



Maple Lake Public Schools
Independent School District No. 881
200 HWY 55 E, Maple Lake, MN, 55358
High School: 320-963-3171 Fax: 320-963-3170
Elementary: 320-963-3024 Fax: 320-963-6584
www.maplelake.k12.mn.us

Mike Rowe
Superintendent

Dave Hansen
High School Principal

Kris Harlan
Elementary Principal

Maple Lake Public Schools Free and Reduced-Price Meals Fair Hearing Procedure

1. Purpose

This procedure ensures that households have the right to appeal decisions related to eligibility for free or reduced-price meals under the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

2. Right to a Hearing

If a household disagrees with the LEA's determination regarding free or reduced-price meal benefits (approval, denial, or termination), they may request a fair hearing.

3. How to Request a Hearing

A hearing request may be submitted in **writing or verbally** to:

Hearing Official: Mike Rowe
Title: Superintendent
Address: 200 Hwy 55 E, Maple Lake, MN, 55358
Phone Number: 320-963-3171
Email: rowem@maplelake.k12.mn.us

The request should include:

- The household's name
- The reason for the appeal
- Any supporting documentation

The request must be submitted within **30 days** of receiving the eligibility determination.

4. Appointment of Hearing Official

The LEA shall appoint a hearing official who **was not involved in the initial determination** of meal benefits to ensure an impartial review.

5. Hearing Process

- The household will receive **written notification** of the date, time, and location of the hearing.
- The hearing will be scheduled at a convenient time for both parties.
- The household may be represented by legal counsel or another representative.
- Both parties will have the opportunity to present evidence and question witnesses.

6. Decision and Notification

- The hearing official will issue a **written decision** to the household.
- The decision will be based on program regulations and evidence presented.
- A copy of the decision will be maintained in LEA records.

7. Continuation of Benefits

If the household requests a hearing **before the current eligibility period expires**, the student's meal benefits **must continue** until the final decision is made.

8. Recordkeeping

The LEA will maintain records of:

- All hearing requests
- Correspondence related to the hearing
- The final decision

For questions regarding this procedure, please contact **Mike Rowe** at **320-963-3171** - **rowem@maplelake.k12.mn.us**