

COUNCIL ROCK SCHOOL
DISTRICT

ADMINISTRATIVE
REGULATIONS

ADMINISTRATIVE PROCEDURE FOR IMPLEMENTING FREE
AND/OR REDUCED PRICE LUNCHES FOR QUALIFIED STUDENTS

Application Procedure

1. The Superintendent designates that this regulation be implemented by all building principals, Coordinator of Food Services, and the home and school visitor.
2. A request for a free or reduced price lunch may be initiated by a parent/guardian, a school nurse, a school administrator, a teacher or any employe who has contact with a student.
3. At or near the beginning of each school year, the district will send to each parent or guardian a letter explaining the availability of free and reduced price lunches, including the "Income Scale" to be used as a guide to help determine eligibility.
4. Criteria used by the district to determine eligibility for a free or reduced price lunch is based on annual "Income Scale" guidelines as filed in the Superintendent's office.
5. The completed application form should be returned to the building principal or his/her designee who may:
 - a. Interview the applicant(s).
 - b. Verify information contained within the application form.
 - c. Answer questions for the parent/guardian relative to the program.
 - d. Report, in writing, his/her findings and file the same in the building principal's office.
6. The building principal will, on the basis of the data presented, decide whether or nor a free or reduced price lunch is to be approved or denied. This decision will be noted in the appropriate space provided at the bottom of the application form. The original copy will be returned to the home and school visitor who will keep a master file of all authorized participants. A duplicate copy will be retained by the building principal. A notification of that action taken signed by the building principal shall be sent to the parents or guardians within three (3) days.

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7. Upon notification of an approved application by the building principal, the Food Services Coordinator will serve a free or reduced price lunch.
8. If the application is denied, the reason for denial will be stated and the parents or guardian informed of their rights to request a hearing as granted by law.
9. Any parent and/or guardian of a student who is receiving a reduced price lunch who experiences unusual hardships, may reapply for free lunch classification status even though the income criteria is not met. Valid written reasons for such a request must be presented.
10. Determinations are made on a unit basis so that all students in the same unit receive either free lunch or a reduced price lunch. If a parent and/or guardian have more than one (1) student in the school system, they shall receive the same benefits.
11. Applications will be accepted any time during the school year. When a new student enrolls, s/he will be given the same "Letter to Parents/Guardians".
12. A student who is eligible for a free or reduced price lunch at one school and who transfers to another school within the district shall continue to be eligible without reapplying. The home and school visitor shall be responsible upon such notice of transfer to inform the building principal of the new school of the particular student's eligibility status.
13. In cases of extreme emergency, the building principal may, at his/her discretion, with notice to the Food Services Coordinator, approve free lunch for a needy student for a period not to exceed three (3) days. Within that period, the above application procedure shall be completed by the parent or guardian.

Collection Procedure

In order to protect the identity of the children receiving a free or reduced price lunch, the following procedure will be used:

1. The student shall go to the principal's office each day prior to the lunch period and obtain money to pay for that day's "A" platter.
2. At the end of the day, this money is returned to the principal's office for use the following day. The issuing and monitoring of this procedure is done in such a manner that the needy pupil does not suffer embarrassment or identification.

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Hearing Procedure When Eligibility Is Denied Or Continued Eligibility
Is Questioned

1. Anyone taking exception to the decision of the building administrator with regard to approval or disapproval of free or reduced price lunches may appeal the decision in writing to the Superintendent.
2. The Superintendent shall receive and make a decision on all appeals. If the decision of the Superintendent is unsatisfactory, the parents or guardian may request a formal hearing in accordance with due process.
3. If a challenge or correctness of information contained in an application or of the continued eligibility of any child for a free or reduced price meal is made on the part of the district, the children shall be provided a free or reduced price lunch until a final determination is made.
4. The written record of each hearing shall be preserved for a period of three (3) years and shall be available for examination by the family or its representative at any reasonable time and place during such period.