

**POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS,
SPECIAL MILK AND AFTER SCHOOL CARE PROGRAM**

The (Name of Local Education Agency [LEA]) Carbon County School District #1 has agreed to participate in the:

- National School Lunch Program (NSLP) and/or
- School Breakfast Program (SBP) and/or
- Afterschool Care Program
- Special Milk Program (kindergarten or preschool)
- Special Milk Program (only schools children that do not have access to the NSLP or SBP).

and accepts responsibility for providing either:

- Free and reduced price meals and/or
- Free milk to eligible children in "split session" kindergarten or
- Free milk to eligible children in "milk only" schools or
- Free or reduced price after school snacks.

The (Name of LEA) Carbon County School District #1 assures the Wyoming Department of Education (WDE) that the LEA will uniformly implement the following policy to determine children's eligibility for free and reduced price meals and free and reduced price snacks and/or free milk for kindergarten in all schools that participate in the NSLP and/or SBP and/or Afterschool Care Program. In fulfilling its responsibilities, the LEA agrees to all conditions outlined in this "Policy."

In fulfilling its responsibilities, the LEA agrees:

- A. To serve meals and/or after school snacks (or milk in those schools which offer the free milk option under the SMP) free to children from families who provide a Supplemental Nutrition Assistance Program (SNAP) (formerly known as Food Stamps) case number or a Temporary Assistance for Needy Families (TANF) case number on the application, a Foster Child or whose income is at or below the free scale of the Income Eligibility Guidelines.
- B. To serve meals and/or after school snacks at a reduced price to children from households whose income is at or below the reduced price scale of the current years' Income Eligibility Guidelines.
- C. That there will be no physical segregation of, nor any other discrimination against, any child because of his/her inability to pay the full price of the meal or milk. The names of the children eligible to receive free or reduced price meals and/or after school snacks or free milk shall not be published, posted, or announced in any manner, and there shall be no overt identification as stated in this section under 7 CRF 245.6(f-k) of any such children by use of special tokens, tickets or any other means. Further assurance is given that children eligible for free or reduced price meals and/or after school snacks or free milk shall not be required to:
 - 1) Work for their meals or milk.
 - 2) Use a separate lunchroom or milk service area.
 - 3) Go through a separate serving line.
 - 4) Enter the lunchroom through a separate entrance.
 - 5) Eat meals or drink milk at a different time.
 - 6) Eat a meal different from the one sold to children paying the full price or drink milk different from that sold to children paying the full price.

- D. If the LEA sells competitive foods during a meal service, the LEA is encouraged to include a description of how the cafeteria and meal service prevents overt identification of the children receiving free or reduced meals or free milk.
- E. To set reduced price charges for lunch, breakfast or after school snacks at or below the maximum reduced price allowed by regulations and below the full price of the lunch or breakfast. **(The reduced price is as follows: 40 cents per lunch; 30 cents per breakfast; and 15 cents for after school snacks).**
- F. That, in the operation of school nutrition programs, no child shall be discriminated against because of race, color, national origin, sex, age or disability.
- G. To ensure that there are no barriers for participation in the Child Nutrition Programs for Limited English Proficient families by communicating with parents and guardians in a language they can understand throughout the application and verification processes.
- H. To **verify** in accordance with program regulations and maintain records as follows:
 - 1) A summary of the verification efforts; including notice to household of selection for verification and notice to households of adverse action.
 - 2) The total number of applications on file **on October 1**; and
 - 3) The percentage or number of applications verified.

Compliance with these requirements will be monitored by the State agency as part of its supervisory assistance monitoring and verification efforts.

- I. To establish and use a fair hearing procedure under which:
 - 1) A family can appeal a decision made by the LEA with respect to the family's free milk or free and reduced price meal application; and
 - 2) The LEA can challenge the continued eligibility of any child for free or reduced price meals and/or after school snack or free milk.

During the appeal and hearing, the child who was determined to be eligible based on the original application submitted will continue to receive free or reduced price meals or free milk. Prior to initiating the hearing procedure, the school official, the parent/guardian may request a conference to provide an opportunity for the parent/guardian and school officials to discuss the situation, present information, obtain an explanation of data submitted in the application and the decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

The hearing procedure shall provide the following for both the family and the LEA:

- 1) A publicly announced, simple method for making an oral or written request for a hearing.
- 2) An opportunity to be assisted or represented by an attorney or other person.
- 3) An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal. Households are allotted a 10 day period over which to respond to a determination notice. Benefits will be retained at their previous level during that period.
- 4) Reasonable promptness and convenience in scheduling a hearing, and adequate notice as to its time and place.

