Meal Sheet Clarification

Project #11773 added an indicator on the Case Individual page to allow workers to easily identify which household provides the majority of meals for a child. The indicator on the Case Individual page will populate when a child on the case:

- Is 21 or younger
- Is not the head of household
- Fails for Dual Participation

The “Does NOT Receive a Majority of the Meals” indicator populates on the CBMS case that should NOT be receiving benefits for the child.

You can also print the form, FS9999, manually using the “Print Form Manually” option in Client Correspondence. The form is available in the SNAP Learning Library, on the CDHS Portal, as well.

When a case that has a passing child closes, a Meal Sheet will be automatically sent to the household in which the child was denied for Dual Participation.

An eligibility worker should use the Meal Sheet to determine which case should receive benefits for the child. There is not a place to enter the information from the Meal Sheet in CBMS, it is used to make decisions about which parent’s case should include the child.

If the indicator has been placed on the incorrect CBMS case, or if an Effective Begin Date is entered incorrectly, create a Help Desk Ticket to have the issue corrected.

The Other Food Assistance Summary section on the Case Individual page should not have any dates prior to 11/1/2018.

If the child is not passing on another CBMS case, the indicator can be end-dated.