

FREE AND REDUCED PRICE FOOD SERVICES

1. Eligibility Determination

The School Lunch Manager shall make final determination as to which children in attendance at the school are eligible to receive such services.

2. Standards of Eligibility

All schools participating in the federally assisted National School Lunch Program, School Breakfast Program and the Special Milk Program will make benefits available to eligible children each year.

3. Application Procedures

- a. Application forms will be made available prior to the beginning of the school year and for new students when entering. Application forms will be available in the cafeteria, main office of elementary and high school, and the CSE office.
- b. Completed forms must be submitted to the School Lunch Manager to be determined for eligibility status.
- c. The School Lunch Manager shall review and make determinations of eligibility using the criteria outlined in the policy to determine which individual children are eligible for free or reduced price meals or free milk. The School Lunch Manager should sign, date, and indicate eligibility determination on each application.

4. Provision for Anonymity

Upon approval of the application for free or reduced meals, the School Lunch Manager shall notify the parents. The School Lunch Manager will import the status of the child into the point of sale system. This procedure will be used in order so that no other child in the school will be made aware of the identity of the children receiving free or reduced price meals. This procedure will prevent overt identification.

5. Provision for Appeal

The parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

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