

FREE AND REDUCED PRICE MEALS

The district's plan for students receiving free or reduced price meals shall ensure the following conditions: (Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted or announced in any manner, or used for any other purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or milk.
4. The students shall not be required to use a separate dining area, go through a separate entrance, or consume their meals or milk at a different time.
5. When more than one lunch, breakfast or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7CFR 245.8)

This plan shall be submitted to the California Department of Education for approval. (Education Code 49557; 7 CFR 245.8)

(cf. 0410 – Nondiscrimination of District Programs and Activities)

Applications

An application form for free or reduced price meals shall be distributed to all parents/guardians at the beginning of each school year, together with information about eligibility standards, application procedures and appeal procedures. This form and information shall also be provided whenever a new student is enrolled. (Education Code 49557; 7 CFR 245.5)

(cf. 5145.6 – Parental Notifications)

Applications for free or reduced price meal programs shall be available to students at all times during the regular school day. Households may complete paper applications, available at all school sites and at the Nutrition Services office or applications may be accessed online at <https://fma.murrieta.k12.ca.us> and shall contain the following statements: (Education Code 48980, 42 USC 1758; 7 CFR 245.5)

(cf. 3550- Food Service/Child Nutrition Program)

(cf. 3551 – Food Service Operations/Cafeteria Fund)

(cf. 5145.6 – Parental Notifications)

FREE AND REDUCED PRICE MEALS (continued)

At the beginning of the school year, the Superintendent or designee shall send a public release containing the same information supplied to parents/guardians and including eligibility criteria to local media.

(cf. 1112 – Media Access)

Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meal program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

When authorized by law, participants in other federal or state programs may be directly certified, without further application, for enrollment in the free and reduced-price meal program. (Education Code 49561; 42 USC 1758)

(cf. 6173 Education for Homeless Children)
(cf. 6173.1 Education for Foster Youth)

Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sized and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits.
2. If the eligibility status changes from free to reduced price, first verify the application then notify the household of the correct eligibility status, and when required by law, send a notice of adverse action as described below.
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below.

FREE AND REDUCED PRICE MEALS (continued)

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ineligibility. He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

Confidentiality/Release of Records

The Governing Board designates the following District employees/consultants to use individual records pertaining to student participation in the free or reduced price meal program solely for the purpose of disaggregation of academic achievement data or for the identification of students in any program improvement school eligible for school choice and supplemental educational services pursuant to 20 USC 6316:

School Principals
 School Assistant Principals
 School Site Testing Coordinators

Furthermore, the Superintendent designates the following district employees/consultants to use individual records pertaining to student participation in the free and reduced-price meal program for the purposes of determining funding allocations under the local control funding formula and for assessing accountability of that funding. The designees may provide, upon request, to another school district, charter school, or county office of education that is serving a pupil living in the same household as an enrolled pupil for purposes related to free and reduced-price meal program eligibility and for data used in local control funding formula calculations, pursuant to Education Code 49558 (e):

Director of Technology & IS
 Director of Nutrition Services
 Senior Systems Engineer
 Executive Director of Fiscal Services
 Student Information System Coordinator
 Student Information System Technician
 Educator's Assessment Data Management Systems Consultant(s)

FREE AND REDUCED PRICE MEALS (continued)

In using these records for such purposes, the following conditions shall be satisfied:
(Education Code 49558)

1. No individual indicators of participation in the free or reduced price meal program shall be maintained in the permanent records of any students if not otherwise allowed by law.

(cf. 5125 – Student Records)

2. Information regarding individual student participation in the free or reduced price meal program shall not be publicly released.

(cf. 4119.23 – Unauthorized Release of Confidential/Privileged Information)

3. All other confidentiality provisions required by law shall be met.
4. Information collected regarding individual students certified to participate in the free or reduced price meal program shall be destroyed when no longer needed for its intended purpose.

Regulation
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MURRIETA VALLEY USD
Murrieta, California