

# MORRISONVILLE CUSD#1

## FREE & REDUCED LUNCH: EXPLANATION & PROCEDURES

### FREE AND REDUCED PRICE FOOD SERVICES

The District shall take part as feasible in available federal and state food programs to assure that all children in the District receive proper nourishment. In accordance with the wishes of the School Board, no child in need shall be denied a free lunch or other food simply because proper application has not been received from his/her parents/guardians. The Superintendent shall be responsible for notifying District patrons of eligibility criteria for free and reduced price food services and for implementing the District's free and reduced price food services policy. District policy, in conformance with the appropriate federal and state regulations, is as follows:

#### Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced price food services shall be determined by the outcome of the eligibility guidelines, family-size income standards, set annually by the U.S. Secretary of Agriculture and distributed by the Illinois State Board of Education. The District shall also consider the following factors in making an eligibility determination:

- ❖ Illness in the family;
- ❖ Unusual family emergencies (fire, flood, etc.);
- ❖ Seasonal unemployment by family wage earners;
- ❖ Other family emergencies or situations of a catastrophic nature.

#### Notification

At the beginning of each school year by letter, the District shall notify the students and their parents/guardians of available food services, eligibility requirements for free and reduced price food services and the application process for free and reduced price food services. In addition, the Superintendent shall make a public announcement through the local news media, the local unemployment office and major area employers contemplating layoffs of available food services, Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

#### Non-discrimination Assurance

In making individual determinations and in providing free or reduced price food services, the District shall make every effort to avoid overt identification of students receiving such services.

#### Free and Reduced Price Food Services

The following no-discrimination practices shall be strictly enforced:

- The names of the students shall not be published, posted or announced in any manner;
- The students shall not be required to work for their meals or milk;
- The students shall not be placed in separate dining rooms, serving lines, enter the food service area by separate entrance or be served at a different time;
- When food choices are available, the student shall have the same choice that is available to those students who pay full price food services;
- The District shall maintain a system of collecting payments from paying students and accounting for free and reduced price food service in manner which will protect the anonymity of children receiving free and reduced price food services.

### **Appeal From A Decision**

A family may appeal the District's decision in respect to denial of an application for free and reduced price food services or termination of such services as outlined by the U.S. Department of Agriculture in 7 CFR part 245.7, Determining Eligibility For Free and Reduced Price Meals and Free Milk in Schools. The District shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of the procedures to the family.

During the duration of an appeal, households previously receiving food service benefits before the appeal shall not have their benefits terminated. Households which were denied benefits shall not receive benefits during the appeal.

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

***Policy Manual Reference: Morrisonville Community Unit School District #1 4:130 (440.01)***

*LEG. REF.: U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 CFR, ch.II part 210  
U.S. Dept, of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools, 7CFR, ch II part 245  
105 ILCS 125/1*