

School Nutrition Program (SNP) Agreement Between SNP Sponsors with Shared Students

The purpose of this agreement is to define who will assume the duties and responsibilities associated with eligibility in the SNP when two sponsors of the SNP share enrolled students.

For this agreement, the two SNP sponsors will be referred to as the home school and receiving school, as defined below. This agreement is only applicable when both the home school and receiving school are sponsors of the SNP.

The 'Home School' is defined as the public school which the student would attend based on registered address and may or may not attend on a part-time basis. The student is enrolled in the district but is being educated partially or fully outside of the home school.

The 'Receiving School' is defined as the school which the student is attending, either full or part-time. Examples of these schools include, but are not limited to, intermediate units, vocational schools, technical schools, and special education sites.

The Home School and Receiving School must decide which school will take on the responsibility of:

1. Completing the process of Direct Certification for all students in the Pennsylvania Student Eligibility System (PA-SES) in accordance with regulatory timeframes.
 2. Distributing the Household Applications for Free and Reduced-Price School Meals and Special Milk Program to the households of students attending the receiving school.
 3. Making eligibility determinations and communicating those determinations to households.
 4. Assigning an "Approving Official" to review and approve/deny Household Applications for Free and Reduced-Price School Meals and Special Milk Program and a "Determining Official" to establish and use a fair hearing procedure for appeals of the decision of the "Approving Official".
 5. Completing the verification process and maintaining records to document the results of verification.
- Note that when the Receiving School is receiving eligibility determinations from the Home School, the Receiving School is responsible for obtaining and maintaining a copy of the source of the eligibility determination (redacted Direct Certification (DC) list, Household Application, verification, etc.). The Receiving School is responsible for reviewing the eligibility determination from the documentation received from the Home School and understands that it is responsible for returning any funds to PDE, DFN for any meals improperly claimed.

Schools Approved for Participation in the Community Eligibility Provision (CEP): When the sending school is enrolled in CEP, but the receiving school is not, the receiving school must take on the responsibility of applications. CEP status does not apply when the receiving school is not participating in CEP, so applications must be completed for students not eligible via DC. The sending school should be providing a list of DC eligible students to the receiving school in this scenario.

In contrast, if both schools are CEP, application processing is not applicable, and this agreement will only list who will be responsible for the direct certification process for the dually enrolled students.



Commonwealth of Pennsylvania
Department of Education
333 Market Street
Harrisburg, PA 17126-0333
www.education.pa.gov

School Nutrition Program (SNP) Agreement Between SNP Sponsors with Shared Students

**Home School Sponsor Name:
Gateway School District**

**Sponsor Agreement Number:
103-02-410-2**

and

**Receiving School Sponsor Name:
Forbes Road Career and
Technology Center**

**Sponsor Agreement Number:
103-02-380-7**

Agreement Page

The **'Home School'** is defined as the public school which the student would attend based on registered address and may or may not attend on a part-time basis. The student is enrolled in the district but being educated outside of the home school.

The **'Receiving School'** is defined as the school which the student is attending, either full or part-time.

This agreement shall be in effect for one (1) year starting July 1, 2026 , and through June 30, 2027 .
This agreement may only be for a one-year period and cannot contain guaranteed renewal clauses.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed by their duly authorized representative on the date signed.

Home School
Gateway School District

Receiving School
Forbes Road Career and Technology Center

Signature of Authorized Representative for Home
School

Signature of Authorized Representative for
Receiving School

Dr. Guy Rossi

Mr. Edward J. McMullen

Printed Name of Authorized Representative for
Home School

Printed Name of Authorized Representative for
Receiving School

Title Superintendent

Title Administrative Director

Date Signed:

Date Signed:

Below is the designation of which sponsor is agreeing to accept the responsibilities of SNP benefit eligibility for shared students. Check 'Home School' or 'Receiving School' in each row based upon the arrangement being chosen.	Home School	Receiving School	(NA) Both Schools are CEP
<u>Check only one box.</u> Distributes Household Applications for Free and Reduced-Price School Meals & Special Milk Program to the households of all students who are enrolled at the home school but attending classes at the receiving school. • Provides copies of Household Applications for Free and Reduced-Price School Meals and Special Milk Program • "Approving Official" determines eligibility for free or reduced meals/milk and notifies families, respectively. • "Determining Official" to establish and use a fair hearing procedure for appeals on the decision of the "Approving Official."	☐	☒	☐
<u>Check only one box.</u> Complete the process of Direct Certification in the Pennsylvania Student Eligibility System (PA-SES) in accordance with regulatory timeframes. for all students who are enrolled at the home school but attending classes at the receiving school • Provides a Direct Certification list for students who are enrolled at the home school but attending classes at the receiving school. • Ensures that the documentation received shows date and reason for Direct Certification and only lists names of students that attend the receiving school. All other student names must be redacted.	☐	☒	☐
<u>Check only one box.</u> Completes the process of verification and for any student determined eligible via Household Application for Free and Reduced-Price School Meals & Special Milk Program. • Maintains the results of verification for three years plus the current school year. • Includes the eligibility determinations for the dually enrolled students in the Verification Collection Report.	☐	☒	☐
Accepts fiscal responsibility for the SNP and returns to PDE, DFN any amount not properly earned by the Sponsor as determined by a review or audit. The SFA claiming meals for the dually enrolled students must check this box. <i>*When students are eating meals at both schools, check both boxes. (Example: Student eats breakfast at Home School and Lunch at Receiving School due to a half-day program.)</i>	☐	☒	☐

Each party to this agreement must keep a copy of the agreement on file.