



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

FOOD SERVICE

**ADMINISTRATIVE POLICY NO. 1
SCHOOL YEAR 2010/2011**

SUBJECT: School Meals Program
Free and Reduced Price Meals Family Application Forms
Effective July 1, 2010 – June 30, 2011

DATE: July 1, 2010

The purpose of this memorandum is to update you on important information related to the Free and Reduced Price School Meals Family Application forms for the 2010-2011 school year.

The updated application information is now available online at: www.michigan.gov/schoolnutrition, under the "What's New" header.

There are two significant changes to the available information. They are as follows:

- 1) The application has been redesigned so that families will only have to write in their family member names one time. This has been done to eliminate the redundancy of filling in student names twice and to increase the chances that the income for all household members, including the children, is indicated. As always, schools may use the USDA version if they choose.
- 2) The second change is that the 2010-2011 Income Eligibility Guidelines have NOT been included with the other information. At this time, our guidance is for school districts to use last year's guidelines for any applications received after July 1, 2010. Any determination based on those guidelines will be good for the remainder of the school year and up to 30 operating days of the following school year.

For your information and convenience, below are two links to USDA policies that cover the Income Eligibility Guidelines issue.

<http://www.fns.usda.gov/cnd/care/Regs-Policy/policymemo/2010/SP-28-2010.pdf>

http://www.fns.usda.gov/cnd/governance/Policy-Memos/2010/SP_26_CACFP_12_SFSP_11-2010_os.pdf

If you have any further questions, please feel free to contact the MDE at:
MDE-SchoolNutrition@michigan.gov or 517-373-3347.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

Dear Parent/Guardian:

Children need healthy meals to learn. **[School Name]** offers healthy meals every school day. Students may buy lunch for \$_____ and breakfast for \$_____. Your children may qualify for free meals or for reduced price meals. We sell reduced price lunches for \$_____ and breakfasts for \$_____. If a doctor has determined that your child has a disability, and the disability would prevent the child from eating the regular school meal, the school will make any substitution prescribed by a licensed physician at no extra charge. The physician's statement, including prescribed diet and/or substitution, must be submitted to the food service department at your school. For further information, please call **[name and phone number]**.

- 1. Do I need to fill out an application for each child?** No. Complete the application to apply for free and reduced price school meals. Use one Free and Reduced Price School Meals Family Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **[name, address, and phone number]**.
- 2. Who can get free meals?** Children in households getting Food Assistance Program (FAP), Family Independence Program (FIP), or Food Distribution Program on Indian Reservations (FDPIR) and most foster children can get free meals regardless of your income. Also, your children can get free meals if your household income is within the free limits on the Federal Income Guidelines.
- 3. Can homeless, runaway, and migrant children get free meals?** Please call **[name and phone number]**, homeless liaison or migrant coordinator to see if your child(ren) qualify if you have not been informed that they will get free meals.
- 4. Who can get reduced price meals?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Guidelines Chart.
- 5. Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced price meals?** Please read the letter you got carefully and follow any instructions if provided. Call the school at **[phone number]** if you have questions.
- 6. My child's application was approved last year. Do I need to fill out another one?** Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
- 7. I get WIC. Can my child(ren) get free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. An application must be filled out by WIC households.
- 8. Will the information I give be checked?** Yes, we may ask you to send written proof of any information provided on the application.
- 9. If I don't qualify now, may I apply later?** Yes. You may apply at any time during the school year if your house-hold size goes up, income goes down, or if you start getting FAP, FIP, FDPIR, or other benefits. If you lose your job, your children may be able to get free or reduced price meals.
- 10. What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing to: **[name, address, and phone number]**.
- 11. May I apply if someone in my household is not a U.S. citizen?** Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced price meals.
- 12. Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relative, or friends), including yourself and all children who live with you.
- 13. What if my income is not always the same?** List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes.

- 14. We are in the military. Do we include our housing allowance as income?** If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income.
- 15. What if my child does not have health insurance?** Your children may qualify for low cost or free health insurance through MIChild and Healthy Kids Program. To apply online, go to www.michigan.gov/michild or call 1-888-988-6300 for help or to request a paper application.
- 16. My spouse is deployed to a combat zone. Is her combat pay counted as income?** No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
- 17. My family needs more help. Are there other programs we might apply for?** To find out how to apply for Supplemental Nutrition Assistance Program (SNAP) or other assistance benefits, contact your local assistance office or call 1-800-481-4989.

Sincerely,

Application Instructions

If you are applying for a FOSTER CHILD, follow these instructions:

- Part 1: Check the box and list the child's personal use monthly income, if any.
- Part 2: Skip this part.
- Part 3: Skip this part.
- Part 4: **Use a separate application for each foster child.** List the child's name, school, and grade. Do not list other household members. A foster child is considered a household of one.
- Part 5: Skip this part.
- Part 6: Sign and date the form. A social security number is not necessary.
- Part 7: Answer this question if you choose to.
- Part 8: Answer this question if you choose to.

[If you are applying for a homeless, migrant, or runaway child check the appropriate box and contact your Homeless Liaison or Migrant Coordinator.] Fill out application by following instructions for ALL OTHER HOUSEHOLDS.

If anyone in your household receives Food Assistance Program (FAP), Family Independence Program (FIP), or Food Distribution Program on Indian Reservations (FDPIR), follow these instructions:

- Part 1: Skip this part.
- Part 2: Skip this part.
- Part 3: Answer the question by circling either YES or NO. If you circle YES, you must list a case number in the space provided for the specific program.
- Part 4: Fill out with only the student's names, grades and schools in your household. Filling in non-student names is not necessary.
- Part 5: Skip this part.
- Part 6: Sign and date the form. A social security number is not necessary.

ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

- Part 1: Skip this part.
- Part 2: Check the appropriate box, if any.
- Part 3: Skip this part if it was not applicable to your household.
- Part 4: Follow these instructions to report **all** household members:
- Column 1 - Name:** List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children living with you. Be sure to include all students. Attach another sheet of paper if needed.
 - Column 2 - Grade:** Fill in the grade of each student in your household.
 - Column 3 - School Name:** Fill in the school name each student in your household is attending.
- Part 5: **Gross Income:** Use this section to report all income in your household from the previous month: For all household members (including students, young children, grandparents, relatives, etc) that are not receiving any income, **circle the \$0 indicating NO income for that person.**
- o Next to each person's first and last name list each type of income received last month. *Next to the amount circle how often the person got it (weekly, every 2 weeks, twice a month, or monthly).*
 - o *Earnings from work:* List the gross income each person earned from work. This is not the same as take-home pay. **Gross income is the amount earned before taxes and other deductions.** Net income should **ONLY** be reported for self-owned business, farm, or rental income.
 - o *All other income:* List the amount each person got last month from welfare, child support, and alimony in the next column. List the amount each person got last month from pensions, retirement, and Social Security in the respective column. List All Other Income sources in the last column. All Other Income includes Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME.
- Part 6: An adult household member must sign and date the form, and list a **social security number** or check the box "I do not have a social security number."
- Part 7: Skip this part.
- Part 8: Answer this question if you choose to.

