

FIVE QUICK TIPS

COMPLETING A FREE AND REDUCED HOUSEHOLD INCOME APPLICATION



1 COMPLETE ALL REQUIRED FIELDS

Your child's school will not be able to process the application if required fields are missing. Make sure to reach out to the contact on the application instructions with any questions on what is required!

1

2

If Migrant, Runaway or Homeless is checked off in step one (1) of the application, your child's school will need to confirm this status with the appropriate school official prior to granting benefits.

3

3 IS YOUR CHILD DIRECTLY CERTIFIED FOR FREE MEALS?

If the household has gotten a notification letter from your child's school stating they are directly certified for free meals, you do NOT need to complete an application as your child is automatically qualified to receive free meals. If you have questions regarding direct certification, or if you only received a notification letter for one child in the household, contact your child's school.



CASE NUMBERS

4

If you are providing a case number in Step 2 of the application, and anyone in your household receives SNAP and/or TANF assistance, you must include with your application, a copy of the Notice of Decision for SNAP and/or TANF eligibility that you received from the Department of Health and Human Services (DHHS). If you need to get a copy of the Notice of Decision from DHHS, contact 1-844-ASK-DHHS.

SNAP = Supplemental Nutrition Assistance Program

TANF or FANF = Temporary (or Financial) Assistance for Needy Families



5

5 TOTAL HOUSEHOLD MEMBERS

Make sure the number of names (children and adult household members) adds up to the total number of household members in step three (3). If these are not the same, your child's school will not be able to process the application.



LINQ Connect



Easy Login

A centralized location to manage payments, set reminders and more!



Sign-Up Free

The user-friendly portal makes signing up easy and quick.



No More Hassle

No need to send cash to school. Easily make one-time or recurring payments.



Resource Center

Find helpful guides and useful tools to help you set up payments for your student.



Dashboards

Simple and interactive dashboards to view all your students in one place.



Fees Made Easy

Pay for Yearbooks, field trips, graduation fees and more in the LINQ Connect Mobile App or Online!

Download the Free Mobile App or visit LINQConnect.com



Google Play



Apple Store




Lebanon
SCHOOL DISTRICT
 Office of the Superintendent
 20 Seminary Hill
 West Lebanon, NH 03784
 Telephone: 603-790-8500 Fax: 603-790-8310
www.sau88.net

Amy Allen, Superintendent
 Karen DuBois, Director of Academics, Engagement & Opportunity

Ben Nester, Director of Student Services
 Tim Ball, Business Administrator

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED-PRICE SCHOOL MEALS UNDER THE UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) NATIONAL SCHOOL LUNCH PROGRAM (NSLP)

August 2025

Dear Parent/Guardian:

Lebanon School District offers healthy meals every school day under the USDA National School Lunch Program. Breakfast costs \$2.00 grades pre-kindergarten through fourth, \$2.25 grades five through twelve; lunch costs \$3.95 grades pre-kindergarten through fourth, \$4.05 grades five through twelve. Your children may qualify for free meals or for reduced-price meals under this program. If your household qualifies for reduced-priced meals, Breakfast would be at no cost and lunch would be priced at \$0.40. **The Free and Reduced-Price Meal Application is more than just a meal application, as your eligibility letter may provide you with additional benefits in the district and in the community. A few examples of these benefits could include reduced preschool/summer camp tuition, yearbook fees, lost agenda fees, reduced utilities and reduced membership fees.** Below are some common questions and answers to aid in the process of determining your child's eligibility.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from **NH SNAP** or **NH TANF**, are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced-price meals if your household's income is within the limits set by the Federal Income Eligibility Guidelines in the chart below.

Income Guidelines for Child Nutrition Programs: July 1, 2025, to June 30, 2026

Household size	Annual	Monthly	Twice per month	Every two weeks	Weekly
1	28,953	2,413	1,207	1,114	557
2	39,128	3,261	1,631	1,505	753
3	49,303	4,109	2,055	1,897	949
4	59,478	4,957	2,479	2,288	1,144
5	69,653	5,805	2,903	2,679	1,340
6	79,828	6,653	3,327	3,071	1,536
7	90,003	7,501	3,751	3,462	1,731
8	100,178	8,349	4,175	3,853	1,927
For each additional family member, add	10,175	848	424	392	196

