

FREE AND REDUCED PRICED MEAL SERVICES

The Board of Education recognizes that the nutrition of district students is an important factor in their educational progress. The Board therefore shall participate in federally funded school lunch programs, and shall provide free [or reduced price] meal services to qualified district students.

Availability, Application & Notification

Notice of the availability of the free and reduced price meal programs will be provided to parents/guardians of students in the School District, local media, the local unemployment office and large employers experiencing layoffs in the area from which the School District draws its attendance. Any child who is a member of a family unit whose income is below the federally established scale shall be eligible to receive such services.

To apply for the free or reduced price meal program:

- a. Application forms will be available in the main office of each school building and on the district website and can be completed and submitted at any time during the year.
- b. Completed forms must be submitted to the Building Social Worker where the student attends, or the Food Service Supervisor prior to any determination of eligibility.
- c. The parent or guardian will be informed of the Food Service Supervisor's determination within one week of receiving a properly completed application.
- d. If a school or school district becomes aware that a student who has not submitted a meal application is eligible for free or reduced-fee meals, the school or school district shall complete and file an application for the student pursuant to determining eligibility for free and reduced price meals and free milk in schools.
- e. The School District's homeless liaison(s) shall coordinate with the nutrition department to make sure that homeless, foster, and migrant students receive free school meals, in accordance with federal law.

In the event a student owes money for ten (1) or more meals in accordance with the School District's Charging School Meals Policy, the School District shall:

- a. make every attempt to determine if a student is directly certified to be eligible for free meals;
- b. make at least two attempts, not including the application or instructions included in a school enrollment packet, to reach the student's parent or guardian and have the parent or guardian fill out a meal application; and
- c. require a school or school district to contact the parent or guardian to offer assistance with a meal application, determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school meal and offer any other assistance that is appropriate.

Applications will be kept confidential.

Upon written request, the Assistant Superintendent for Business will hear appeals of determinations regarding such services in compliance with federal regulations governing the National School Lunch Program.

In addition, in order to reach students who are categorically eligible for free and reduced price meals and to comply with state law, three times per school year the Food Service Supervisor will review the list made available by the State Education Department of children ages three to 18 who are in households receiving federal food assistance, Medicaid benefits (for certain recipients), or Temporary Assistance for Needy Families (TANF) to identify students within the district. The district will send a notice to those families apprising them of their student's eligibility to participate in the school meal programs without further application. Parents may decline participation by informing the district in writing. If the service is declined, the student will be removed from the eligibility list.

Children in Head Start, or who have been determined to be homeless, migrant or runaway, or in foster care can be directly certified to participate in the School District free and reduced price meal program. The Superintendent of Schools or his/her designee will develop implementing regulations.

The Building Principal in conjunction with Food Service Supervisor will establish meal time procedures that both protect the anonymity of the student and allow for proper accounting.

In the event seventy percent (70%) or more of students enrolled in a school of the District are eligible for free or reduced price meals, that school shall offer all students in attendance at the school a school breakfast after the instructional day has begun, in accordance with the law and Commissioner's Regulations. In addition, the school will provide notice to each student's parents or guardians that the school will be offering free school breakfast after the instructional day has begun. The New York State Education Department will annually publish a list of all schools meeting this requirement.

Cross-ref: 8500, Food Service Management
8505 Meal Charge Policy

Ref:

National School Lunch Act of 1946, as amended, (42 U.S.C. §§1751-1760)

Child Nutrition Act of 1966, as amended, (42 USC §§1771 et seq.)

7 CFR Part 245 (245.2, Definitions; 245.5, public announcement; 245.6, categorical eligibility and direct certification/verification.)

Social Services Law §95(7)

U.S. Department of Education guidance document, The Community Eligibility Provision and Selected Requirements Under Title I, January 2014, www.ed.gov/programs/titleiparta/13-0381guidance.doc.

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