FREE AND REDUCED PRICE SCHOOL MEALS FAMILY APPLICATION

Part 1 - Foster Child Yes Child's spending money per month \$_____. If none available, list \$0. **Only list the foster child's name, grade and school in Part 4.**
 Only the foster child's spending money is counted as income on a foster child application. **Complete a separate application for EACH foster child.**

Part 2 - ___ Homeless ___ Migrant ___ Runaway **Only list the child's name, grade and school in Part 4.**
 If the child you are applying for is homeless, migrant or a runaway, check the appropriate category and verify with the district/school Homeless Liaison or Migrant coordinator at _____

Part 3 - Does any member of your household receive Food Assistance Program/Family Independence Program/FDPIR? YES NO (circle one)
 If yes, you **MUST** list a case number - Food Assistance Program # _____ Family Independence Program # _____ FDPIR # _____
 * Bridge Card Numbers and Medicaid Numbers are NOT ACCEPTABLE case numbers

Part 4 - Household Names - List below all people living in your household, students and non-students, related or unrelated, for example, grandparents, other relatives, and/or friends including yourself and children who live with you.			Part 5 - Total Household Gross Incomes Include the amount of money and Circle how often it is received. If you listed a Food Assistance Program/Family Independence Program/FDPIR number for a child in Part 3, skip to Part 6.												
Names (Last, First)	Grade <small>(if applicable)</small>	Building Name <small>(if applicable)</small>	Circle if NO Income	Earnings from Work <small>(before any deductions and taxes)</small>		Welfare, Child Support, Alimony			Pensions, Retirement, Social Security			All Other Income			
				weekly	every 2 weeks	weekly	every 2 weeks	weekly	every 2 weeks	weekly	every 2 weeks	weekly	every 2 weeks		
Example: Doe, Jane			\$0	\$600	monthly			\$250	monthly						
1			\$0		weekly	every 2 weeks				weekly	every 2 weeks			weekly	every 2 weeks
2			\$0		twice a month	monthly				twice a month	monthly			twice a month	monthly
3			\$0		weekly	every 2 weeks				weekly	every 2 weeks			weekly	every 2 weeks
4			\$0		twice a month	monthly				twice a month	monthly			twice a month	monthly
5			\$0		weekly	every 2 weeks				weekly	every 2 weeks			weekly	every 2 weeks
6			\$0		twice a month	monthly				twice a month	monthly			twice a month	monthly
7			\$0		weekly	every 2 weeks				weekly	every 2 weeks			weekly	every 2 weeks
			\$0		twice a month	monthly				twice a month	monthly			twice a month	monthly

Part 6 - Signature and Social Security Number (Adult household member MUST sign and date.)
 If Part 5 is completed, the adult signing the form must also list his or her Social Security Number or check the "I do not have a social security number box". (See Privacy Act Statement on the back of this page.)

I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal Funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my child may lose benefits and I may be prosecuted.

Sign Here: X _____ **Print Name:** _____ **Date:** _____

Adult Social Security Number: _____ **I do not have a Social Security Number**

Address	City	Zip Code	County
Home/Cell Phone	Work Phone	Email Address	By providing your email address you may be notified via e-mail of your eligibility for free and reduced price school meals.

Part 7 - Foster Children *In most cases foster children are eligible for free meals regardless of your household income.*

Foster Home License Number: _____ (optional)

_____ A. The welfare agency or court is legally responsible for the child and the foster home is, in fact, an extension of the welfare agency or court.

_____ B. The child is a resident of a licensed "Group Foster" home or residential institution.

Part 8 - Child's Racial/Ethnic Identity (optional)

Check One or More Racial Identities:

- | | |
|---|-------------|
| _____ American Indian or Alaskan Native | _____ Asian |
| _____ Black or African American | _____ White |
| _____ Native Hawaiian or Other Pacific Islander | _____ Other |

Check One Ethnic Identity:

- _____ Hispanic or Latino
 _____ Neither Hispanic or Latino

Privacy Act Information: Social Security Number

The Richard B. Russell School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program, Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: *This explains what to do if you believe you have been treated unfairly.*

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

VERIFICATION - FOR SCHOOL USE ONLY

Date Selected for Verification: _____

Confirming Officials Signature: _____

Date Follow-up/Second Notice: _____

Response Due from Household: _____

Follow-up Officials Signature: _____

FAP/FIP Eligibility:

- _____ Not confirmed
 Confirmed:
 _____ Department of Human Services
 _____ Notice of Eligibility

Income

- | | |
|---------------------|--------------------------|
| \$ _____ | _____ Wage Stubs |
| _____ Weekly | _____ Written Documents |
| _____ Every 2 weeks | _____ Collateral Contact |
| _____ Twice a month | _____ Agency Records |
| _____ Monthly | _____ Other _____ |
| _____ Annual | |

Verification Result

- _____ Free to Reduced
 _____ Free to Paid
 _____ Reduced to Free
 _____ Reduced to Paid
 _____ No Change

Reason for Eligibility Change:

- _____ Income
 _____ Household Size
 _____ Refused to Cooperate
 _____ Other _____

Date of Adverse Notice Sent: _____

Verification Official's Signature: _____

APPROVAL/DISAPPROVAL - FOR SCHOOL USE ONLY

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12

Household Size: _____

Total Gross Income: \$ _____
 _____ Weekly
 _____ Every 2 Weeks
 _____ Twice a Month
 _____ Monthly
 _____ Annual

- _____ Foster Child
 _____ Categorical Eligibility

Eligibility:

- _____ Free
 _____ Reduced
 _____ Paid
 _____ Temporary Free - Time Period:
 _____ (expires after _____ days)

Reason for Denial:

- _____ Income Too High
 _____ Incomplete Application
 _____ Other (specify) _____

Determining Official's Signature: _____ **Date:** _____ **Date Dropped/Withdrawn:** _____

Date: _____

Dear Parent or Guardian:

Your Free and Reduced Price School Meals Family Application or Free Milk Family Application has been evaluated.