2. HOW DO I KNOW IF MY CHILD(REN) QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?
 - Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **Ben Nester, Director of Student Services, at 603-790-8500 x1110 or bnester@sau88.net**.
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?
 - No. *Use one Free and Reduced-Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Shaylee Briggs, 20 Seminary Hill, West Lebanon, NH 03784, 603-790-8500 x1115.**
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILD(REN) ARE ALREADY APPROVED FOR FREE MEALS?
 - No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact: **Shaylee Briggs, 20 Seminary Hill, West Lebanon, NH 03784, 603-790-8500 x1115, sbriggs@sau88.net** immediately.
5. CAN I APPLY ONLINE?
 - Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit <https://lingconnect.com> to begin or to learn more about the online application process. Contact **Shaylee Briggs, 20 Seminary Hill, West Lebanon, NH 03784, 603-790-8500 x1115, sbriggs@sau88.net** if you have any questions about the online application.
6. MY APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?
 - Yes. The application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school has informed you that your child is eligible for the new school year.
7. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS?
 - Children in households participating in WIC may be eligible for free or reduced-price meals. Participation in WIC does not automatically qualify your household for free or reduced-price meals. Please apply for meals through the income application.
8. WILL THE INFORMATION I GIVE BE CHECKED?
 - Yes. We may also ask you to send written proof of the household income you report.
9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER?
 - Yes. You may apply at any time during the school year. For example, children with a parent or guardian who become unemployed may become eligible for free and reduced-price meals if the household income drops below the income limit.
10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?
 - You should talk to school officials. You also may ask for a hearing by calling or writing to: **Amy Allen, Superintendent of Schools, 20 Seminary Hill, West Lebanon, NH 03784, 603-790-8500 x1107, aallen@sau88.net**.
11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?
 - Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME?
 - List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?

- Household members may not receive some types of income we ask you to report on the application or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zero. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. WE ARE IN THE MILITARY; DO WE REPORT OUR INCOME DIFFERENTLY?
- Your basic pay and cash bonus must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?
- List any additional household members on a separate piece of paper and attach it to your application. Contact **Shaylee Briggs, 20 Seminary Hill, West Lebanon, NH 03784, 603-790-8500 x1115, sbriggs@sau88.net** to receive a second application.
16. MY FAMILY NEEDS MORE HELP, ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?
- To find out how to apply for **SNAP, TANF, FDPIR** or other assistance benefits, contact your local assistance office or call **603 271-9700 or 844-275-3447**.
17. HOW WILL I KNOW THE RESULTS OF THE APPLICATION?
- A letter with the eligibility determination will be mailed to you. Please keep this letter in a safe spot as you can use it to receive additional benefits in the district and in the community. A few examples of these benefits could include reduced preschool/summer camp tuition, yearbook fees, lost agenda fees, reduced utilities and reduced membership fees. Please check with businesses as their discounts may have changed.

If you have other questions or need help, call or email Shaylee Briggs at 603-790-8500 x 1115 or sbriggs@sau88.net.

Sincerely,

Shaylee Briggs

Shaylee Briggs, Assistant Business Administrator
Lebanon School District – SAU88
20 Seminary Hill
West Lebanon, NH 03784
603-790-8500 x 1115
sbriggs@sau88.net

USDA is an equal opportunity provider, employer, and lender.



Application Prototype Cover Page

OMB Number: 0584-0026
Expiration Date: 07/31/2023

This information is being collected to assist the Food and Nutrition Service (FNS) in providing program operators an application prototype for participation in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). This application prototype meets all of the regulatory requirements. While it is voluntary for program operators to use this application prototype, the information it collects is required for applicants to obtain program benefits in accordance with the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. § 1758). FNS does not use the information collected at the local level. This collection requests personally identifiable information under the Privacy Act of 1974; all responses are to be kept private to the extent provided by law. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The OMB control number for this information collection is 0584-0026. The time required to complete this information collection is estimated to average 7 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Child Nutrition, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314, ATTN: PRA (0584-0026). Do **not** return the completed form to this address.

School Year 25-26 USDA Household Application for Free and Reduced-Price School Meals

**APPLY ONLINE:
RETURN TO (School/District Name):
ADDRESS:**

Complete one application per household. Please use a pen (not a pencil).

STEP 1 List ALL children, infants, and students up to and including grade 12. Attach another sheet of paper if you need space for more names.

List ALL children in the household. Do not forget to list infants, children attending other schools, children not in school, and children not applying for benefits. This includes children not related to you in your household.

Child's First Name	MI	Child's Last Name	Grade	Foster Child	Migrant	Runaway	Homeless
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check all that apply

If you checked any of these boxes, please refer to the Application Instruction's Step 1: Part C & Part D.

STEP 2 Do any household members (including you) participate in: SNAP or TANF? Please note: Medicaid does NOT qualify households for meal benefits in NH.

NO → Go to STEP 3.
 YES → Write case number here and proceed to STEP 4.
 CASE NUMBER (NOT EBT NUMBER):
 SELECT ONE:
 SNAP
 TANF

Household must submit backup documentation if providing a case number i.e. Notice of Decision (NOD) from NH DHHS

STEP 3 List ALL household members and income for each member (before taxes and deductions)

A. All Adult Household Members (Anyone who is living with you and shares income and expenses, even if not related, including you.)
 List all Adult Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they receive income, report total gross income (before taxes and deductions) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often received?					Public Assistance, Child Support, Alimony	How often received?				Pensions, Retirement, Social Security, SSI, VA Benefits, All Other	How often received?			
		Weekly	Every 2Weeks	2xMonth	Monthly	Annual		Weekly	Every 2Weeks	2xMonth	Monthly		Weekly	Every 2Weeks	2xMonth	Monthly
<input type="text"/>	\$ <input type="text"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
<input type="text"/>	\$ <input type="text"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
<input type="text"/>	\$ <input type="text"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
<input type="text"/>	\$ <input type="text"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

Total Household Members (Children and Adults)

Last Four Numbers of Social Security Number of Primary Wage Earner or other Adult Household Member (If Applicable)

Check if no Social Security Number

Please see application's back for list of income sources.

