

Pendleton School District 16R

Code: **EFB**
Adopted: 02/08/99
Readopted: 4/12/10
Orig. Code(s): EFB

Free and Reduced Price Food Service

The district participates in the National School Lunch, School Breakfast, and Commodity Program(s).

Lunch shall be an offer versus serve program. Breakfast shall be an offer versus serve program.

In complying with state and federal laws and regulations, guidance and instruction relating to such services, the district will:

1. Complete a permanent program agreement with the Oregon Department of Education (ODE). An update of program information will be submitted annually. A new permanent program agreement will be submitted upon any change in district superintendent;
2. Designate an employee(s) to determine eligibility for free and reduced-price meals;
3. Use the federal income guidelines to determine eligibility;
4. 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. The letter and application shall be distributed the first week of the school year;
5. Establish a fair hearing process under which a household can appeal an eligibility decision made by the district;
6. Ensure compliance with United States Department of Agriculture (USDA) requirements that in the operation of child feeding programs no child will be discriminated against because of race, sex, color, national origin or disability;
7. Develop a collection procedure and accountability system;
8. 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, prior to implementation, to the ODE, Child Nutrition Programs. All changes in eligibility criteria must be publicly announced in the same manner used at the beginning of the school year.

The superintendent or designee shall serve as the school food authority.

END OF POLICY

Legal Reference(s):

[OAR 581-051-0100](#)

[OAR 581-051-0305](#)

[OAR 581-051-0310](#)

[OAR 581-051-0400](#)

7 CFR Parts 210, 215, 220.245

“Eligibility Guidance for School Nutrition Programs”, Oregon Department of Education