Name of Student	Grade	School

APPROVED

- Free Lunch
- Free Breakfast
- Free Afterschool Snack
- Reduced Price Lunch Your cost: _____ cents per Lunch
- Reduced Price Breakfast Your cost: _____ cents per Breakfast
- Reduced Price Snack Your cost: _____ cents per Snack
- Free Milk

DISAPPROVED

- Total household income exceeds published income limits.

INCOMPLETE

- Income by source is not listed. Please send corrected copy.
- Names of all household members are missing or not listed. Please send corrected copy.
- Signature of primary wage earner or adult is missing. Please send corrected copy.
- Social security number of adult who signed the application is missing.
- Other (specify): _____

You may reapply or appeal at any time during the school year. If you wish to review the decision further, you have a right to a fair hearing. This may be done by calling or writing the following official:

NAME: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____

Sincerely,

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

Sharing Information with Other Programs

Dear Parent/Guardian:

Your child may qualify for other programs, based on the information you gave on your Free and Reduced Price School Meals Family Application. **For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.**

- Yes! **I DO** want school officials to share information from my Free and Reduced Price School Meals Family Application with [Name of program specific to your school].

- Yes! **I DO** want school officials to share information from my Free and Reduced Price School Meals Family Application with [Name of program specific to your school].

- Yes! **I DO** want school officials to share information from my Free and Reduced Price School Meals Family Application with [Name of program specific to your school].

If you check Yes to any or all of the boxes above, fill out the form below. Your information will be shared only with the programs you checked.

- No! **I DO NOT** want information from my Free and Reduced Price School Meals Family Application shared with any of these programs.

If you checked No, stop here. You do not have to complete or send in this form. Your information will not be shared.

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

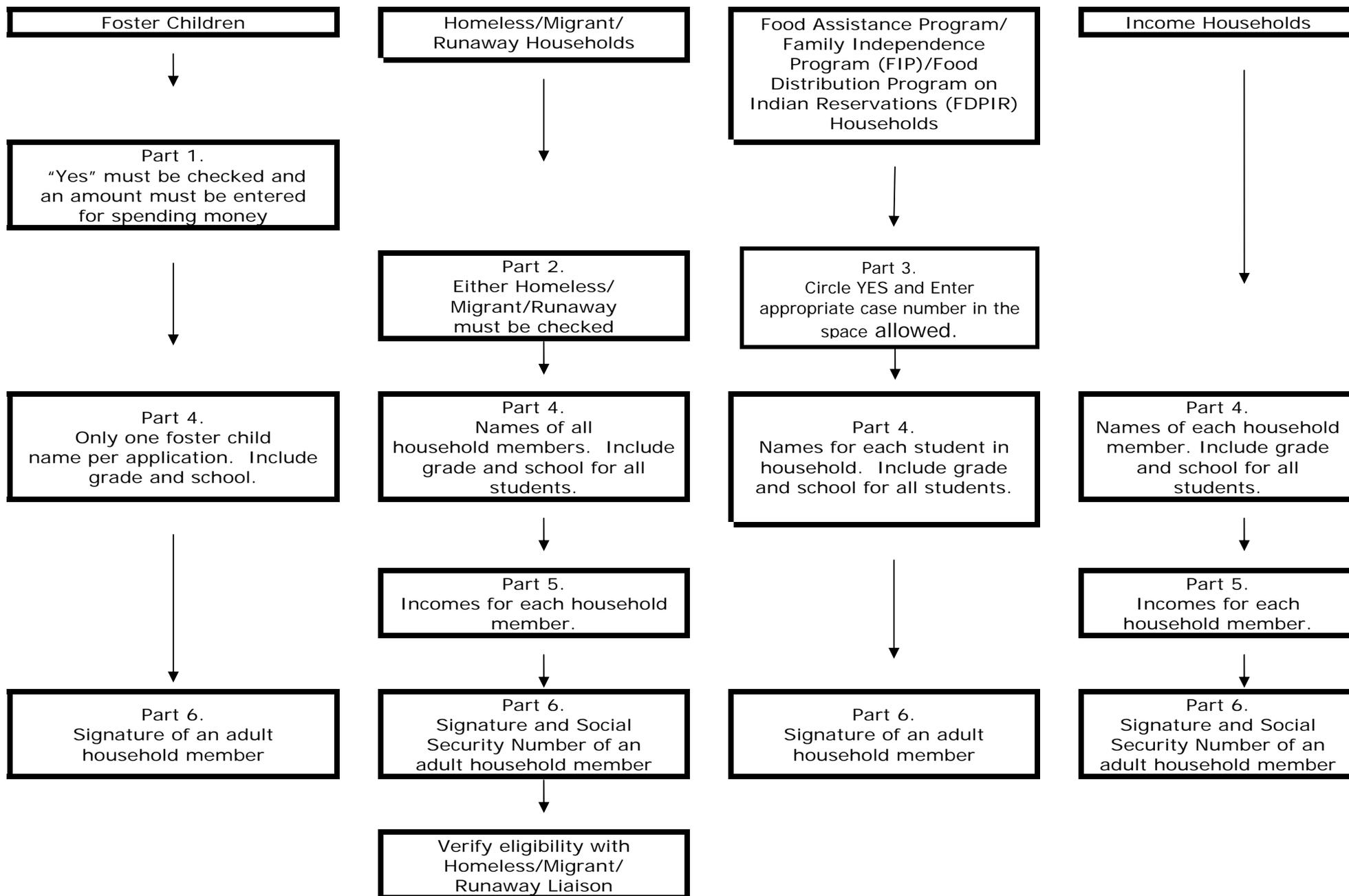
Address: _____

For more information, you may call _____ at _____.

Return this form to: **[name, address, and phone number]**.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

Required Steps to Complete a Free and Reduced Price School Meals Family Application or Free Milk Family Application



Critical Information for the Free and Reduced Price School Meals Family Application

- Local Educational Agencies (LEA) are **required** to use the *Free and Reduced Price School Meals Family Application*.
- The *Free and Reduced Price School Meals Family Application* cannot be completed and signed before July 1 of the effective school year. Annually, Income Eligibility Guidelines (IEG) are effective from July 1 to June 30.
- The *Free and Reduced Price School Meals Family Application* materials are available in several languages. The translations of application materials can be found at: www.fns.usda.gov/cnd/FRP/frp.process.htm.
- **New** programs must submit a copy of the *Free and Reduced Price School Meals Family Application* and *Letter to Parents*, with any appropriate district/school information or additions, to the Michigan Department of Education (MDE) for approval.
- **Renewing** programs that make changes to the *Free and Reduced Price School Meals Family Application* and *Letter to Parents* prototypes, or use a different application format (e.g., scanable), must submit a copy to MDE for approval every year.
- Every year MDE will release to all editors/publishers of local media outlets in Michigan, the *Annual Public Notice for USDA Child Nutrition Programs*. This publication meets the requirement of a Public (Media) Release being provided to the local news media. However, LEAs are responsible to forward the public release to any major employer who is contemplating large layoffs in the attendance area of your school.

