

# North Lake School District 14

Code: **EFAD**  
Adopted: 12/13/04  
Readopted: 2/18/14  
Orig. Code(s): EFAD

## **Child Nutrition – Letter, Application Forms and Process \*\***

The district will develop and distribute to each child’s parents or guardians a letter and an application form for free and reduced-price meals. These forms shall be distributed no later than the first week of the school year and whenever there is a change in eligibility criteria. The letter to parents with the application for free and reduced-price meals attachment shall have only the income eligibility guidelines for 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.

Interested parents or guardians are responsible for filling out the application and returning it to the school for review.

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 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 school food authority, his/her eligibility for free or reduced-price meals will be transferred to and honored by the receiving school.

Parents or guardians will be promptly notified of the acceptance or denial of their application(s). Children will be served meals free or at a reduced price immediately upon the establishment of their eligibility.

In certain cases, foster children are also eligible for these benefits. If a household has foster children living with them and wishes to apply for such meals for these children, the household shall be instructed to contact the school.

When an application is denied, parents or guardians must be provided written notification which shall include: (1) the reason for the denial of benefits, e.g., income in excess of allowable limits or incomplete application; (2) notification of the right to appeal; (3) instructions on how to appeal; and (4) a statement reminding parents that they may reapply for free and reduced-price benefits at any time during the school year. The reasons for ineligibility shall be properly documented and retained on file at the school food authority level.

Such applications and documentation of eligibility determinations made will be maintained for a period of three years following the end of the school year to which they pertain.

END OF POLICY

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### **Legal Reference(s):**

7 C.F.R. Parts 210, 215, 220, 245