



Free and Reduced-Price Policy Statement

INTRODUCTION

In accordance with 7 CFR 245.10, each School Food Authority (SFA) participating in the National School Lunch Program (NSLP), School Breakfast Program (SBP), and/or the Special Milk Program (SMP) with the free milk option must have an approved Free and Reduced-Price Policy Statement on file with the Arizona Department of Education (ADE) that accurately describes its current free and reduced-price policies. SFAs just beginning participation in the NSLP, SBP, or SMP must submit their policy statement to ADE for review as part of the new SFA application process. The policy statement becomes a permanent document but must be amended when the SFA makes a substantive change to its free and reduced-price policies. Amendments must be submitted for review by ADE by October 15 each year

POLICY STATEMENT

SFA Name: _____

Date: _____

This statement applies to the programs in which the SFA will be participating as indicated on the application and agreement.

In fulfilling its responsibilities to implement a policy that conforms to United States Department of Agriculture (USDA) regulations regarding determination of children's eligibility for free and reduced-price benefits.

_____ wishes to state the following:

A. _____ 's CNPWeb Sponsor Application will be updated each school year to reflect the following:

- The household application, application letter, and notification letters provided to households applying for benefits will be those provided by ADE
- And/or a customized household application, application letter, and notification letters have been developed and will be provided to households applying for benefits. Customized applications and letters must be reviewed and approved by ADE prior to use

B. _____ is the LEA official that has been designated to make eligibility determinations.

C. The following direct certification procedures have been implemented:

D. The following procedures for accepting applications for benefits have been implemented:

E. Eligibility will be determined in accordance with the current Income Eligibility Guidelines (IEGs).

F. A foster child will be categorically eligible for free meals. A foster child may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children, as including children in foster care as household members can help other children in the household qualify for free or reduced-price meals. If the foster family is not eligible for free or reduced-price meal benefits, this does not prevent a foster child from receiving free meal benefits.

G. Households with children who are categorically eligible under Other Source Categorically Eligible Programs will be instructed to contact the school for assistance in receiving benefits and to mark the relevant box on the application to indicate their status.

H. ADE and _____ will ensure there are no barriers for participation in the NSLP, SBP, and/or SMP for Limited English Proficient (LEP) families and will communicate with parents and guardians in a language they can understand throughout the certification and verification processes.

I. _____ will abide by the hearing procedures set forth in 7 CFR 245.7 and nondiscrimination practices set forth in 7 CFR 245.8.

J. _____ will complete verification activities by November 15 each year as specified by 7 CFR 245.6(a) using the following procedures:

K. _____ will maintain all records pertaining to verification activities as required by 7 CFR 245.6(a)(3)(c).

L. _____ will submit to ADE a summary report of verification activities performed as required by 7 CFR 245.6(a)(h) by February 1 each year.

M. The following measures have been taken to prevent disclosure of confidential free and reduced-price eligibility information, as is required by 7 CFR 245.6(f-k):

N. _____ has implemented the following policies per site regarding meal charges:

O. When more than one lunch, breakfast, or type of milk is offered which meets the requirements of 7 CFR parts 210.10, 220.8 or 215.2, children eligible for free or reduced-price benefits will have the same choice of meals and/or milk that is available to those children who pay the full price for their meals and/or milk. To prevent overt discrimination of children receiving free or reduced-price meals, the following methods of collecting payment from children paying the full or reduced-price of the meal will be implemented:

P. When selling competitive foods during a meal service, the following practices will be implemented to prevent overt identification of the children receiving free or reduced-price meals:

Q. _____ will notify the public through a public/media release which will be provided to applicable local media, unemployment offices, and major employers contemplating large layoffs in the attendance area of its schools. The release will include the name(s) of the school(s) approved to operate the NSLP, SBP, and/or SMP in CNPWeb, Income Eligibility Guidelines (IEGs) for free and reduced-price meals, and other information required to be contained in the letter to households. A copy of the public/media release which will be used is attached to this statement.

Print or Type Name and Title

Authorized Signature

SFA Name

Date

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.

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