Family Application Approval Process Information

- Refer to the *Eligibility Guidance for School Meals Manual* when approving free and reduced price school meals. It is available at: http://www.fns.usda.gov/cnd/Guidance/eligibility_guidance.pdf.
- LEAs are responsible for assuring that the certification process meets all regulatory requirements and policies for application processing and approval. If software is used to perform all or part of the certification process, the LEA must assure the software used is performing correctly and is meeting all requirements. Please refer to Scanned Income Applications: Memo SP 04-2007. It is available at: http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2007/SP_04-2007.pdf.
- Prior school year applications may be used for the first 30 operating days of the current school year. Any prior school year applications used beyond the 30th day of operation are not valid for free and reduced meal benefits and will result in fiscal action.
- Eligibility determinations are valid for the entire school year.

- Electronic Benefit Transfer (EBT) Bridge Cards are now used throughout the state of Michigan to replace food stamp coupons. The EBT Bridge Card Number is a 16-digit numerical number, for example: 1234 2345 3456 4567, while the Food Assistance Program (FAP) Case Number is a numerical number, with a total number of 9 digits. The United States Department of Agriculture (USDA) has determined that **the number on a household's EBT Bridge Card cannot be accepted as a Food Assistance Program (FAP) Case Number on applications for meal benefits.** As you receive and review applications for meal benefits, be sure that households providing a FAP Case Number in Part 3 of the application are providing a FAP Case Number and not an EBT Bridge Card Number. Please refer to *Food Service Administrative Policy #4, SY 2000-2001: Use of Electronic Benefit Transfer Card Numbers on Applications for Meal Benefits.*
- If any member in a household has a FAP, Family Independence Program (FIP), or Food Distribution Program on Indian Reservation (FDPIR) number, all of the children in the household are categorically eligible for free meals.
- If a household has only one (1) income source, or if all sources are the same frequency (e.g., all weekly), do not use conversion factors. Compare the income or the sum of the incomes to the published Income Eligibility Guidelines (IEG) for the appropriate frequency and household size to make the eligibility determination.
- If a household reports income sources at more than one (1) frequency, the correct method is to annualize all income. **Annual Income Conversion: weekly x 52; every 2 weeks x 26; twice a month x 24; monthly x 12.**
- Do not round the values resulting from each conversion. Sum all the unrounded converted values and compare the unrounded total to the published IEG for annual income for the appropriate household size.
- Homeless, migrant, and runaway youth are categorically eligible for free meals. Please refer to *Categorical Eligibility for Free Lunches and Breakfasts of Runaway, Homeless, and Migrant Youth: Reauthorization 2004 Implementation Memo SP4.* It can be found at: http://www.fns.usda.gov/cnd/Governance/Reauthorization_Policy_04/Reauthorization_04/2004-07-19.pdf
- As stated in the *Eligibility Guidance for School Meals Manual* (January 2008), Part 5-Categorical Eligibility, a child from a household currently certified to receive benefits through the FDPIR is categorically eligible for free benefits in the National School Lunch Program (NSLP).
- When a household submits a complete application that contains: (1) the name of the child, (2) a current FDPIR case number or identifier with Program affiliation, e.g., "Sault Ste. Marie Commodity Program," and (3) an adult signature, the determining official must approve the child for free meals or free milk, as applicable. For further information please refer to: <http://www.fns.usda.gov/fdd/programs/fdpir/>.
- All applications for the students in a particular building **must** be easily retrievable. A household application can be filed and retrieved by a number system using a computer database or spread sheet cross-reference system. A cross-reference system might use an application number given to each household family application. A child in the household would have their application number listed with their information on the building rosters. The system used must clearly identify the location of the family application for any child listed on that application.

- Every month sponsors should print and retain a roster of students eligible for free, reduced price, and paid school meals. This record serves as a basis for the claim for reimbursement and for audit and review purposes. It must be kept three years after the date of the final claim for reimbursement for the fiscal year to which it pertains or as long as there are unresolved audit findings related to the record.

Sharing Information with Other Programs

- School food authorities may disclose, without parent/guardian consent, participants' names and eligibility status (whether they are eligible for free meals or free milk or reduced price meals) to persons directly connected with the administration or enforcement of federal education or state education programs such as Title I, MEAP, and No Child Left Behind.
- The attachment, *Sharing Information with Other Programs* must be used when a school/district plans to use information from free and reduced applications for purposes other than evaluating eligibility for school meals or for programs authorized by the National School Lunch Act (42 USC 1758 (b)(2)(C)(iii)). A signature from the parent or legal guardian must be on file before the school/district can release any information from the application. Please refer to *Food Service Administrative Policy #4, SY 98-99: Parental Consent to Release Information for Free and Reduced Price School Meal Eligibility* and refer to the *Eligibility Guidance for School Meals Manual Part 7-Confidentiality/Disclosure of Eligibility Information*.

Special Milk Program

- The Special Milk Program and *Free Milk Family Application* materials can only be provided to students who do not have access to the School Breakfast Program (SBP) or National School Lunch Program (NSLP) (i.e., ½ day afternoon kindergarten). School food authorities may **not** claim the Special Milk Program for students who purchase/receive only milk when the SBP or NSLP is available.

Notification of Eligibility Determination

- E-mail may be used as a method to notify households of their eligibility status. However, it is optional for households to provide an e-mail address and an application cannot be denied if the household does not provide an e-mail address. If a household does not provide an e-mail address or the e-mail address provided does not work, notification of approval/disapproval must be made in writing to the household. Confidentiality/Disclosure of Eligibility Information regulations apply to e-mail of information on household applications.

Verification

- Verification of eligibility for free and reduced priced school meals must be done each year. The size of the sample is based on the number of approved family applications on file as of October 1, 2009. **The deadline for completing Verification of Eligibility for School Meals is November 15, 2010.** Verification activities and outcomes must be reported on the MDE Michigan Education Information System (MEIS) web site by **March 1, 2011**.
- A confirmation review must be done of all applications selected for verification. On the back side of the *Free and Reduced Price School Meals Family Application*, under the Verification section, there is a line for the Confirmation Official to sign after they have reviewed the application.



