

## Child Nutrition Program Administrative Procedure

### CHILD NUTRITION -PUBLIC NOTIFICATION

The state agency will assume responsibility for the press release, containing both the free and reduced price eligibility guidelines and other information contained in the parent letter, to the local news media, local unemployment offices and major employers contemplating or experiencing large layoffs.

In accordance with USDA, FNS 274 pg. 7 at the beginning of the school year the school district will send letters or notices to each household of children attending school. This letter or notice will tell the households that nutrition programs are available and that meals may be available free or at a reduced price. An application form must be included with the letter or notice.

### CHILD NUTRITION - NONDISCRIMINATION

The District will not discriminate against any child. The eligibility information will not be publicized or used in such a way that students' eligibility categories may be recognized by other students. Students receiving free or reduced-price benefits will not, at any time be treated differently from students who do not receive these benefits. School Food Authorities are required to ensure that there is no physical segregation, discrimination, or overt identification of any student eligible for free or reduced-priced benefits.

There will not be any discrimination on the basis of race, color, national origin, age, sex, religion, or disability in the Child Nutrition or Food Service Programs.

The public release and letter to parents will include the following statements:

- In the operation of child feeding programs, no child will be discriminated against because of religion, race, sex, color, national origin, or handicap.

If you believe you have been discriminated against, you should contact either the North Santiam School District or the Director of Civil Rights at USDA, Office of Civil Rights Rm 326 W., Whitten Bldg 14th and Independence Ave. SW, Washington, DC 20250-9410. Additional information can be obtained on the web at: [www.ode.state.or.us/nutrition/civil rights/](http://www.ode.state.or.us/nutrition/civil%20rights/).

The District will control the sale of the following foods of minimal nutritional value (FMNV): Carbonated beverages, water ices, chewing gum, hard candy, jelly and gum candies, marshmallow candy, fondant (candy corn-type), licorice, cotton candy and candy-coated popcorn.

The District will ensure that soda pop vending machines and sales of other FMNV will not be allowed in any school's dining site(s) during the time(s) when National School Lunch (NSLP) or School Breakfast Program (SBP) meals are served or eaten. Dining sites are cafeterias and any other place where NSLP or SBP meals are served or eaten.

### CHILD NUTRITION - COLLECTION PROCEDURES

In collecting payments for meals or milk school officials must ensure that there is no overt identification of recipients of free or reduced-price meals or free milk. Care must be taken to prevent such identification at the time of payment as well as in the serving line.

All collection systems must have a built-in accounting system to record numbers of full price, reduced-price, or free meals or the quantities of full price and free milk served daily. Keeping these counts is a requirement. Count records and reports will be submitted to the Food Service Director and Oregon Department of Education.

Each school uses the following system:

Each student will be issued an identification number to be used for any transaction with his or her account. Students submit payment in the cafeteria. The payment is then entered into the computer program. Students pass through the serving line and give their identification number and the appropriate amount will be deducted from their account. The computer program will record the number of free, reduced, and paid served. The monthly state reimbursement report will be submitted to the Food Service Director who then will consolidate the district totals and submit them to the Dept. of Education.

Charges: Students will be limited to the equivalent of three lunch charges. If charges have been exceeded, an individual case evaluation may be completed.

The district will provide the appropriate personnel:

- A. A copy of policy and written procedures;
- B. Technical assistance as needed during the actual operation of the meal service;
- C. Information on workshops or training sessions; and
- D. Orientation when new or substituting.

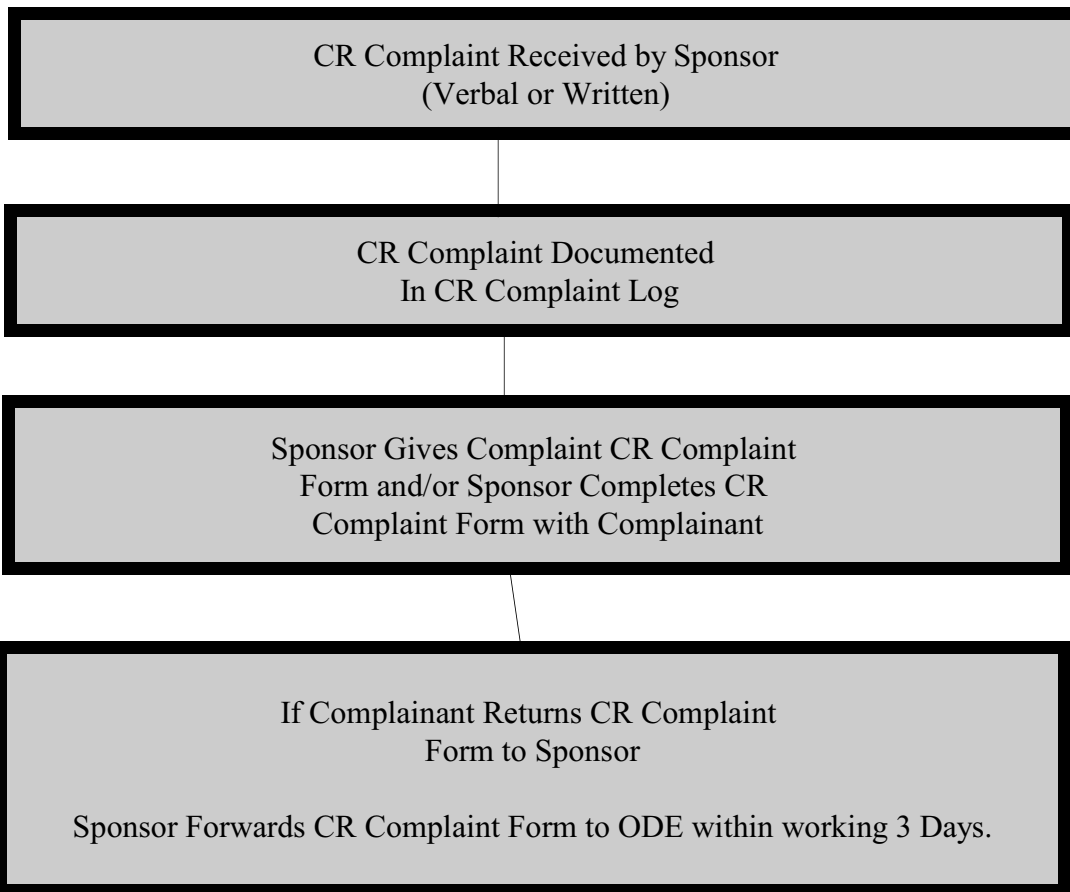
### CHILD NUTRITION - HEARING PROCEDURE/APPEAL PROCESS:

A household may appeal either the denial of benefits or the level of benefits for which they have been approved. The parent/guardian may request a conference with the school eligibility officer to discuss the situation, present information, obtain an explanation of data submitted in the application and the decision rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. During this process the student(s) shall remain on the free or reduced price meals. If the household would like to review the decision further the household has the right to schedule a hearing with the Business Manager.

## CHILD NUTRITION-SECOND MEALS OR PORTIONS OF MEALS

Students will be charged for second servings of meals or portions of meals under the ala Carte menu pricing.

### Civil Rights Complaint Procedure



**Send Civil Rights Complaints to: Civil Rights Specialist  
Oregon Department of Education (ODE)  
255 Capitol Street NE  
Salem, OR 97310-0203**