

North Santiam School District

Code: **EFAA**
Adopted: 12/18/97
Readopted: 12/19/02

Child Nutrition Program

The North Santiam School District 29J participates in the National School Lunch and School Breakfast Program.

CHILD NUTRITION-PUBLIC NOTIFICATION

The Department of Education, Child Nutrition Services will assume responsibility for the press release containing both the free and reduced price eligibility guidelines. The parent letter will also be provided to the local news media, local unemployment offices and major employers contemplating or experiencing large layoffs. The public release and letter to the parents or application for benefits will include the following statement. The USDA and State of Oregon are equal opportunity providers and employers.

Lunch shall be an offer vs. serve program.

In complying with state and federal laws and regulations relating to such services, the District will maintain written administrative procedures that follow National School Lunch and Breakfast Program regulations regarding:

- Complete a permanent program agreement with the Oregon Department of Education (ODE) submit updated program information annually;
- Designate an employee(s) to determine who is eligible for the free or reduced price meals;
- Use the federal income guidelines to determine eligibility.
- Distribute to each student's parents the sample program letters and confidential application forms as provided by the ODE or develop its own materials. If the district develops its own materials, the parent letter and confidential application form for free and reduced-price meals and free milk will be submitted for ODE approval before printing and distribution.
- Develop and make available to each student an instruction letter, application and qualifications to be eligible for free and reduced priced meals;
- Establish a fair hearing process under which a household can appeal a decision made by the district;
- Insure compliance for non-discrimination, civil rights assurance, and confidentiality for children participating in the program;
- Follow civil rights complaint procedures;

- Develop a collection procedure and accountability system;
- Ensure nutritional content of meals served;
- Comply with sanitation rules and guidelines for school food services as promulgated by state and local health divisions.

Any policy or procedural change made by the District will be submitted to the State Department of Education Child Nutrition Program (if applicable) prior to implementation. All changes in eligibility criteria must be publicly announced in the same manner used at the beginning of the school year.

END OF POLICY

Legal Reference(s):

[ORS 327.520 - 327.535](#)

[OAR 581-051-0100](#)

[OAR 581-051-0305](#)

[OAR 581-051-0310](#)

[OAR 581-051-0400](#)

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2001).

National School Lunch Program, 7 C.F.R. Part 210 (2006).

Special Milk Program for Children, 7 C.F.R. Part 215 (2006).

School Breakfast Program, 7 C.F.R. Part 220 (2006).

Determining Eligibility for Free and Reduced Price Meals and Free Milk, 7 C.F.R. § 245.8 (2006).

Uniform Federal Assistance Regulations, 7 C.F.R. Part 3015 (2006).

U.S.D.A., ELIGIBILITY GUIDANCE FOR SCHOOL MEALS MANUAL (2001).

U.S.D.A., FNS INSTRUCTION 765-7 REV. 2: HANDLING LOST, STOLEN AND MISUSED MEAL TICKETS (1988).