

Student Eligibility for Basic Food

1. Is the person exempt due to age or ability to work? Are they:	Yes	No
Between ages of 18-49?		
<i>Physically and mentally able to work?</i>		
<div style="border: 1px solid black; padding: 5px;"> Evidence of inability to work could include: <ul style="list-style-type: none"> Worker confirmation (example – client is standing in front of the worker with a cast and crutches or is in a wheel chair) Client is currently receiving some disability income type (SSI, SSDI, WC, VA Disability, etc.) Client has supporting medical statement (Doctors note, etc.) If inability to work is not evident – then the worker should consider the client’s statement as questionable and obtain proper verification. </div>		

- If the answer to either question is “no”, **stop**. The person is exempt from student requirements and can receive Basic Food benefits.
- If the answer to both questions is yes, continue to evaluate the student’s status.

2. Is the person attending a school that qualifies as an institution of higher education? Are they:	Yes	No
Attending school at an educational institution that requires a high school diploma or GED?		
Attending a business, technical, trade, or vocational school that requires a high school diploma or GED?		
Attending a two or four year college or university that offers a degree, even if they don’t require a high school diploma or GED?		

- If the answer to all questions is “no”, **stop**. The person is not a student and can receive Basic Food benefits.
- If the answer to any question is yes, continue to evaluate the student’s status.

3. Is the person attending school for programs not considered higher education? Are they:	Yes	No
Only attending school for English as a Second Language (ESL) classes?		
Attending school for courses that are not part of the regular college program? (Continuing education courses, Running Start, etc.)		
Attending school under a Workforce Investment Act (WIA) program contracted by the college?		

- If the answer to any of the questions is “yes”, **stop**. The person is not a student and can receive Basic Food benefits
- If the answer to all questions is “no”, continue to evaluate the student’s status.

4. Is the person attending a student in good standing? Have they:	Yes	No
Already graduated and are no longer attending school?		
Dropped out or withdrawn from school?		
Been suspended from school?		
Been expelled from the school?		

- If the answer to any of the questions is “yes”, **stop**. The person is not a student and can receive Basic Food benefits
- If the answer to all questions is “no”, continue to evaluate the student’s status.

5. Is the person an eligible student for Basic Food? Are they:	Yes	No
Employed in paid employment at least 80 hours each month <u>or</u> an average of 20 hours a week?		
Self employed, and working as self employed 20 hours a week, and receiving income equal to 20 hours a week at federal minimum wage?		
Approved for work study and participating in or anticipating a work study job?		
Responsible for more than half the care of a dependent age 5 or younger?		
Responsible for more than ½ the care of a dependent person in the household between age 6 and 11 and we’ve determined that there isn’t adequate child care available during the school year to allow them to attend school and meet the 20 work hours or work study requirement?		
A single parent attending school on a full-time basis and responsible for the care of their natural, step, or adopted child who is age eleven or younger?		
Providing parental care for a child age 11 or under when the child’s parents are not in the household and the student doesn’t live with a spouse?		
Receiving TANF or SFA?		
Participating in WorkFirst?		
Attending school through the Basic Food Employment and Training (BFET), Job Training Partnership Act (JTPA), an approved state or local employment and training program, or Section 236 of the Trade Act of 1974?		

- If the answer to any of the questions is “yes”, **stop**. The person is an eligible student and can receive Basic Food benefits. PLEASE DOCUMENT CLEARLY.
- If the answer to all questions is “no”, they are not an eligible student and should be denied Basic Food benefits. PLEASE DOCUMENT CLEARLY.

See the E A-Z Manual at: <https://www.dshs.wa.gov/esa/eligibility-z-manual-ea-z/student-status>

DETERMINING STUDENT INCOME:

*Student income must be evaluated and verified for ALL students even if the student does not have to meet student eligibility criteria.

Question to client: What is the funding source for your education?