



Book	Policy Manual
Section	800 Operations
Title	Free/Reduced-Price Meals and Free Milk
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Authority

The Board shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program and School Breakfast Program.[\[1\]\[15\]](#)

Definition

Point of service - the point in the food service operation where a determination can accurately be made that a reimbursable free, reduced-price or paid lunch has been served to any eligible student.[\[18\]](#)

Delegation of Responsibility

The Director of Food Services shall review applications for free or reduced-price meals and/or free milk and make determinations of eligibility.

The Superintendent or designee shall develop and disseminate administrative regulations that establish procedures in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program. Administrative regulations should include the following:

1. Application procedures, including procedures for approval, denial and verification of applications.
2. An appeals process for parents/guardians to appeal a district's decision regarding eligibility.
3. Method of retaining records required by this policy.
4. Procedures for disclosure of information, including what information can be disclosed with or without consent from the parent/guardian.
5. Procedures for compliance with nondiscrimination practices as well as procedures for receiving and processing discrimination complaints.

6. Procedures for collecting money from students or parents/guardians eligible for reduced-price meals because of an outstanding balance in the student's account.
7. Method by which the district will keep an accurate count of meals served in each building.

Guidelines

General Requirements

The district shall publish and disseminate information about free and reduced-price meals and/or free milk and the income eligibility guidelines on or before the first day of school by sending a letter to parents/guardians and issuing a public media release to the local news media, local unemployment offices and major employers contemplating or experiencing large layoffs.[\[1\]](#)[\[15\]](#)

Application Procedures

The district shall provide all parents/guardians with program application forms on or before the first day of school, upon enrollment, or whenever there is a change in eligibility criteria.[\[1\]](#)

The district shall approve, deny and verify applications in accordance with state and federal laws and regulations.

The district shall inform parents/guardians of their eligibility status.

Confidentiality/Disclosure of Eligibility

The district shall only release a student's name, eligibility status, and other information provided on the application, or obtained through direct certification or verification, if disclosure of such information is specifically authorized by law.[\[1\]](#)

Appeals

The district shall establish an appeals process under which a parent/guardian may appeal a decision regarding his/her initial application for benefits, or any subsequent reduction or termination of benefits.[\[19\]](#)

Meal Pricing

The district shall set reduced-price charges for lunch and breakfast at or below the maximum reduced price allowed by federal regulations and below the full price of lunch or breakfast.[\[1\]](#)

The district shall make meal substitutions at no extra charge to eligible students who require such modifications because of a disability.[\[7\]](#)[\[20\]](#)

Counting/Claiming

The district shall be responsible for the establishment and maintenance of the free and reduced-price meals eligibility roster.[\[21\]](#)

The district shall implement an approved counting system that provides an accurate count at the point of service of free, reduced-price and paid meals in each building.

The district shall claim reimbursement only for reimbursable meals served to eligible students.

Records Retention

The district shall retain all free and reduced-price meal applications for a minimum of three (3) and not in excess of five (5) years after the final claim is submitted for the fiscal year to which they pertain. If a federal audit is being conducted, records must be kept until the audit is completed. [\[9\]](#)[\[12\]](#)[\[17\]](#)[\[22\]](#)[\[23\]](#)

The district shall retain production and menu records for the meals they produce for a minimum of three (3) and not in excess of five (5) years. [\[9\]](#)[\[22\]](#)[\[23\]](#)[\[20\]](#)

Nondiscrimination

The district shall ensure that, in the operation of the free and reduced-price meals and/or free milk programs, no student shall be discriminated against because of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. [\[1\]](#)[\[14\]](#)[\[7\]](#)[\[24\]](#)

The district shall treat students who receive free or reduced-price meals and/or free milk in the same manner as those students who pay full price for their meals.

The district shall take such actions as are necessary to ensure that the names of students eligible to receive free or reduced-price meals and/or milk shall not be published, posted, or announced in any manner and there shall be no overt identification by the use of special tokens or tickets or any other means.

Legal

[1. 42 U.S.C. 1758](#)[7. Pol. 103.1](#)[9. 24 P.S. 1337](#)[12. Pol. 800](#)[14. Pol. 103](#)[15. 7 CFR Part 245](#)[17. 7 CFR 245.6a](#)[18. 7 CFR 210.2](#)[19. 7 CFR 245.7](#)[20. 7 CFR 210.10](#)[21. 7 CFR 210.7](#)[22. 7 CFR 210.20](#)[23. 7 CFR 210.9](#)[24. 7 CFR 245.8](#)[24 P.S. 1335](#)[7 CFR Part 210](#)[7 CFR Part 215](#)[7 CFR Part 220](#)[Pol. 000](#)[Pol. 808](#)