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

DATE: August 5, 2010
TO: Editors/Publishers of Local Media Outlets
FROM: Michigan Department of Education
SUBJECT: Annual Public Notice for USDA Child Nutrition Programs

The Michigan Department of Education (MDE) is releasing the attached notice on behalf of public and private schools, public school academies, child care centers, family child care sponsoring organizations, and other organizations participating in the following U.S. Department of Agriculture programs:

- National School Lunch Program
- School Breakfast Program
- Special Milk Program
- Child and Adult Care Food Program

Federal regulations require that this information be provided annually to local media so that when possible, it may be printed at any time prior to the start of the school year, as a public service.

STATE BOARD OF EDUCATION

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www.michigan.gov/mde • (517) 373-3324



News Release

Contact: Martin Ackley, Director of Communications, (517) 241-4395

Income Guidelines for National Free and Reduced Priced Meals For Schools, and Child and Adult Care Programs are Announced

The Michigan Department of Education has announced the household income guidelines established by the U. S. Department of Agriculture for free and reduced price meals and free milk through the National School Lunch, School Breakfast, Special Milk, and Child and Adult Care Food Programs. The income guidelines remain unchanged from the Fiscal Year (FY) 2009-2010. The rates published below will remain in effect through June 30, 2011.

Contact your school, school district, child care center, or family child care home, to find out whether it participates in these programs.

Schools and child care centers will provide a form for applying for free or reduced price meals. Only one application is required per household. Most participating centers and all participating family child care homes provide meals to all enrolled participants without any separate charge.

Children who are recipients of Michigan’s Family Independence Program, Food Assistance Program, or Food Distribution Program on Indian Reservations households, or enrolled in Head Start, Even Start, an At-Risk afterschool center, or an emergency shelter, automatically qualify for free meals. Households with incomes less than or equal to the following guidelines qualify for free or reduced price meals or free milk.

Scale for Free Meals or Free Milk		
Total Family Size	Annual	Monthly
1	\$14,079	\$1,174
2	\$18,941	\$1,579
3	\$23,803	\$1,984
4	\$28,665	\$2,389
5	\$33,527	\$2,794
6	\$38,389	\$3,200
7	\$43,251	\$3,605
8	\$48,113	\$4,010

Scale for Reduced Price Meals	
Annual	Monthly
\$20,036	\$1,670
\$26,955	\$2,247
\$33,874	\$2,823
\$40,793	\$3,400
\$47,712	\$3,976
\$54,631	\$4,553
\$61,550	\$5,130
\$68,469	\$5,706

For each additional family member add:

	\$4,862	\$406
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	\$6,919	\$577
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An application to a school or child care center can be approved if it contains complete documentation of household income, or documentation of current participation in Michigan's Family Independence Program, Food Assistance Program, or Food Distribution Program on Indian Reservations. Foster children usually qualify for free meals or free milk without regard to the foster parents' income. Information supplied on an application for free or reduced price meals may be verified at any time. An appeal procedure is available for households where applications are denied.

Participating schools and centers accept applications for free or reduced price meals at any time during the year. A household may qualify for free or reduced price meals due to a temporary loss of income, such as a period of unemployment.

If a doctor has determined that a child has a disability, and the disability would prevent the child from eating the regular school or child care meal, the school or child care facility will make any substitution prescribed by a doctor at no charge. The doctor's statement, including prescribed diet and/or substitution, must be submitted to the food service department of the school or child care facility.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

###

Overview of Program Requirements & Records For the School Meals Programs*

Thinking of participating in the National School Lunch Program (NSLP), but not quite sure of all the requirements? Here are two excellent web sites that you can refer to for school meals information and an overview of the National School Food Program requirements:

SCHOOL MEALS PROGRAM REFERENCE WEBSITES:

1. www.fns.usda.gov/cnd (United States Department of Agriculture (USDA) Web Site)
2. www.michigan.gov/schoolnutrition (State of Michigan Web Site)

NATIONAL SCHOOL LUNCH PROGRAM OVERVIEW

1. **Application Agreement:** This is a permanent contract between School Food Authorities (SFA) and the Michigan Department of Education (MDE). When approved, it allows SFAs to participate in specific Child Nutrition Programs; NSLP, School Breakfast Program (SBP), Afterschool Snack Program and Special Milk Program (SMP). This agreement is renewed annually each school year and must be retained in the district at all times.
2. **Child Nutrition Application Program (CNAP) Schedule A:** CNAP is a web-based system designed to expedite the annual Application/Agreement renewal process. Schedule A lists building information for all sites with the SFA. The application needs to be updated each year through CNAP and submitted to MDE. The Schedule A needs to include new or changed site information, Child Nutrition Programs in operation at the sites, meal prices and patterns used, and school contact information.
3. **Benefits of Participating:** The SFA receives federal reimbursement for meals/snacks/special milk served each month. The SFA needs to count meals and snack by category of free, reduced-priced, and paid and SMP milk as free or paid, and submit a claim each month. MDE processes the claim and sends the reimbursement checks to the SFA. By participating in the NSLP, the SFA also is entitled to donated USDA commodity foods.
4. **Financial Management:** The SFA needs to keep records of all revenue from meals, a la carte sales, catering, donations, and reimbursement. Food and labor costs along with other expenses need to be recorded and managed. Cash resources cannot exceed three months average operating expenditures. The program must be non-profit.
5. **On-site Reviews:** The SFA must conduct an on-site review of each building serving reimbursable breakfasts, lunches and afterschool snacks. The Breakfast/Lunch on-site review must be completed in each building by February 1 of each school year. The reviews must be kept on file at the school and must be available for the reviewer if needed during a Coordinated Review Effort (CRE) Review. The Afterschool Snack Program requires two reviews at each program site each year. The first Afterschool Snack on-site review must be completed within the first month of the snack program operation. The second review must be completed some time during the second half of the school year.

6. **Meals:** The NSLP, SBP, and Afterschool Snack Programs have specific meal pattern requirements that need to be followed in order for the SFA to claim the meals/snacks for reimbursement. Offer vs. Serve must be used in high school. The SFA can decide to implement Offer vs. Serve in middle or elementary schools.
7. **Production Records:** The SFA must keep daily production records to document the food items offered, portion sizes, amount of food used, and how many students were served. This document is required to prove that enough food was prepared and that the meal pattern was followed.
8. **Special Milk:** The SMP is designed to encourage fluid milk consumption by selling milk to students at a reduced price and making free milk available to eligible students. The SMP is only available to those students without access to the NSLP or SBP. Private schools and public charter academies can participate in only the SMP if they choose. Only split-session preschool/kindergartens, that do not have access to the NSLP or SBP, are allowed to participate in the SMP in schools that also participate in one or more Child Nutrition Programs. The SFA will be reimbursed for every half pint of milk served to students every day.