- 5) An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
- 6) An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
- 7) That the hearing be conducted and the decision be made by an official who did not participate in the decision under appeal or any previous conference.
- 8) That the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and entered into the hearing record.
- 9) That the parties concerned and any designated representative thereof be notified in writing of the decision.
- 10) That for each hearing a written record be prepared, including the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore, and a copy of the notification to the parties concerned, of the hearing.
- 11) That such written records shall be retained for a period of 3 years after the date of the final Claim for Reimbursement for the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the 3 year period as long as required for resolution of the issues raised by the audit. These records must be made available for examination by the parties concerned or their designees at any reasonable time and place during the period.

The designated hearing official(s)

Name and Title: Margaret Cox- Business Manager

Address: 615 Rodeo Street Rawlins WY 82301

Note: *The hearing official must be someone **not** involved in the original eligibility determination. It is suggested that he/she hold a position at a higher administrative level than that of the determining official.*

- J. To **review applications and make determinations of eligibility**. Such official(s) will use the criteria outlined in this policy to determine which individual children are eligible for free and reduced price meals or free milk.

The designated determining official(s): ("reviewing official" in the online application)

Name and Title: Building Secretaries: Julie Swanson, Charlotte Townsend, Sue Ward,

Food Service Director Heather Mortensen

Address: 615 Rodeo Street Rawlins, WY 82301

- K. To develop and distribute to each child's parents or guardian a current letter as provided on download forms on the CNP site. In addition, a current approved USDA application form for free and reduced price meals or free milk shall be distributed with the parent letter at or about the beginning of each school year or whenever there is a change in eligibility criteria. The letter to parents with the free and reduced price meal application attachment shall have **the current income eligibility guidelines for free and reduced price meals** with an explanation that households with incomes at or below the reduced price guidelines may be eligible for either free or reduced price meals.
- a. Interested parents or guardians are responsible for filling out the application and returning it to the school for review. Such applications and documentation of determinations made will be maintained for a period of 3 years following the end of the school year to which they pertain.
 - b. Applications may be filed at any time during the year. Parents or guardians enrolling a child in a school for the first time shall be supplied with appropriate meal or milk application

materials regardless of the time of year the child is registered. If a child transfers from one school to another under the jurisdiction of the same LEA, his/her eligibility for free or reduced price meals or free milk will be transferred to and honored by the receiving school.

- c. Parents or guardians will be promptly notified of the acceptance or denial of their application. Children will be served meals or milk immediately upon the establishment of their eligibility.
 - d. LEAs must include a statement that State agencies and LEAs will ensure there are no barriers for participation in our programs for Limited English Proficiency (LEP) families and that State agencies and LEAs are required to communicate with parents and guardians in a language they can understand throughout the certification and verification processes.
 - e. A statement must be included outlining the measures the LEA has taken to prevent disclosure of confidential free and reduced price eligibility information as required under 7 CFR 2345.6(f-k).
 - f. When an application is rejected, parents or guardians will be provided written notification, which shall include:
 - i. The reason for the denial of benefits, e.g., income in excess of allowable limits or incomplete application;
 - ii. Notification of the right to appeal;
 - iii. Instructions on how to appeal; and
 - iv. A statement reminding parents that they may reapply for free and reduced price benefits at any time during the school year.
 - v. The reasons for ineligibility shall be properly documented and retained on file at the LEA level.
- L. LEAs must correctly identify and provide benefits to directly certified SNAP and foster students and students categorically eligible for free meals.
- a. **Foster children** are categorically eligible and may also be included as members of the household in which they reside, as per Sec. 102 of the Healthy, Hunger Free Kids Act of 2010 (HHFKA) and further detailed in FNS policy memos SP-17-2011 and SP-02-2012. If the family with which the foster student resides does not qualify for free or reduced-meal benefits, this does not prevent the foster student from receiving free meal benefits. The foster child also may be directly certified if they are on the Direct Certification Site on Fusion.
 - b. Households with children who are categorically eligible under **“Other Source Categorically Eligible Programs”** should be aware that they can contact the LEA for assistance with receiving benefits and guidance on how to indicate the source of their status on the application.
 - c. LEAs shall log onto the Direct Certification website at the beginning of each month to find student names who will be eligible for free meals through SNAP and as Foster Child(ren).
 - d. A letter must then be sent to the parent (guardian) stating that their child is directly certified and will receive free school meals.
- M. LEAs must **submit a public/press release** containing both the free and reduced price eligibility guidelines and all other information outlined in the parent letter, to the local news media, local unemployment offices and major employers contemplating or experiencing large layoffs.
- N. To establish a procedure to collect money from children who pay for their meals, after school snacks and milk and to account for the number of free, reduced price and full price meals and/or after school snacks served or the number of half-pints of free and full price milk served. This collection procedure will be used so that no other child in the school will consciously be made

aware by such procedure of the identity of the children receiving free or reduced price meals or free milk. This procedure is described in detail in the WDE Permanent Agreement.