B. Child Income
 Sometimes children in the household earn or receive income.
 Include the TOTAL income (before taxes and deductions) received by ALL children listed in STEP 1 here.
 \$
 Weekly
 Every 2Weeks
 2xMonth
 Monthly
 Annual

STEP 4 Contact information and adult signature. **RETURN COMPLETED FORM TO YOUR CHILD'S SCHOOL:** Insert school address here

"I certify (promise) that all information on this application is true, and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (confirm) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Print Name of Adult Signing the Form	Signature of Adult	Today's Date			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Address (if available)	City	State	Zip	Phone (optional)	Email (optional)

SOURCES AND EXAMPLES OF INCOME

For additional information on income, please refer to the instructions that accompany this application.

Sources of Income			Examples of Income for Children
Earnings from Work <ul style="list-style-type: none"> Salary, wages, cash bonuses, tips, commissions Net income from self-employment (farm or business) If you are in the U.S. Military: <ul style="list-style-type: none"> Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances) Allowances for of-base housing, food, and clothing 	Public Assistance/Alimony/Child Support <ul style="list-style-type: none"> Unemployment benefits Workers' compensation Supplemental Security Income (SSI) Cash assistance from State or local government Alimony payments Child support payments Veterans' benefits Strike benefits 	Pensions/Retirement/All other sources of income <ul style="list-style-type: none"> Social Security/Disability (including railroad retirement and black lung benefits) Private Pensions or disability benefits Income from trusts or estates Annuities Investment income Earned interest Rental income Regular cash payments from outside household 	<ul style="list-style-type: none"> A child has a regular full or part-time job where they earn a salary or wages A child is blind or disabled and receives Social Security benefits A parent is disabled, retired, or deceased, and their child receives Social Security benefits A friend or extended family member regularly gives a child spending money A child receives regular income from a private pension fund, annuity, or trust

OPTIONAL

Children's ethnic and racial identities. This information is kept confidential and may be protected by the Privacy Act of 1974.

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

Ethnicity (check one): Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race) Not Hispanic or Latino

Race (check one or more): American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

Return this completed form to your child's school. *Do not mail, fax, or email completed applications to the U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights.

DO NOT FILL OUT

For school use only.

Annual Income Conversion: Weekly × 52, Every 2 Weeks × 26, Twice a Month × 24, Monthly × 12. Do not annualize income to determine eligibility unless more than one income frequency is listed.

Total Income	How often?					Household size	Categorical Eligibility	Eligibility		
<input type="text"/>	Weekly	Every 2 Weeks	2xMonth	Monthly	Annual	<input type="text"/>	<input type="checkbox"/>	Free	Reduced	Denied
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Determining Official's Signature	Date	Confirming Official's Signature	Date	Verifying Official's Signature	Date					

Use of Information Statement

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced-price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met.

Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, 'Check if no Social Security Number.' Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number.

Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

The contact information below is solely to file a complaint of discrimination

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Return completed form to your child's school.

How To Apply for Free and Reduced Price School Meals

Please use these instructions to help you fill out the application for free and reduced price school meals. You only need to submit one application per household, **even if your children attend more than one school in the**

The application must be filled out completely to determine the eligibility of your child(ren) for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact

Please use a pen (not a pencil) when filling out the application and do your best to print clearly.

Step 1: List ALL children, infants, and students up to and including grade 12

Tell us how many infants/toddlers, children not in school, and elementary/middle/high school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a formal foster arrangement through a court or state/local agency, or qualify as homeless, migrant, or runaway youth;
- Students attending (regardless of age)

A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper (or a second application if completing electronically) with all required information for the additional children. This also applies to adults in Step 3. "MI" is short for middle initial. Print the first letter of each child's middle name in the box.

B) Is the child a student? If "Yes," write the grade level of the student in the "Grade" column to the right.

C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are **ONLY** applying for foster children, after finishing **Step 1**, go to **Step 4**.

Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to Step 3. Note: Adopted children are not considered foster children. A foster child is a minor child who has been taken into state custody and placed with a state-licensed adult, who cares for the child in place of their parent or guardian.

D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application. Homeless, Migrant, Runaway status must be confirmed with the appropriate program staff. If the school district cannot confirm your student's homeless, migrant, or runaway status, then the school district will contact you to complete an income-based application. You may choose to provide income information now in order to prevent the school district from potentially needing to contact you later.

Step 2: Do any household members currently participate in SNAP, TANF, or FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP) or
- Temporary Assistance for Needy Families (TANF) or
- The Food Distribution Program on Indian Reservations (FDPIR).

A) If no one in your household participates in any of the above listed programs:

- Check “No” in **Step 2** and go to **Step 3**.

B) If anyone in your household participates in any of the above listed programs:

- Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact:
 - Go to **Step 4**.

Step 3: List ALL household members and income for each member

How do I report my income?

