
ADMINISTRATIVE REGULATIONS**AUX-4****SECTION: Auxiliary Services****SUBJECT: Cafeteria Operations – Meal Applications-Free & Reduced 07-01-22**

Free and Reduced priced meals are available to students living in qualifying households. Households must complete a meal application each year to apply for free or reduced-price meals unless a person in the household meets the criteria for categorical eligibility.

There are two ways households may qualify for free or reduced priced meals.

1. **Household Income Eligible:** —Children can get free or reduced-price meals if a household's gross income is within the limits described in the Federal Income Eligibility Guidelines. The Child Nutrition Determining official reviews meal application and determine eligibility base on federal regulations.
2. **Categorically Eligible:** Special Assistance Program Participants—Children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program for Households on Indian Reservations (FDPIR), or Temporary Assistance for Needy Families (TANF), are eligible for free meals. • Foster—Foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals. • Head Start, Early Head Start, and Even Start—Children participating in these programs are eligible for free meals. • Homeless, Runaway, and Migrant—Children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told about a child's status as homeless, runaway, or migrant or you feel a child may qualify for one of these programs, please call or email Dr. Steven Beagle at 409-724-2391 or sbeagle@nederlandisd.org. • WIC Recipient—Children in households participating in WIC may be eligible for free or reduced-price meals.

All Meal Applications are reviewed and determination of eligibility is made within 10 days of receipt of application to the Child Nutrition Department.

If a household disagrees with the Child Nutrition Department decision concerning their meal application, households may contact the Child Nutrition Department to discuss. Households may also ask for a hearing by calling or writing to Dr. Stuart Kieschnick, 220 17th St. Nederland, TX 77627, 409-724-2391, skieschnick@nederlandisd.org.

Meal Applications:

NISD offers multiple ways to submit meal applications.

1. **Online Meal Applications (preferred for quick processing):** Online meal applications are available on the NISD webpage and can be accessed from any computer, smart phone or smart device such as iphone, ipad, chrome workbooks, laptops or any device able to connect to the internet. The online application allows households privacy in completing the application and allows

for quicker processing, determination and notification of meal qualification. The Child Nutrition Department has a computer for online meal application access if households do not have access to a computer. Also any school library or public library will be able to allow households access to a computer in efforts to complete meal applications.

2. Hard Copy (Paper printed) Meal Application: Printed meal applications are available in the Child Nutrition Department and in the school cafeteria with the Child Nutrition staff. Meal applications must be completed and returned to the Child Nutrition Department in order to be processed and meal benefits made available to households. When paper meal applications are submitted to departments other than the Child Nutrition Department, teachers, school officials, mailed or faxed, households are encouraged to check the status of their meal application with the Child Nutrition Department to verify receipt of the paper application.
3. Online school registration packet: Each year families must register their child for the new school year. The Child Nutrition Meal application is included with the online registration packet for families to complete.

Verification:

All meal applications are subject to verification. If selected for verification households will be notified and requested to submit documents to verify information submitted on their meal application.

More information is available in the letter to households and on the meal application and can be found online on the NISD Child Nutrition webpage.