- O. Agrees to submit to the Wyoming Department of Education any alterations, etc., before implementation. Such changes will be effective only upon approval. All changes in eligibility criteria must be publicly announced in the same manner used at the beginning of the school year.

Complete the following tables for all serving sites. Check **ALL** that apply for the School Breakfast Program (SBP), National School Lunch Program (NSLP), and Afterschool Care Program (ASCP). ***If you have schools that do not follow the standard district policy, please explain in comment area below each section.***

A. Collection of Money (Officials must ensure there is no overt identification of recipients of free or reduced priced meals.) Check all that apply.

SBP NSLP ASCP Reduced Priced Meals/Full Priced Meals

SBP	NSLP	ASCP	Reduced Priced Meals/Full Priced Meals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Non Pricing Program
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Student payments for meals are made in the school office or cafeteria.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Student payments for meals are made to the classroom teacher.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Payments for meals are done in advance. <input type="checkbox"/> Online <input type="checkbox"/> Other <input checked="" type="checkbox"/> Both – Online and by other means.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Students are provided an envelope in which to return their meal payments.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Student payments for meals are collected at the time of meal service. (This is discouraged as a method for payment of reduced price meals because of overt identification.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Other: (explain)

Comments:

B. Checking for Components

SBP NSLP ASCP

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. The cashier monitors each tray at the end of the serving line.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. The last server monitors the tray before the child leaves the serving line.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. A teacher is stationed at the end of the serving line to monitor trays.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. A teacher/food service employee is stationed at the self-service bar to monitor tray for the required components.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Other: (explain)

Comments:

C. Counting Procedures (system must record the number of full price, reduced price and free meals at the Point of Service. The count should be taken after the child has been served or through an alternative counting system which has been approved by Wyoming Department of Education.)

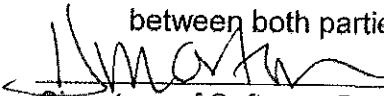
SBP NSLP ASCP

SBP	NSLP	ASCP	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. <u>After</u> students pass through the serving line, a cashier or teacher uses a roster to check-off the name or number of each student served a reimbursable meal. This list is used to determine the daily count by category.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. <u>After</u> students pass through the serving line, a cashier or teacher scans a roster with a computer scanner. The computer determines the daily count by category.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Coded tickets for student meals are sent to the classroom or cafeteria each day. The teacher or cashier distributes the tickets just before mealtime. <u>After</u> students pass through the serving line, tickets are collected from each student and are counted, clipped, punched, or marked and the cashier determines the daily count by category.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Coded tickets are kept in the possession of the students. <u>After</u> students pass through the serving line, tickets are collected from each student and are counted, clipped punched or marked, and the cashier determines the daily count by category.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Coded tickets are scanned <u>after</u> the students pass through the serving line. The computer determines the daily count by category.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Tickets are taken at the beginning of the line <u>and</u> a person is assigned the specific responsibility of monitoring trays for required components. (the system needs WDE Approval)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Other: (explain) After Lunch/Breakfast Service is complete Food Service Director prints off a meal count report based on students who went through line, entered their student ID at the cashier station, and obtained a reimbursable lunch.


Comments:

P. Wyoming Department of Education Child Nutrition Programs Verification of Software
(For districts or agencies that use an on line application software such as Rocket Scan)

I, (name and title) Heather Mortensen contacted (On line income application Software System name) Infinite Campus to verify that the USDA policies and procedures are being followed. Current guidance on Meal Eligibility as it relates to Software Programs has been communicated between both parties.

 06/14/17
Signature of Software Program Representative and Title Date
Director of Food Service – Heather Mortensen 06/14/17
Official and Title Date

The signature of the school/agency official signifies that all information in this document are understood and agreed upon.

 6-15-17
Signature and Title Date
School District Superintendent
Private School – Principal or Chairman of the Board
Residential Child Care Institution – Director