- Use the lists titled “**Sources of Income**” & “**Examples of Income for Children**,” on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
 - Gross income is the total income received **before** taxes and deductions.
 - Many people think of income as the amount they “take home” and not the total, “gross” amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a “0” in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write “0” or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

3.A. Report income earned by adults

Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- **Do NOT include:**
 - People who live with you but are not supported by your household’s income AND do not contribute income to your household.
 - Infants, children and students already listed in **Step 1**.

Step 3: List ALL household members and income for each member

1) List adult household members' names.

Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Include college students, unless they are declared independently on taxes (all college students are considered adults). Do not list any household members you listed in Step 1.

2) List earnings from work.

List all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. Net income is your income after taxes and deductions have been subtracted.

- **What if I have multiple jobs?** List each job separately by entering your name and income from each job on a new line. Add an additional sheet of paper if necessary.
- **What if I am self-employed?** List income from your business as a net amount. This net amount is calculated by subtracting the total operating expenses of your business from its gross receipts (revenue). Gross receipts or revenue are all the income earned from the sale of any products or services offered.

If a child listed in **Step 1** has income, follow the instructions in **Step 3, Part B.**

3) List income from public assistance/child support/alimony.

List all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.

4) List income from pensions/retirement/all other income.

List all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

- **What if I receive income from multiple sources in this category?** List each source separately by entering your name and income from each source on a new line. Add an additional sheet of paper if necessary.

5) List total household size.

Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number **MUST** be equal to the number of household members listed in **Step 1** and **Step 3**. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.

6) Provide the last four digits of your Social Security Number.

An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no Social Security Number."

3.B List income earned by children

List all income earned or received by children.

List the combined gross income for ALL children listed in **Step 1** in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

- **What is Child Income?** Child income is money received from outside your household that is paid **DIRECTLY** to your children. Many households do not have any child income.

Step 4: Contact information and adult signature

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the statements on the back of the application.

A) Provide your contact information. Write your current mailing address in the fields provided, if this information is available. If you have no permanent address, that is okay. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

B) Print and sign your name and write today's date. Print the name of the adult signing the application and that person signs in the box "Signature of adult."

C) Mail completed application to:

Optional

Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals. This information is requested solely for the purpose of determining the State's compliance with Federal civil rights laws, and your response will not affect consideration of your application, and may be protected by the Privacy Act. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner.

Please return the application directly to your child's SCHOOL. DO NOT mail, fax, or email completed applications or questions about applications to the USDA Office of the Assistant Secretary for Civil Rights or your child's eligibility for free or reduced-price meals will be delayed.



Policy: EFAA

Section: Section E - Support Services

Meal Charging

While parents, legal guardians, and caregivers (hereafter “guardians”) are welcome and encouraged to send students to school with meals, the District provides the opportunity to purchase breakfast, lunch, and after-school snacks from the school cafeteria. Each meal meets or exceeds the federal nutrition standards. Payment is expected no later than when the meal is served. Payment may be in cash, (check), or as a debit against funds deposited into an established student lunch account.

Under the National School Lunch Program (NSLP), which the District participates in, the School Lunch Program (the program that operates all school meal provision in the District) is required by federal law to operate as a non-profit which must end each fiscal year without a negative balance. Uncollected debt must be paid to the School Lunch Program from other funds. Therefore, guardians of students required to pay the full or reduced price for meals must ensure that the School Lunch Program is paid for their student's meals. The District's policy is to quickly escalate efforts to bring student meal accounts into positive balance, to avoid circumstances where these accounts build significant debt.

Student Meal Accounts

The District uses a point-of-sale computerized meal payment system which has an account for all students. Guardians of students who will be purchasing meals using this system are required to establish and maintain a positive balance in the student's meal account.

Funds may be deposited into a student lunch account by cash, check, or online payment. Cash or checks made out to: “Lebanon School District Food Service” should be presented to the Cashier at the cafeteria, or the Food Service Office. Checks may also be mailed to: 20 Seminary Hill, West Lebanon, NH 03784. The District utilizes the services of an online payment platform that allows guardians to check their student's balance at any time. The use of checks or online payments is encouraged, as each provides a record. Guardians are responsible for any fees charged by the online service. In accordance with United States Department of Agriculture (hereafter “USDA”) guidance SP 02-2015, there will be no processing fee for deposits to a student meal account made by cash or check.

Bank fees incurred on any check returned for insufficient funds will be charged to the guardian. In accordance with RSA 358-C, the fee may not exceed \$25.00, and notice to

the guardian of the fee charged for a check that is returned for insufficient funds shall be made by telephone or written notice.

Each low- and negative-balance notice (hereafter “notice” or “notices”) to guardians will include information on how to verify a student meal account balance, to resolve concerns regarding the accuracy of the account balance, or to obtain information on the school meal program, including the name, title, hours when available, phone number, and e-mail address of the Food Service Director.

Supervision of Student Meal Account Use

Guardians who establish a meal account for their student are responsible for establishing with their student any restrictions the guardians chooses to place on use of the account. Unless restricted by the guardian, a student may purchase “a la carte” (extra) items in addition to the regular meal choices. Students may purchase more than one meal at one sitting and/or after school snacks. Guardians must monitor the student’s use of the meal account to ensure that a sufficient balance is available at all times for their student to charge meals.-

The District’s policy is to ensure that students have access to healthy meals and that no student will be subject to different treatment from the standard school meal or school cafeteria procedures. Therefore, the District will allow students to purchase a meal, even if the student’s meal account has insufficient funds. This policy applies to all meal offerings generally available at the cafeteria, breakfast and lunch.