Milk that is sold to students when they have access to the NSLP or SBP cannot be claimed for reimbursement under the SMP, NSLP, or SBP.

9. **Nutrition Reviews:** Along with the meal pattern requirements, SFA must also submit records for a Nutrition Review once every five years. School lunches and breakfasts must meet nutrient standards based on age/grade groups. The Nutrition Review is conducted by MDE to assess whether the meals selected by the students are meeting these standards.
10. **Commodities:** The SFA can choose to use USDA Commodity Foods to help control food cost. The food is donated, but the SFA must pay for delivery, storage, and any processing of the food. A monthly inventory of commodities must be kept and the SFA should only order what they can use in a 30-day period. The SFA is responsible for keeping commodities stored and used properly.
11. **Free and Reduced Price Meal Eligibility:** Applications for free or reduced meals and/or SMP free milk need to be made available to all households in the school district. The SFA must approve applications based on USDA guidelines. The SFA must maintain a current monthly list of eligible students for free meals, reduced-price meals, and SMP free milk. By November 15 of each year, the SFA needs to verify a percentage of the meal applications. The SFA must not discriminate against a student based on their eligibility for free/reduced meals and the student's status must be kept confidential. USDA sets the maximum price charged for a reduced-priced meal; the SFA cannot charge more than this price.
12. **Point of Service:** This is the point in the food service operation where a determination can accurately be made that a reimbursable free, reduced price, or paid meal has been served to an eligible student.

13. **Student Input:** The SFA must acquire student input each year to help with meeting the students' needs and wants on the menu. Parent, school, and community input is also encouraged.
14. **Districts Contracting with Food Service Management Companies (FSMC):**
The following terms must be met when the SFA contracts with a FSMC:
 - a. The SFA needs to ensure that contracts are in place prior to the start of the school year to assure the continuous operation of the lunch program. Otherwise, SFAs are vulnerable to the threat of the interruption in food service operations.
 - b. The SFA must not use FSMC employees (or any other individual who might have a conflict of interest) on their bid evaluation committee.
 - c. The SFA must ensure that contracts with FSMC meet the terms of the requests for proposals and that any deviations have been approved by MDE.
 - d. The SFA must verify amounts billed before payments are made to the FSMC.
 - e. The SFA must maintain sufficient records to document the history of procurement transactions.
 - f. The SFA will monitor the food service operation through periodic on-site visits.
 - g. The FSMC may not perform the following activities:
 - I. All hearings.
 - II. Certification of meal reimbursement claims via the Michigan Education Information System (MEIS) and certification signatures on the Annual School Food Service Cost Report.
 - III. Annual on-site reviews.
15. **Record Retention:** All records (applications, production records, etc.) need to be kept for three years plus the current year. If a federal audit is being conducted, records must be kept until the audit is completed. Some school districts have policies that records are kept more than three years.
16. **Local Wellness Policy:** The Local Wellness Policy requirement was established by [Section 204 of the Public Law 108-265](#) of the Child Nutrition and WIC Reauthorization Act of 2004. It requires each local educational agency (LEA) or school district participating in the NSLP and/or SBP to develop a local wellness policy that promotes the health of students and addresses the growing problem of childhood obesity.
17. **Food Safety Program:** Section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended Section 9(h) of the Richard B. Russell National School Lunch Act by requiring SFAs to implement a food safety program. The Reauthorization Act requires that, during the preparation and service of meals, the SFA comply with a HACCP system established by the Secretary of Agriculture

**This document gives an overview of the USDA Child Nutrition Programs and does not include all of the regulations. Refer to the USDA federal regulations for the NSLP, SBP, Afterschool Snack Program, and SMP for detailed requirements.*

Income Eligibility Guidelines for Use in Schools

(This form is for school personnel use only.)

Family income criteria to be used for the 2009-2010 school year for School Lunch, School Breakfast or Special Milk Programs.

A. Scale for Free Meals or Free Milk

B. Scale for Reduced Price Meals

Total Family Size	A. Scale for Free Meals or Free Milk					B. Scale for Reduced Price Meals				
	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$14,079	\$1,174	\$587	\$542	\$271	\$20,036	\$1,670	\$835	\$771	\$386
2	\$18,941	\$1,579	\$790	\$729	\$365	\$26,955	\$2,247	\$1,124	\$1,037	\$519
3	\$23,803	\$1,984	\$992	\$916	\$458	\$33,874	\$2,823	\$1,412	\$1,303	\$652
4	\$28,665	\$2,389	\$1,195	\$1,103	\$552	\$40,793	\$3,400	\$1,700	\$1,569	\$785
5	\$33,527	\$2,794	\$1,397	\$1,290	\$645	\$47,712	\$3,976	\$1,988	\$1,836	\$918
6	\$38,389	\$3,200	\$1,600	\$1,477	\$739	\$54,631	\$4,553	\$2,277	\$2,102	\$1,051
7	\$43,251	\$3,605	\$1,803	\$1,664	\$832	\$61,550	\$5,130	\$2,565	\$2,368	\$1,184
8	\$48,113	\$4,010	\$2,005	\$1,851	\$926	\$68,469	\$5,706	\$2,853	\$2,634	\$1,317
	\$4862*	\$406*	\$203*	\$187*	\$94*	\$6919*	\$577*	\$289*	\$267*	\$134*

*For each additional household member add this amount:

All children from families at or below the income levels in Column A are eligible to receive meals, after school snack or milk at no cost**, if available (Special Milk Program). Column A is used for the National School Lunch Program and School Breakfast Program, or Special Milk Program.

In addition, Federal P.L. 94-105 makes mandatory the service of reduced price meals to those children from families within the range of incomes in Column B. These children must be provided with lunches at a price not exceeding 40 cents. If the Breakfast Program or an after school snack program is available, all children qualifying for free and reduced price lunches will also qualify for free and reduced price breakfasts and/or snack. The charge for a reduced price breakfast may not exceed 30 cents; the charge for reduced price snack may not exceed 15 cents.

Column B must therefore be used in providing reduced price meals.

