

# Notification to Attendance Center of Change in Eligibility Status

Date: \_\_\_\_\_

The application for the household below requires an eligibility status change. Please update your roster, ticket or automated meal counting device to reflect each student's new eligibility status, effective on the date of eligibility status change. Please sign and return this form to:

\_\_\_\_\_  
*(Verifying Official)*

Head of Household's Name:

\_\_\_\_\_

Students' Names:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Original Eligibility Status:                       Reduced Price     Free

Revised Eligibility Status:  Paid             Reduced Price     Free

Date Notification of Change Sent to Household    \_\_\_\_\_

Date of Eligibility Status Change                      \_\_\_\_\_

A benefit decrease must be made after ten days advance notice.  
A benefit increase must be made within three working days.

Signature of attendance center official confirming that eligibility status changes were made:

\_\_\_\_\_