DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

Health and Wellness Division

SCHOOL FOOD AUTHORITY (SFA) REQUEST FORM FOR SEVERE NEED BREAKFAST REIMBURSEMENT RATE

SCHOOL YEAR - _____

Each school year the State Agency must determine whether a school (site) is eligible to receive the serve need rate of reimbursement for breakfasts. To be eligible to receive the severe need rate for breakfast, a school must have served at least 40 percent of their **lunches** at the free and reduced price rates in the second preceding school year.

To determine a school's (site) severe need eligibility, we require School Food Authorities with multiple sites provide the State Agency with the number of lunches (free, reduced and paid) served monthly per school (site) for the previous school year with the renewal of your National School Lunch agreement.

Schools that did not serve lunches in the second preceding school year and would like to receive breakfast reimbursement at the severe need rate may complete the form below to apply to our office for consideration. SFA's will receive a copy of this completed form with the decision and Manager signature.

_____ , would like to apply for the severe need reimbursement rate based on the information below (select one):

CURRENT NSLP SFAs & Sites

○ Previous School Year Free & Reduced lunch data: SFAs must have served **40% or more lunches** (per site) at the free and reduced rate. Severe Need Eligibility Data Forms must be on file from SFAs with multiple sites.

NEW SFAs to NSLP ***(including new sites for current SFAs that do not have previous school year lunch data)***

○ Meal Benefit Application Review: New SFAs must have **40% or more** free and/or reduced price eligible students. A Program Specialist will review and confirm meal benefit applications before final decision.

_____	_____	_____
SFA Representative Signature	**Title**	**Date**

STATE AGENCY USE ONLY		
Required Documentation Reviewed By:		**Date:**
Manager Approval:		**Date:**
Manager Denial:		**Date:**
**All supporting documentation must be attached in SFA agreement folder*		