

Provision 3 Schedule and Procedures

Applying

1. Review the Special Assistance Guidance Manual
2. Complete Online Training: [How to Apply and Operate Special Assistance Provision 2/3 Base Year](#); submit training worksheet with application
3. Submit Special Assistance application no later than June 1 of the school year prior to base year
4. Submit updated Free and Reduced Price Policy Statement and Provision 3 Addendum

Base year

1. Indicate Special Assistance Provision 3 Base Year on all site/sponsor applications (as applicable)
2. Conduct Direct Certification (3 times per year at minimum)
3. Distribute household applications
4. Distribute Non-Pricing letter to households indicating that ALL students may receive meals at NO cost (if applicable)
5. Distribute media release indicating which sites are non-pricing
6. Certify applications, conduct verification, submit Verification Summary Report, and continue to conduct Direct Certification
7. Accurately count/claim reimbursable meals served at the point of service by student eligibility
8. Submit claims for each operational month during base year

Non-Base Years 1-2

1. Notify parents that meals will be provided to ALL students at NO cost
2. Count total number of reimbursable meals served at the point of service
3. Complete Daily Edit Check Worksheet and monthly claims
4. Complete online training: [How to Operating Special Assistance Provision 2/3 Non Base Year](#); submit training worksheet prior to the first day of meal service.

Non-Base Years 3 and 4 (End of Cycle)

1. If requesting an extension, submit an application no later than May 1st of the third non-base year
2. If an extension application was submitted, the socioeconomic data is due in the fourth non-base year, no later than March 1st
3. If an extension application was not submitted, a new application for a base year should be submitted by May 1st or preparations should be made to return back to regular NSLP operations

This institution is an equal opportunity provider.