not residing in an RCCI are considered members of their household and their eligibility is determined using a household application or through direct certification.<sup>1</sup>

Arizona Department of Education has provided two example templates on the following pages for RCCIs to use and customize. RCCIs may create their own Master List as long as it includes all required information.

### Master List must provide information indicating:

1. *the child's name*
2. *personal income received by the child,*
  - *For clarification, income for a Child Residing in an RCCI or Institutions<sup>2</sup>:*
    - *Only the income earned by a child from full-time or regular part-time employment and/or personally received by the child while in residence at the RCCI or institution is considered income.*
    - *Payments from any source directly received by the RCCI or institution on a child's behalf are not considered as income to the child.*
3. *the child's date of birth,*
4. *date of admission,*
5. *and date of release.*

*The documentation sheet must be signed by an appropriate official and provide the official's title and contact information.*

<sup>1</sup> USDA: The Eligibility Manual for School Meals, Revised August 2014 , *Exemption to Household Applications* (p 23)

<sup>2</sup> USDA: The Eligibility Manual for School Meals, Revised August 2014 , *Determining Household Reportable Income* (p 50,52)

[Example 1]

**Master List of Children Eligible for Free and Reduced-Price Meals  
Residential Child Care Institution Only**

Month March, 2015

Name of Child	Child's Income	Date of Birth	Date of Admission	Approving official's signature/initials	Approving official's title/contact information	Date of Release
<i>John Smith</i>	<i>0</i>	<i>12/1/1999</i>	<i>3/16/2015</i>	<i>C.H.</i>	<i>NSLP Coordinator, 555-5555</i>	

[Example 2]

**Master List of Children Eligible for Free and Reduced-Price Meals  
Residential Child Care Institution Only**

**Approving Official Title and Contact Information**

Name: Chris Holt Title: Director of Food Service

Phone: 555-555-5555

Email: \_chris.holt@aaa.gov

Month March, 2015

Name of Child	Child's Income	Date of Birth	Date of Admission	Approving official's signature/initials	Date of Release
<u>John Smith</u>	<u>0</u>	<u>12/1/1999</u>	<u>3/16/2015</u>	<u>CH</u>	