Balance Statements and Notifications

The District will work proactively with guardians to maintain a positive balance in their student’s meal account. The Superintendent shall establish a procedure at each school requiring that a low balance statement be sent to guardians whenever the balance in a student’s meal account falls to or below a set amount that approximates the amount typically necessary to pay for one week of meals, usually equal to the cost of five breakfasts and lunches at the Elementary School rate.

Low- and negative-balance notices (hereafter “notice” or “notices”) to guardians will include information on how to verify a student meal account balance, to resolve concerns regarding the accuracy of the account balance, or to obtain information on the school meal program, including the name, title, hours when available, phone number, and e-mail address of the Food Service Director.

Notices will be sent by e-mail or letter. Only those District staff who have received training on the confidentiality requirements of federal and state law, including the USDA guidance for school meal programs, and who have a need to access a child’s account balance and eligibility information may communicate with guardians regarding unpaid meal charges. Volunteers, including parent, guardian, or caregiver volunteers, will not be used to communicate with guardians regarding unpaid meal charges, per 42 U.S.C. 1758(b)(6).

The District recognizes that unexpected financial hardships occur and will work with guardians in this circumstance to limit the amount of accumulated debt. To do so, it is essential that guardians respond to notices and cooperate with district staff efforts. Fairness and equal treatment requires that those able to pay, but who fall behind, must promptly bring their student's meal account into a positive balance. The District's proactive approach is intended to help ensure students have healthy meals and that guardians do not accumulate significant debt to the school meal program.

Free or Reduced Price Meals

The District participates in the federally supported program to provide free or reduced price meals to students from families whose economic circumstances make paying for meals difficult. Income guidelines for eligibility are based on family size and are updated each year by the USDA. The District will ensure guardians are informed of the eligibility requirements and application procedures for free or reduced cost meals as well as the requirements of this policy.

Guardians shall be provided with a copy of this policy and an application for free or reduced cost meals annually at the start of the school year through a mailing or in the Parents' Handbook, upon enrollment of a transfer student during the school year, and as a component of all notices sent to guardians seeking payment to correct a negative balance in the student meal account. The communication explaining the availability of the free or reduced price meals shall include all the elements required by federal regulation, per 7 C.F.R. 245.5. Each notice shall also identify a member of the District staff, with contact information, who is available to answer questions or assist the guardians with applying for free or reduced price meals.

As required by the Civil Rights Act of 1964 and USDA guidance, guardians with Limited English Proficiency ("LEP") will be provided with information on this policy and the free and reduced price meal program in a language the guardians can understand. The District will utilize USDA and community resources to fulfill this requirement. This policy and links to application materials for the free or reduced price meal program will be posted on the school website and made available to guardians at each school.

The District will proactively enroll students found to be categorically eligible into the free or reduced price meal program. The District will seek to enroll eligible students in the free or reduced price meal program upon learning from any source of the student's potential eligibility. When eligibility is established, the District will apply the earliest effective date permitted by federal and state law.

The District will provide a copy of this policy and application materials for free or reduced price meals to town welfare offices/human services offices and other local social service agencies who may have contact with guardians who are confronting layoffs or other financial hardship.

Students Without Cash in Hand or A Positive Account Balance

Regardless of whether a student has money to pay for a meal or has a negative balance in their student meal account, a student requesting a meal shall be provided with a meal from among the choices available to all students. The only exception will be where the student's guardians have provided the District with specific written direction that the student not be provided with a School Lunch Program meal, and the student has a meal sent from home, or otherwise has access to an appropriate meal. Under no circumstances will a student's selected meal be thrown away because of the status of the student's meal account.

It is the guardians' responsibility to provide their student with a meal from home or to pay for school prepared meals. Therefore, the District's policy is to direct communications to guardians about student meal debt. When guardians choose to provide meals sent from home, it is the guardians' responsibility to explain to their student the necessity of the student not using the school meal program.

Should the student's meal account balance fall below zero, a balance statement requesting immediate payment shall be sent to guardians no less than once each week.

If the student's meal account balance debt grows to \$15.00 or more, a letter requesting immediate payment shall be sent by US Mail to the guardian, or the guardian shall be contacted by the Principal or designee by phone or in person. Where warranted, the Principal may arrange a payment schedule.

If the student's meal account debt grows to \$30.00 or more, the Principal will request a meeting with the guardians. When appropriate, the Principal should explore with the guardians whether an application for free or reduced cost meals is warranted. Where extenuating circumstances of financial hardship exist and the family is not eligible for free or reduced cost meals, the District will work with the guardians to identify and engage governmental and private charitable resources which are available to assist the family.

A student with a zero or negative balance in their meal account will not be allowed to purchase a la carte items unless payment is provided in cash or check at the time of purchase.

