

Free and Reduced-Price Nutrition Services

The following criteria have been established for use in determining eligible patrons for free and reduced-price meals:

1. The Nutrition Services Supervisor has been designated as the official to determine which individual students are eligible for a reduced-price or free meal.
2. The district shall provide forms to parents or guardians on which application for consideration of eligibility of their children for free or reduced price lunches can be made.
3. At the beginning of the school year, the district will provide meals to the students based upon their current eligibility status upon receipt of the application, and will continue to do so until the determination is made as to whether the students qualify for free or reduced-price meals in accordance with federal regulation.
4. If the application is denied, the parents or guardians may appeal the decision to the superintendent or designee and a hearing shall be held following the procedure prescribed in section 9 of the National School Lunch Act, as amended. Prior to the hearing, the student shall continue to receive a free meal, for a period not to exceed 10 school days.
5. The district shall abide by the income eligibility guidelines based upon the U.S. Office of Management and Budget as adjusted by the Secretary of Agriculture.
6. The district shall notify parents at the beginning of the school year of the availability of the reduced-price or free lunches, by written notice sent home with students or mailed to the home.
7. The district shall provide a press release to all information media in the area at the same time the notice is distributed to students and their parents/guardians.
8. Students receiving free or reduced price meals shall not be required, as a condition of receiving such meals, to use a separate lunchroom or section of the lunchroom, to use a separate serving line, to enter the lunchroom through a different entrance, to work for their meals, to use a different medium of exchange nor to eat at a different time from paying students. The names of free and reduced price meal students shall not

be made public. All information on the applications shall be kept confidential and shall only be used in a manner that is consistent with state and federal law.

9. In order to protect the anonymity of the student receiving the reduced price or free lunch, meal tickets for all students shall be issued by a carefully selected staff member.

Current practice codified 1984

Approved: Date of manual adoption

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LEGAL REFS.: 42 U.S.C. 1751 et seq. (National School Lunch Act)
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