

**DATE:** June 29, 2018

**TO:** Migrant Program Directors  
Migrant Program Data Clerks

**FROM:** Doug Boline  
Assistant Director of Early Childhood, Special Education and Title Services

**RE:** Free Lunches for Migrant Children

This is to remind all Migrant Program Directors and Data Clerks that migrant children are “categorically eligible” to receive free school meals once the district Migrant Education Program (MEP) provides documentation of migrant children to the Child Nutrition Program (CNP).

#### PROCEDURE FOR DOCUMENTING MIGRANT CHILDREN

A migrant student is automatically eligible for free meals at school when the MEP Director certifies the student’s eligibility status to the Child Nutrition Program’s authorized representative.

MEP Directors are asked to provide a Kansas Migrant Data System (KMDS) list of certified migrant students, as of July 1, to the CNP’s authorized representative prior to the beginning of school, and whenever a new migrant student is certified.

- The list must be signed and dated by the MEP Director.
- Eligibility for free school meals begins on the date that the CNP authorized representative confirms that a student on the KMDS list is enrolled in the school. Eligibility for free meals is NOT retroactive.
- The MEP Director should NOT provide the student’s COE to the CNP due to Family Educational Rights and Privacy Act (FERPA) regulations.
- The MEP director should make every effort to provide a current Kansas Migrant Student Network (KMSN) list to the school’s CNP determining official no earlier than July 1. Any student, who is migrant eligible, as of the date of the KMSN certified list generated by the MEP director would be eligible for free meals for the entire school year.