Unresolved Debt

Although the District will initially pursue other avenues as described above, in the case of uncooperative or unresponsive guardians whose student(s) have continuing or increasingly negative account balances, the District reserves the right to pursue payment for those accounts through civil legal action, including filing a claim in small claims court pursuant to RSA Chapter 503. Such action shall not take place until and unless two letters have been sent to the guardians using certified mail, return receipt requested. In such cases, the Superintendent is delegated authority to assess the likelihood that civil action will lead to payment, the resources required to pursue collection, and to pursue such action only when doing so is in the best interest of the District.

The Superintendent shall try to identify non-profit charities that are willing to contribute funds to the district to assist in keeping a positive balance in the meal account of students whose guardians do not qualify for free meals and who due to financial hardship are unable to consistently keep the student meal account in a positive balance. If at the end of the fiscal year uncollected debt in student meal accounts must, as a last resort to fulfill federal requirements, be paid to the school meal program from other District funds, the guardians' debt for unpaid meal charges shall be owed to the District. Applying the policy set forth above, the Superintendent shall determine if further collection efforts are in the best interest of the District. Any payments collected on debt that has been offset with District funds, shall be credited to the District. All debt collection efforts shall comply with RSA Chapter 358-C, New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act.

Staff Enforcement of Policy/Training

A copy of this policy and refresher training shall be provided annually to all food service and school staff responsible for serving student meals or enforcing this policy. New staff with these responsibilities shall be provided with a written copy of the policy and training on the policy during their initial training or orientation. In accordance with federal requirements, a record shall be maintained documenting that new staff receive the policy and training. The record must also document that all applicable staff receive a copy of the policy and refresher training annually.

Student with Special Dietary Needs

Nothing in this policy prohibits providing an appropriate meal to a student with special dietary needs such as, but not limited to, diabetes, provided these needs have been documented in a health plan, Sec 504, or IEP. If the meal is medically required, and the student has a negative student meal account balance, or does not have cash to purchase the meal, the necessary dietary needs will be met.

To request meal accommodations for students whose dietary needs qualify them for accommodation under law, contact the Food Service Director at phone number (603) 448-1538.

Complaint Resolution Process

To file a school meal program complaint with the District, contact the Food Service Director at phone number (603) 448-1538.

To file a school meal program complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> and at any USDA office, or write a letter addressed to the USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to the USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

This District is an equal opportunity provider.

Nondiscrimination

It is the District's policy that in the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability, per 7 C.F.R. 245.5(a)(1)(viii). Students will not be denied meals due to the existence of other unpaid charges at the school or for disciplinary reasons.

Assessment for Neglect Reporting

If a student who has been determined to be ineligible for free or reduced cost meals, or whose guardians have refused to cooperate with filing an application for free or reduced cost meals, is consistently not provided with meals, either through a meal sent from home or the payment for a meal through the school meal program, the Principal will assess whether a report of child neglect is warranted to the New Hampshire Department of Health and Human Services, Division for Children, Youth, & Families, as required by RSA 169-C:29-31.

Cross References:

[EF - Food Service](#)

[EFA - Availability And Distribution of Healthy Foods](#)

[JLCF - Wellness Policy](#)

Legal References:

15 U.S.C. § 1692-1695 federal Fair Debt Collection Practices Act (FDCPA)

42 U.S.C. 1758(b)(6), Use or disclosure of information

Civil Rights Act of 1964 & 7 C.F.R. Part 15, Subpart A & B

2 C.F.R. §200.426

7 C.F.R §210.09

7 C.F.R §210.10

7 C.F.R §210.15

7 C.F.R. §245.5

USDA SP 46-2016 - No later than July 1, 2017, all SFA's operating the Federal school meal program are required to have a written meal charge policy.

USDA Guidance SP37-2016: Meaningful Access for Persons with
Limited English Proficiency (LEP) in the School Meal Programs RSA
189:11-a

RSA 358-C , New Hampshire's Unfair, Deceptive or Unreasonable
Collection Practices Act;

NH Dept. of Education Technical Advisory - Food and Nutrition
Programs

Adoption Date: **June 26, 2024**

Prior Revised Dates: **Revised: May 20, 2024 Adopted: November 18, 2017 Reviewed: November 1, 2017**



Book	Policy Manual
Section	Section J - Students
Title	Wellness Policy
Code	JLCF
Status	Active
Adopted	May 10, 2023
Last Revised	April 3, 2023
Prior Revised Dates	Adopted: May 12, 2021 Revised: April 20, 2021 Adopted: November 18, 2017 Reviewed: November 1, 2017 Adopted: May 27, 2015 Reviewed: April 1, 2015 Adopted: October 26, 2011 Reviewed: September 30, 2011 Adopted: November 11, 2006

WELLNESS POLICY

Category: Priority/Required by Law

The Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that the health of the whole child and student success are interrelated. It is, therefore, the goal of the Board that the learning environment positively influences a student's understanding, beliefs, social-emotional skills, and habits as they relate to good nutrition and physical activity.

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. This policy applies to all students and schools in the District during the school day.

The school day is defined as midnight before to 30 minutes after the end of the instructional day.

