

ROSLYN UNION FREE SCHOOL DISTRICT

FREE AND REDUCED PRICE MEAL SERVICES

Policy 8520

The Board of Education recognizes that the nutrition of School District students is an important factor in their educational progress. The Board of Education therefore shall participate in federally funded school food and milk programs as feasible, and shall provide free or reduced price food and milk services to qualified School District students. All records concerning federally funded school food and milk programs will be maintained in a separate and distinct manner.

The Superintendent of Schools has developed the following administrative procedures to implement the Free Lunch and Reduced-Price Lunch Program:

Notice of the availability of the free and reduced price meal programs will be sent to the homes of students, local media, the local unemployment office and large employers experiencing layoffs in the area from which the School District draws its attendance. Any child who is a member of a family unit whose income is below the federally established scale shall be eligible to receive such services.

To apply for the free or reduced meal program:

- a. Application forms will be available on the School District's website and can be completed and submitted at any time during the year. Information will be provided to parents/guardians of all students prior to the start of each school year and upon enrollment in the District.
- b. Completed forms must be submitted to the Food and Nutrition Services in the school which the student attends prior to any determination of eligibility.
- c. The parent or guardian will be informed of the determination by the School District's social worker within one (1) week of receiving a properly completed application.
- d. If the School District becomes aware that a student who has not submitted a meal application is eligible for free or reduced-fee meals, the school or school district shall complete and file an application for the student pursuant to determining eligibility for free and reduced price meals and free milk in schools.
- e. The School District's homeless liaison(s) shall coordinate with the food and nutrition services to make sure that homeless, foster, and migrant students receive free school meals, in accordance with federal law.

In the event a student owes money for five (5) or more meals in accordance with the School District's Charging School Meals Policy, the School District shall:

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- a. make every attempt to determine if a student is directly certified to be eligible for free meals;
 - b. make at least two attempts, not including the application or instructions included in a school enrollment packet, to reach the student's parent or guardian and have the parent or guardian fill out a meal application; and
 - c. contact the parent or guardian to offer assistance with a meal application, determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school meal and offer any other assistance that is appropriate.

Applications will be kept confidential.

Upon written request the Superintendent of Schools or his/her designee 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 eligible for free and reduced price meals and to comply with state law, three times per school year the School District's social worker will review the list made available by the State Education Department of children ages three (3) to eighteen (18) who are in households receiving federal food assistance or Temporary Assistance for Needy Families (TANF) to identify students within the School District. The School 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 School District in writing. If the Service is declined, the student will be removed from eligibility list.

Children in Head Start, or who have been determined to be homeless, migrant or runaway, or in foster care can be directly certified to participate in the School District free and reduced price meal program. The Superintendent of Schools or his/her designee will develop implementing regulation.

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 et seq.
Social Services Law §95(7)

Cross Ref: Policy 8505 Charging School Meals

Adoption date: October 4, 2018