

## Free and Reduced-Price Food Services

The following criteria have been established for use in determining eligible patrons for free and reduced price meals:

1. A building administrator has been designated as the official to determine which individual students are eligible for a free or reduced price meal based on federal income eligibility guidelines.
2. The district will provide forms to parents or guardians on which application for consideration of eligibility of their children for reduced price or free meals can be made. This application form and its content is considered part of policy and regulations.
3. The district will provide a free meal to the students upon receipt of the application and will continue to do so until the determination is made as to whether the students qualify for a reduced price or a free meal.
4. If the application is denied, the parents or guardians may appeal this decision to the superintendent and a hearing will be conducted under the hearing procedure prescribed in Section 9 of the National School Lunch Act, as amended, and the Child Nutrition Act Of 1966. Prior to the hearing, the student will continue to receive a reduced price or free meal.
5. The district will abide by the income poverty guidelines based on the U.S. Office of Management and Budget guidelines as adjusted by the secretary of the U.S. Department of Agriculture.
6. The district will notify the parents at the beginning of the school year of the availability of the reduced price or free meal. This will be a notice sent home with students or a letter mailed to the students' home. This notice is considered part of policy and regulations.
7. The district will provide a release to all informational media in the area at the same time the notice is sent to the home.
8. Students receiving free or reduced price meals will not be required as a condition of receiving such meals to use a separate lunchroom or section of the lunchroom, to go through a separate serving line, to enter the lunchroom through a different entrance, to work for their meals, to use a different medium of exchange or to eat lunch at a different time from paying students. The names will not be made public but shall be confidential information, except where authorized by law (Title I, National Assessment of Educational Programs).
9. In order to protect the anonymity of the student receiving the reduced price or free meals, the meal accounting system for all students will be managed by carefully selected staff members.

Approved February 28, 1968  
Revised August 16, 1976  
Revised to conform with practice February 8, 1984  
Revised March 12, 2003

St. Vrain Valley School District RE-1J, Longmont, Colorado