I. STUDENT WELLNESS ADVISORY COMMITTEE (SWAC)

The Superintendent, in consultation with the Student Wellness Advisory Committee (SWAC), will facilitate the development of updates to the District Wellness Policy, subject to School Board approval, and will oversee compliance with the policy. In addition, the Superintendent shall designate a Building Wellness Coordinator for each school to help ensure compliance with this policy at the building level.

The Superintendent shall convene a representative "Student Wellness Advisory Committee (SWAC)" (or "Wellness Committee"), whose functions will include review and recommendations regarding the implementation of and updates to this policy, and establishment of specific goals for nutrition promotion, education, and physical activity.

The Superintendent or his/her designee shall serve as the Chairperson of the Student Wellness Advisory Committee (SWAC) and shall maintain an updated roster of Building Wellness Coordinators and other persons serving on the Committee.

The Student Wellness Advisory Committee (SWAC) shall meet no less than three times per school year.

The Student Wellness Advisory Committee (SWAC) should represent each school and the diversity of the community, and to the extent feasible include the Superintendent or her/his designee, the Food Service Director, each Building Wellness Coordinator, parents, students, physical education teachers, health education teachers, school counselors, school administrators, a school board member, outside health professionals, individual school building representatives, and members of the public.

Staff appointments to the Wellness Committee will be made by the Superintendent or her/his designee. The School Board Chair shall appoint the School Board member. The remaining members, other than those who are ex officio, shall be appointed and approved by the Wellness Committee.

As a statutory committee, the Wellness Committee shall comply with the requirements of RSA 91-A regarding meetings.

II. WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT

A. Goals

Category	Goal
Nutrition Education	The District shall teach, encourage, support, and model healthy eating habits for students including but not limited to curriculum, athletics, co-curricular, clubs, and school activities.
Nutrition Promotion & Notification	The school will promote good nutrition with daily visuals and at least one annual nutrition-focused event. The Schools shall comply with the nutrition guidelines outlined in this policy in a manner designed to facilitate the adoption of healthier eating habits such that 100% compliance is achieved and maintained. Public notification of the policy and assessments shall occur annually through student & employee handbooks, District-wide messages, the annual report, and the district website.
Physical Activity	The District shall encourage and support student-initiated activities that model age-appropriate, inclusive daily physical activity. The District shall establish relationships with community, recreation, and youth sports programs and agencies to coordinate and complement physical activity programs.
Wellness Activity	The school will promote at least one community wellness activity per year.

B. Implementation Plan

Each Building Wellness Coordinator, with the assistance of the Student Wellness Advisory Committee (SWAC), will conduct a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, using tools available through such programs as the Alliance for a Healthier Generation [Healthy Schools Program](#), and to create an action plan and generate an annual progress report. The school-level assessment/report should be completed by September 30th of each school year and provided to the Superintendent.

C. Annual Notification of Policy

The District will annually inform families and the public of basic information about this policy, including its content, any updates to the policy, and implementation status. The District will make this information available via the district website. This information will include the contact information of the District official(s) chairing the Wellness Committee (i.e., the Superintendent or his/her designee) and any Building Wellness Coordinator(s), in addition to how the public can get involved with the Student Wellness Advisory Committee (SWAC).

D. Triennial Progress Assessments

Every three years, the Student Wellness Advisory Committee (SWAC) will assess:

- The extent to which each of the District's schools are in compliance with the wellness policy;
- The extent to which the District Wellness Policy compares to model wellness policies; and
- A description of the progress made in attaining the goals of the District's Wellness Policy.

The Student Wellness Advisory Committee (SWAC) will make recommendations to update the District Wellness Policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The Board will review and act upon such assessments as required or as the Board deems appropriate.

E. Recordkeeping

The Superintendent will retain records related to this Policy, including at least the following:

- The Student Wellness Policy;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation on how the Student Wellness Policy and Policy assessments are/were made

- available to the public;
 - Documentation confirming annual compliance with the requirement that the Student Wellness Policy, including updates, and the most recent assessment on the implementation of the Policy have been made available to the public; and
 - Documentation of efforts to review and update the Student Wellness Policy; including who is/was involved in each update and methods the District uses to make stakeholders aware of opportunities to participate on the Student Wellness Advisory Committee (SWAC).
- F. Community Involvement, Outreach, and Communications

The District will communicate ways in which representatives of the Student Wellness Advisory Committee (SWAC) and others can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents/guardians of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards.

III. NUTRITION

A. School Meals

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). District schools are committed to offering school meals that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Promote healthy food and beverage choices; and
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. The District offers reimbursable school meals that meet USDA nutrition standards, which may be found at:

<https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>

B. Staff Qualifications and Professional Development

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for school nutrition professionals, which may be found at:

<https://www.fns.usda.gov/school-meals/professional-standards>

C. Water

To promote hydration, free, safe, unflavored drinking water will be available to all students at every school at all places and times that school meals are served.

Students shall be permitted to bring water bottles to school that:

1. Are made of material that is not easily breakable;
2. Have lids to prevent spills; and
3. Are filled exclusively with water

School Principals may discipline students for the misuse of water bottles, consistent with board policy JICD.