**Service of free milk is optional.

INCOME TO REPORT

Earnings from Work

- Wages/salaries/tips
- Strike benefits
- Unemployment compensation
- Worker's compensation
- Net income from self-owned business, day care, or farm

Pensions/Retirement/Social Security

- Pensions
- Supplemental Security Income (SSI)
- Retirement income
- Veteran's income
- Social security

Other Monthly Income/Self-Employment

- Disability benefits
- Cash withdrawn from savings
- Interest/dividends
- Income from estate/trusts/investments
- Regular contributions from persons not living in the household
- Net royalties/annuities/net rental income
- Any other income

Welfare/Child Support/Alimony

- Public assistance payments
- Welfare payments
- Alimony/child support payments

Michigan Department of Education Migrant Director and Homeless Liaison Information

Migrant Education Directors

Go to: www.michigan.gov/mde

1. Click Offices
2. Click School Improvement
3. Click Academic Support
4. Click Migrant Education

School Support	Programs <ul style="list-style-type: none">• Advanced Placement (AP)• Alternative Education• Blue Ribbon Exemplary Schools• Boarding Schools• Charter Public Schools• Comprehensive School Reform (CSR)• Dual Enrollment• English Language Learners (ELL)• Homeless Education• International Baccalaureate (IB)• Migrant Education• Student Government Programs• Talent Development• Testing Out
> Financial Management	
> Michigan School for Deaf	
> Professional Preparation	
> Recognition Programs	
> School Finance & School Law	
> School Improvement	
Event Calendar	
Academic Support	
Curriculum & Literacy	
Field Services	
Good Morning OSI	
Mailing Lists	
School Improvement	
> Special Education & Early Intervention Services	
> State Aid & School Finance	

5. Lastly, click Regular Year and Summer Migrant Program Directors

> Financial Management	Allocations <ul style="list-style-type: none">• Summer Migrant Program Allocations• Regular Migrant Program Allocations Resources <ul style="list-style-type: none">• Migrant Qualifying Activities PDF• FAQs on Eligibility DOC• Michigan Migrant Education Program Recruiters PDF• Regular Year and Summer Migrant Program Directors PDF• Migrant Education Directory Information Form DOC• Scholarship Opportunities For Migrant Students A site dedicated to informing migrant students on the opportunities and scholarships available for college or universities.
> Michigan School for Deaf	
> Professional Preparation	
> Recognition Programs	
> School Finance & School Law	
> School Improvement	
Event Calendar	
Academic Support	
Curriculum & Literacy	
Field Services	
Good Morning OSI	
Mailing Lists	
School Improvement	

Homeless Liaisons

Go to: www.michigan.gov/mde

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> Financial Management	
> Michigan School for Deaf	
> Professional Preparation	
> Recognition Programs	
> School Finance & School Law	
> School Improvement	
Event Calendar	
Academic Support	
Curriculum & Literacy	
Field Services	
Good Morning OSI	
Mailing Lists	
School Improvement	
> Special Education & Early Intervention Services	
> State Aid & School Finance	

5. Lastly, you can choose from various documents with Homeless Liaison Information

School Administration	Homeless Liaison Information <ul style="list-style-type: none">• FREE Homeless Education Posters and Brochures• McKinney-Vento Homeless Liaison Form <small>DOC</small>• Special Education & Homelessness Q & A, 2-08 <small>PDF</small>• Caregiver Authorization Form <small>DOC</small>• Gas Voucher Form for families <small>DOC</small>• Dispute Resolution Procedure <small>PDF</small>• Guidance: Mileage Reimbursement <small>PDF</small>• Homeless Identification Form <small>PDF</small>• Rural Transportation Tips & Ideas, NCHE <small>PDF</small>• Transportation Strategies for Homeless Children and Youth <small>PDF</small>• Liaison Training Powerpoint Presentation <small>PDF</small>
Parents & Family	
Grants	
Assessment and Accountability	
Library of Michigan	
Library Programs & Events	



United States
Department of
Agriculture

August 16, 2004

Food and
Nutrition
Service

SUBJECT: Categorical Eligibility for Free Lunches and Breakfasts for Migrant Children

3101 Park
Center Drive
Alexandria, VA
22302-1500

TO: Special Nutrition Programs
All Regions

State Agencies
Child Nutrition Programs
All States

This memorandum supplements our Reauthorization Implementation Memo SP 4 (July 19, 2004) by providing additional information on identifying migrant children and on the procedures that school food authorities (SFAs) and local education agencies (LEAs) should use to coordinate with the Migrant Education Program (MEP) in order to document the categorical eligibility of migrant children for free meals.

Background on the Migrant Education Program

The MEP is authorized under Title I, Part C of the Elementary and Secondary Education Act (ESEA) and provides grants to State educational agencies. The State educational agency, in turn, makes sub-grants to LEAs and other entities to provide supplemental educational and support services to migrant children. A major goal of the MEP is to minimize the disruption caused by migrant children's frequent moves. While the full definition of a migrant child in section 1309 of ESEA is rather complicated, in general under this definition, a migrant child is one who has moved across school district lines, within the last three years, in order to accompany or join a parent or guardian who has moved to seek or obtain temporary or seasonal work in agriculture or fishing.

Please note, however, that it is not necessary for local SFA personnel to apply the ESEA definition because there are already State educational agency and local MEP staff who are responsible for identifying (and maintaining supporting documentation) as to who is an eligible migrant child under ESEA.

Local Level MEP Contacts

Most State educational agencies sub-grant MEP funds to local operating agencies (LOAs) to provide program services. These LOAs are typically LEAs; however, in some states, the LOAs may be regional units that administer the MEP in multiple LEAs. When an LOA/LEA receives MEP funds, a MEP coordinator is usually designated. (However, in some LEAs, a Federal program director administers multiple federal programs including the MEP). Each LEA/LOA typically identifies and recruits migrant children in their geographic area and maintains a list of eligible migrant children.

Regional Directors
State Directors
Page 2

Documenting Free Meal Eligibility for Migrant Children

SFAs/LEAs should work directly with their LOA/LEA MEP coordinators or, where appropriate, the State MEP director, to identify migrant children and to document their eligibility for free school meals. SFAs/LEAs must accept documentation that the children are migrant children from the LOA/LEA MEP coordinator.

Documentation of migrant status to substantiate free meal eligibility is a dated list with each child's name and the signature of the LOA/LEA MEP coordinator or the State MEP director. This documentation is in lieu of free and reduced price meal applications and must be sought, as much as possible, prior to a household completing an application. Once documentation is obtained, the SFA/LEA must notify the household as soon as possible about the child's free meal eligibility. Any application submitted on behalf of the child would be disregarded.

