

**FREE AND REDUCED PRICE MEAL SERVICES**

To apply for the free or reduced price meal program:

- a. Application forms will be available in the main office *and* can be completed and submitted at any time during the year.
- b. Completed forms must be submitted to Food Service Director of prior to any determination of eligibility.
- c. The parent or guardian will be informed of the Food Service Director's determination within one week of receiving a properly completed application.

Applications will be kept confidential.

Upon written request, the Superintendent 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 Director 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.

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

Community Eligibility

If the district can show that the percentage of students eligible for free school meals at any one school, or group of schools, or the entire school district, is at least 40%, the district may elect for the school, schools, or district to participate in the Community Eligibility option. Pursuant to federal law and regulations, the school would provide all students at that school or schools with free breakfast and lunch, pursuant to federal regulations. The district would receive federal reimbursement corresponding to the percentage of eligible students. If the reimbursement received by the district is not sufficient to cover nonprofit school food service program costs, non-federal funds must be used to pay the difference.

Pursuant to federal regulations, under the Community Eligibility option, student eligibility is based on household receipt of food assistance (Supplemental Nutrition Assistance Program (SNAP) or Food Distribution Program on Indian Reservations (FDPIR)), income assistance (TANF), or Medicaid benefits (for certain income levels), student participation in Head Start, or recognition of the student as homeless, runaway, migrant, or in foster care.

All affected households will receive prior notification that the school is operating under the Community Eligibility provision.

Cross-ref: 8500, Food Service Management

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](http://www.ed.gov/programs/titleiparta/13-0381guidance.doc).

Adoption date: September 12, 2012

1<sup>st</sup> Revision: February 12, 2015

2<sup>nd</sup> Revision: May 17, 2018