D. Competitive Foods and Beverages and Marketing of Same in Schools

“Competitive foods and beverages” (i.e., foods and beverages sold and served or marketed during the school day, but outside of the school meal programs) must meet the USDA Smart Snacks in School nutrition standards, which may be accessed at:

<https://www.fns.usda.gov/school-meals/smart-snacks-school>

These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias and vending machines.

Except as may be provided elsewhere in this Policy, any foods and beverages marketed or promoted to

students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools, including, but not limited to:

- Brand names, trademarks, logos, or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors.
- Corporate brand, logo, name, or trademark on school equipment, such as marquees, message boards, scoreboards, or backboards (**note**: immediate replacement of these items is not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance with the marketing policy.).
- Corporate brand, logo, name, or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans, and other food service equipment; as well as on posters, book covers, pupil assignment books, or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests, coupons of a product, or free samples displaying advertising of a product.

Corporate brand names, logos, and trademarks for companies that market products that comply with the USDA Smart Snacks in School nutrition standards will not be prohibited because they offer some non-compliant food or beverage items in their product line.

Likewise, the marketing restrictions do not apply to clothing or other examples of expression which include brand information for non-compliant food or beverage items.

As the District, school athletic department and parent-teacher associations review existing contracts and consider new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

E. Celebrations and Rewards

All foods offered during the school day on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards. Foods and beverages will not be used as a reward or withheld as punishment for any reason. The Student Wellness Advisory Committee (SWAC) will make available a list of healthy party ideas to parents and teachers, including non-food celebration ideas, and a list of foods and beverages which meet Smart Snack nutrition standards. Teachers are encouraged to have one monthly birthday celebration.

F. Food Sale Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. Fundraising groups are encouraged to choose non-food fundraisers and to consider healthy fundraising ideas. Notwithstanding this provision, each school may allow up to nine bake sales or other fundraising food sales of non-compliant foods (i.e., that do not meet Smart Snack standards), which are no more than one day in duration each. Fundraisers will be tracked and monitored by individual schools.

G. Nutrition Promotion

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will include.

- Implementation of at least one or more evidence-based healthy food promotion techniques in the school meal programs using methods included in the Smarter Lunchroom Movement, which may be found at:

<https://www.smarterlunchrooms.org/scorecard-tools/smarter-lunchrooms-strategies>

- Ensuring 100% of foods and beverages promoted to students during the school day meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available through the Smart Flood Planner of the Alliance for a Healthier Generation, available at:

<https://www.healthiergeneration.org/our-work/business-sector-engagement/improving-access-to-address-health-equity/smart-food-planner>.

H. Nutrition Education

The District will teach, model, encourage and support healthy eating by all students.

- Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- Nutrition education posters will be displayed in each school cafeteria, or on a main school bulletin board if meals are not eaten in the cafeteria.
- Consistent nutrition messages shall be disseminated throughout the school. Schools should provide additional nutrition education that:
 - Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - To the extent practicable is integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
 - May include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
 - Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
 - Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
 - Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services;
 - Teaches media literacy with an emphasis on food and beverage marketing; and
 - Includes nutrition education training for teachers and other staff.

IV. PHYSICAL ACTIVITY

The District will provide physical education consistent with national and state standards. Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) **will not be withheld** as punishment for any reason.

A. Classroom Physical Activity Breaks

In addition to any recess periods provided in the ordinary daily schedule, students will be offered **periodic opportunities** to be active or to stretch throughout the day. The District will encourage teachers to provide short 3-5 -minute physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, physical education class, recess, and class transition periods.

B. Before and After School Activities

The District offers opportunities for students to participate in physical activity after school through interscholastic and intramural sports and clubs.

C. Walking and Biking to School

The District will support walking or biking to school by students only if determined safe by the building principal.

V. OTHER ACTIVITIES TO PROMOTE STUDENT WELLNESS

The District will endeavor to integrate wellness activities across the entire school setting, not just in the cafeteria or physical education and athletic facilities. Efforts will be made to increase the use of environmentally non-toxic "green" products, recycled products, and composting that will reduce our impact on the environment. Efforts will be made to encourage outdoor classrooms.

Activities such as school gardens and the use of garden-produced items will be encouraged and promoted.

VI. PROFESSIONAL LEARNING

When feasible, the District will offer opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school.

Legal

42 U.S.C. 1751, Richard B. Russell National School Lunch Act 42 U.S.C. 1771, Child Nutrition Act of 1966

Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004 The Healthy Hunger-Free Kids Act of 2010

7 C.F.R 210, National School Lunch Program 7 C.F.R 220, School Breakfast Program

RSA 189:11-a, Food and Nutrition Programs

N.H. Dept. of Education Administrative Rule Ed 306.04 (a)(20), Wellness

N.H. Dept. of Education Administrative Rule Ed 306.11 (g), Food and Nutrition Services

N.H. Dept. of Education Administrative Rule Ed 306.38 (b)(1)b, Family and Consumer Science Education Program (middle schools)

N.H. Dept. of Education Administrative Rule Ed 306.40, Health Education Program

Cross References

[EF - Food Service](#)

[IMAH - Daily Physical Activity](#)

[JLC - Student Health Services and School Nurses](#)