

## FREE OR REDUCED PRICE MEALS

In accordance with U.S. Department of Agriculture guidelines, the Waterloo Community School District shall distribute to parents twice annually, letters outlining the free and reduced price meal program, income eligibility guidelines for reduced price meals, income worksheets, and applications for free and reduced meals. Completed applications are to be returned to the food service office designee for eligibility determination.

The following information **MUST** be provided by the household before an eligibility determination can be made.

1. Food Stamp Households/Temporary Assistance for Needy Families/Family Investment Program (TANF/FIP) Assistance Units
  - a. Name of child,
  - b. The child's food stamp or Aid to Families with Dependent Children (TANF/FIP) case number, and
  - c. Name and signature of an adult household member.
  
2. Other Households
  - a. Names of all household members,
  - b. the amount of income received by each household member identified by source, such as wages, welfare, alimony, and the total household income,
  - c. Signature of an adult household member.

If any required information is missing, the information **MUST** be obtained before an eligibility determination can be made. If there are inconsistencies or any questions concerning the information provided, the household should be contacted for clarification prior to the approval or denial of the application.

Children who are currently receiving food stamp or TANF/FIP benefits are categorically eligible for free meal benefits, if the application contains the child's name, the food stamp or TANF/FIP case number and the name and signature of an adult household member. Households that do not claim categorical eligibility must provide household size and income information to enable school officials to make comparisons against the Income Eligibility Guidelines. If the total reported income for the household is within the eligibility limits, the child is eligible for either free or reduced price benefits as applicable.

All households **MUST** be notified of their eligibility status. Households denied benefits **MUST** be given written notification of the reason for denial and of appeal rights and procedures. The household **MUST** also be advised that they may reapply at any time during the school year if their circumstances change.

Households not providing documentation for the verification requested process will be notified and given 10 days to provide documentation or will be transferred to paid status.

Students who accumulate excess charges will be provided an alternative meal until charges are paid. Prior to this action being taken, parents will receive a minimum of two written notifications that money is owed and sufficient time to make payment.

Names of children eligible for free or reduced price meals will not be published, posted, or announced in any manner to other children. Children receiving free or reduced price meals will not be required, as a condition of receiving free or reduced meals, to:

1. Use a separate lunchroom.
2. Go through a separate line.
3. Enter the lunchroom through a separate entrance.
4. Eat lunch at a different time than paying children.
5. Work for their meals.
6. Use a different medium of exchange in the lunchroom than paying children use.
7. Eat a different meal than pay children.

#### WAIVER OF SCHOOL FEES

Students wanting a waiver of school fees must have on file an approved free or reduced priced meals application and a signed waiver.

ADOPTED: 2/26/90  
5/24/93  
3/22/00

Reviewed: 4/93, 1/8/04, 9/3/09, 2/7/19