



Free and Reduced-Price Policy Statement - Addendum: Special Provision Option 3

Introduction

This addendum is in addition to/in lieu of where applicable to the Free and Reduced-Price Policy Statement as some or all sites operating the NSLP and/or SBP will be participating in Special Provision Option 3 (Provision 3). It must be provided to ADE when schools begin participation in Provision 3.

Policy Statement

SFA Name: _____

Date: _____

This statement applies to the following schools operating Provision 3 and the meal services indicated:

School(s): _____

Check all that Apply: NSLP ☐ **SBP** ☐

_____ wishes to state the following:

A. _____ acknowledges that this addendum becomes effective when CNPWeb Site and Sponsor Applications have been updated to reflect Provision 3 participation AND a Provision 3 application containing the following has been submitted by: _____ and approved by ADE.

- A list of all schools participating in Provision 3
- The initial school year of implementation for Provision 3
- The school years the cycle is expected to remain in effect
- The school year that Provision 3 must be reconsidered
- The available and approved data that will be used in reconsideration, as applicable

B. _____ will publicly notify and certify students for free and reduced-price benefits for up to four consecutive school years, provided that eligibility determinations are in accordance with 7CFR 245.3 during the first school year.

C. Except for assistance properly made available under 7 CFR 210, 220, 240, and 250, the Indian Child Welfare Act 95-608, and by other legislation, _____ will pay with funds from non-Federal sources the cost of serving meals to all children at no charge for all schools listed above, which includes:

- The cost of meals served to children not eligible for free or reduced-price meals
- The differential between the per-meal cost and Federal reimbursement received for each free or reduced-price meal, respectively, served to children eligible to receive such meals under applicable program regulations.

D. In the first year ("Base Year"), schools listed above will take daily counts of the number of meals served by meal type and eligibility (free, reduced-price, and paid) and _____ will submit monthly claims for reimbursement to ADE.

In the second, third, and fourth years ("Non-Base Years"), those schools will record the total number of meals served to children by meal type (breakfast or lunch) and _____ will submit a monthly claim for reimbursement to ADE.

_____ acknowledges that reimbursement in the Non-Base Years will be determined by ADE by taking the prior year's reimbursement and adjusting for changes in enrollment and inflation.

E. Eligibility determinations from the Base Year will be retained for the entire period that the schools listed above operate Provision 3 (Base Year plus all Non-Base Years and extensions) plus 5 years, or longer if there are audit findings and until resolution of the findings.

F. _____ will not collect Applications for Free and Reduced-Price School Meals used for meal benefit determination from households in schools listed above during Non-Base Years and extensions.

G. _____ acknowledges that extensions will be granted by ADE based on pre-approved socioeconomic data, which includes:

- Direct Certification results from the participating schools
- Local unemployment data
- Local Supplemental Nutrition Assistance Program (SNAP) data
- Food Distribution Program on Indian Reservations (FDPIR) data
- Temporary Assistance for Needy Families (TANF) data

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.