

OPERATIONAL SERVICES

Free and Reduced Price Food Services

Notice

The Superintendent or designee shall be responsible for implementing the District's free and reduced-price food services policy and/or all applicable programs.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced price food services shall be determined by the income eligibility guidelines and family-size income standards set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parent(s)/guardian(s) of: 1) eligibility requirements for free and reduced-price food service, 2) its application process, 3) the name and telephone number of a contact person for the program; and 4) other information required by federal law. Parent(s)/guardian(s) enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information. The Superintendent shall provide the same information to the district's website and in students' registration materials.

Non-discrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced price meals and shall use methods for collecting meal payments which prevent identification of children receiving assistance.

Appeal from a Decision

A family may appeal the District's decision to deny an application for free and reduced price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. § 245.7, Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the appealing family. Prior to initiating the hearing procedure, the parent may request a conference to provide the opportunity for the parent and the school officials to discuss the situation, present information and obtain an explanation of the data submitted in the application or the decision rendered. The request for a conference shall not in any way prejudice or diminish the right to a fair hearing. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or free milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Any student who files an appeal within ten (10) days of having notice of a reduction

or termination of their benefits, in the same school year in which such benefits were granted, shall receive continued benefits for the duration of the appeal. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent or designee shall keep on file for a period of three (3) years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food or applicable programs services. These records shall be maintained for 3 years.

LEGAL REF.: U. S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.
U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility For Free and Reduced-Price Meals and Free Milk in Schools, 7 C.F.R. Part 245.
105 ILCS 125/11
23 Ill. Admin. Code §§ 1.520 and 305.10 et seq.

FIRST READING: December 14, 2005

ADOPTED: January 18, 2006

FIRST READING: October 19, 2011

REVISION ADOPTED: November 16, 2011