



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Policy Statement for Free and Reduced-Price Meals

SPONSOR NAME:

The above-named sponsor has agreed to participate in the following program(s):

<input type="checkbox"/> National School Lunch	<input type="checkbox"/> School Breakfast	<input type="checkbox"/> Special Milk
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Standard counting and claiming schools accept responsibility for providing free and reduced-price meals or snacks or free milk to eligible children in the facilities under its jurisdiction, effective _____.

This policy statement is permanent as approved.

Community Eligibility Provision Schools and Provision 2 Schools (NSLP & SBP) accept responsibility for providing meals or snacks to all children at no cost in approved schools under its jurisdiction, effective _____.

Such schools are exempt from parts A, B, C, F, G, H, I, and J of this agreement.

The sponsor assures the Office of Superintendent of Public Instruction that it will uniformly implement the following policy to determine children's eligibility for free and reduced-price meals or free milk in all child nutrition programs under its jurisdiction. In fulfilling its responsibility, the sponsor:

- A. Agrees to serve meals, snacks, or milk free to children from families who receive Basic Food, TANF, FDPIR, Homeless, Migrant, Foster, ECEAP, or whose income is at or below the Income Eligibility Guidelines for free meals or milk.
- B. Agrees to serve meals or snacks at a reduced price to children from families whose income falls between the free meal scale and the maximum percent of the Income Eligibility Guidelines.
- C. Agrees that the maximum reduced price charged to eligible students shall not exceed 40 cents for a lunch, 30 cents for a breakfast, 15 cents for a snack for private schools, and no charge for snacks for public schools.
- D. Agrees 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, snack or milk. The names of the children eligible to receive free or reduced-price meals or snacks or free milk will not be published, posted, or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced-price meals or snacks or free milk shall not be required to: work for their meals, snacks or milk, use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, consume meals, snacks or milk at a different time, or consume a meal, snack or milk different from the one sold to children paying the full price.
- E. Agrees that it will comply with: Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189); Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000); All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.); Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3); Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement. The USDA non-discrimination statement that in

accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Sponsor agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Sponsor, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Sponsor.

- F. Agrees to verify in accordance with program regulations and maintain records as follows: (1) a summary of the verification effort; (2) the total number of applications on file; and (3) the number of applications verified. OSPI Child Nutrition Services (Rev. 6/17)
- G. Agrees to establish and use a fair hearing procedure for households' appeals of the decision on an application. A record of all such appeals and challenges and their dispositions shall be retained.
- H. Agrees to designate an LEA official as an application approving official and a hearing official. The names of these individuals must be recorded in the Washington Integrated Nutrition System (WINS). The approving official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced-price meals or free milk. The hearing official will follow applicable procedures for fair hearings. The hearing official cannot be the same person as the application approving official.
- I. Agrees to distribute to the households of enrolled children: a letter to households and an application for free and reduced-price meals or free milk. These items are to be mailed at the beginning of each year. Application materials will be made available in languages applicable to the school population.

Applications may be completed at any time during the year. Any household enrolling a child for the first time, at any time during the year, shall be supplied with such documents. If a child transfers from one facility to another under the jurisdiction of the same sponsor, his/her eligibility for a free or reduced-price meal or snack or free milk will be transferred to and honored by the receiving facility.

All children from an eligible household will receive the same benefits. Within ten working days of the receipt of application, parents or guardians will be notified individually of the acceptance or denial of their application. Children will be served free or reduced-price meals or snacks or free milk immediately upon the establishment of their eligibility.

When an application is denied, households will be provided written notification of the reason for denial and the hearing procedure.

- J. Agrees to establish a procedure to collect money from children who pay for their meals, snacks or milk and

to account for the number of free, reduced-price, and full-price meals or snacks and free and full-price milk served. The procedure described in Attachment SFN 9188 will be used so that no other child in the facility will consciously be made aware of the identity of the children receiving free or reduced-price meals or snacks or free milk.

- K. Agrees to submit to the State Department of Public Instruction any alterations, amendments, public announcements, etc., prior to implementation. Such changes will be effective only upon approval. All changes in eligibility criteria must be publicly announced in the same manner as used at the beginning of the year.

The following materials are available to households in our district and considered part of this policy:

- Income Eligibility Guidelines
- Letter to Households
- Application for Free and Reduced-Price Meals
- Eligibility Income Letters

Signature of Local Official	Date
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