

Free and Reduced-Price Nutrition Services

The following criteria have been established for use in determining eligible patrons for free and reduce price meals:

1. The business manager has been designated as the official to determine which individual students are eligible for a reduced price or free meal.
2. The **charter school** will provide forms to parents or guardians on which application for consideration of eligibility of their children for reduced price or free lunches can be made. This application form and its content is considered part of policy and regulations. All documentation with an application will be kept for 4 years.
3. The **charter school** will provide a free lunch to the students upon receipt of the application and will continue to do so until the determination is made as to whether the students qualify for a reduced price or a free lunch.
4. If the application is denied, the parents or guardians may appeal this decision to **administrator** and a hearing will be conducted under the hearing procedure prescribed in Section 9 of the National School Lunch Act, as amended. Prior to the hearing, the student will continue to receive a reduced price or free lunch.
5. The **charter school** will abide by the income poverty guidelines based on the U.S. Office of Management and Budget guidelines as adjusted by the secretary of the U.S. Department of Agriculture.
6. The **charter school** will notify the parents at the beginning of the school year of the availability of the reduced price or free lunch. This will be a notice sent home with students or a letter mailed to the students' home. This notice is considered part of policy and regulations.
7. The **charter school** will provide a release to all informational media in the area at the same time the notice is sent to the home.
8. Students receiving free or reduced price meals will not be required as a condition of receiving such meals to use a separate lunchroom or section of the lunchroom, to go through separate serving line, to enter the lunchroom through a different entrance, to work for their meals, to use a different medium of exchange or to eat lunch at a different time from paying students. The names will not be made public but shall be confidential information.
9. In order to protect the anonymity of the student receiving the reduced price or free lunch, all records will be kept secure with the business manager.

First Reading Date: 10-21-20

Adoption Date: 11-18-20

Lake George Charter School

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