

## **REVIEW AND SECOND AUDIT OF FREE/REDUCED LUNCH APPLICATIONS**

Employees of the Loogootee Community School Corporation will process Free and Reduced Lunch applications following the most current USDA and State rules and regulations. Employees processing the applications are to be trained and to understand the requirements of the program and the application process. More than one employee must be involved in the approval process of Free and Reduced Lunch applications. An additional employee should review the Free and Reduced Lunch applications approval to verify the original approver is correctly and accurately processing the free and reduced lunch applications.

Since employees of the Loogootee Community School Corporation manually input the Free and Reduced Lunch applications into a computer program, a second audit will be performed of Free and Reduced Lunch applications on a yearly basis. The second audit will be completed by a school employee other than the original approver. The auditor will review 10% of the applications that are received by the school.