It is particularly important that newly arrived migrant children in the LEA be documented and certified for free meals as promptly as possible. SFAs/LEAs need to establish procedures with the LOA/LEA MEP coordinator to assure prompt notification when a new migrant child is identified.

Continuing Certification

Public Law 108-265 also amended the Richard B. Russell National School Lunch Act to establish that, once a child is certified as eligible to receive free or reduced price meals, eligibility remains effective for the remainder of the school year. Our policy further allows SFAs to continue a child's eligibility from the previous year for 30 operating days into the subsequent school year or until a new eligibility determination is made, whichever occurs first. Because of this and because the MEP strives to minimize a child's disruption in services and benefits, SFAs/LEAs should attempt to share the child's free meal eligibility status with the new SFA/LEA when a migrant child moves from their jurisdiction if the family knows their new location.

Please contact Rosemary O'Connell in my office if you have any questions on this guidance.

STANLEY C. GARNETT
Director,
Child Nutrition Division



SUBJECT: Categorical Eligibility for Free Lunches and Breakfasts of Runaway,
Homeless, and Migrant Youth: Reauthorization 2004 Implementation
Memo SP 4

TO: Special Nutrition Programs
All Regions

State Agencies
Child Nutrition Programs
All States

Section 107 of the Child Nutrition and WIC Reauthorization Act of 2004 (Act) amended section 9(b) of the Richard B. Russell National School Lunch Act to make runaway, homeless and migrant children categorically eligible for free meal benefits under the National School Lunch and School Breakfast Programs and is effective July 1, 2004. In addition to establishing free meal eligibility, the Act also establishes a requirement for documenting a child's status as runaway, homeless, or migratory.

Previously, through guidance, the Food and Nutrition Service extended categorical eligibility for free school meals to children considered homeless under the McKinney-Vento Homeless Assistance Act. School officials were allowed to accept statements that children were homeless from the local educational liaison for the homeless or directors of homeless shelters where the children reside. The Act now establishes in law the categorical eligibility of these children for free school meals. Please see the previously issued memoranda of April 6, 1992, *Documentation of Free and Reduce Price Meal Eligibility for Homeless Children* and of April 4, 2002, *Updated Guidance for Homeless Children in the School Nutrition Programs*, on documentation for homeless children under McKinney-Vento.

There were, however, no similar eligibility and documentation provisions for runaway youth or migrant children. At this time, we are in discussions with the Department of Health and Human Services, regarding implementation of that portion of the Act that addresses categorical eligibility for runaway youth served through grant programs established under the Runaway and Homeless Youth Act. We hope to provide guidance in the very near future on how to determine and document if a child is receiving services as a runaway and is therefore categorically eligible for free school meals.

Regional and State Directors
Page 2

For migratory children, each State Educational Agency's Migrant Education Program establishes their own process for determining if a child meets the criteria provided under Elementary and Secondary Education Act of 1965. State Child Nutrition Agencies must contact their State Migrant Education Program to develop a plan for sharing and documenting the migratory child's eligibility for free school meals. To find the contact for your State Migrant Education Program view the following website:

- Contact Information for all State Directors of Migrant Education
<http://www.ed.gov/programs/mep/contacts.html>

If you have any questions, please contact Rosemary O'Connell or Mara McMurray at 703-305-2590.



STANLEY C. GARNETT
Director
Child Nutrition Division

Authority: Child Nutrition Act of 1966.
Completion: Voluntary.

Grants Coordination and School Support
School Nutrition Training and Programs
P.O. Box 30008
Lansing, MI 48909
517-373-3347



2009-10 NATIONAL SCHOOL LUNCH/COMMODITY DISTRIBUTION SPECIAL MILK, AFTERSCHOOL SNACK, AND BREAKFAST PROGRAMS

Permanent Agreement

<u>Child Nutrition Program</u>	<u>Agency/Subagency</u>	<u>CFDA #</u>	<u>Program Title</u>
School Lunch	USDA/Food and Nutrition Service	10.555	National School Lunch Program
- Including Commodity Food Distribution	USDA/Food and Nutrition Service	10.555	Food Donation
Afterschool Snack	USDA/Food and Nutrition Service	10.555	National School Lunch Program
School Breakfast	USDA/Food and Nutrition Service	10.553	School Breakfast Program
Special Milk	USDA/Food and Nutrition Service	10.556	Special Milk Program for Children
Summer Food Service Program	USDA/Food and Nutrition Service	10.559	Summer Food Service Program for Children
Child and Adult Care Food Program	USDA/Food and Nutrition Service	10.558	Child and Adult Care Food Program

- Final approval for all programs covered under this Agreement is contingent upon approval of a Policy Statement covering the service of meals and/or milk to needy children, as specified by regulations.
- In order to effectuate the purpose of the National School Lunch Act (42 J.X.C. 1751-1760) and the regulations for the National School Lunch Program (NSLP) issued; the Child Nutrition Act of 1966 and regulations governing the School Breakfast Program (SBP) issued; the Healthy Meals Initiative and regulations governing applicable menu planning options; the regulations for the Special Milk Program (SMP) issued; and the regulations governing the Summer Food Service Program issued there under, the Superintendent of Public Instruction, State of Michigan, hereinafter referred to as the "State Agency," and the School District, hereinafter referred to as the "Sponsor," agree as follows:

PART 1. SCHOOL LUNCH PROGRAM/COMMODITY DISTRIBUTION

A. THE STATE AGENCY AND THE SPONSOR MUTUALLY AGREE THAT:

1. For the purpose of this Agreement, the following terms shall be construed to mean, respectively:
 - a. Cost of Providing a Meal or Afterschool Snack: Food, labor, benefits, supplies, depreciation and indirect cost associated with a reimbursable meal or afterschool snack served to a child. Cost related to supervision of children, outside of the food service area, such as, play-ground, etc., is not considered a program cost.
 - b. School Year: A period of 12 calendar months beginning July 1 of any calendar year and ending with June 30 of the following calendar year.
 - c. Nonprofit Food Service Program: A food service program maintained for the benefit of children and where all of the income is used solely for the operation or improvement of such food service.
 - d. Sponsor: The board of education of a school district, which serves youth in high school grade or under, or the governing body of an institution. (The term also includes a "nonprofit agency," to which such school has delegated authority for the operation of its nonprofit food service program.)
 - e. Milk: See Definition of Milk in Part 3.

12 Steps to Conducting Verification

Step 1- Determine if your Local Educational Agency (LEA) must complete an Improvement Plan

- [Schools Required to Submit an Improvement Plan for Certification and Verification for SY 2009-2010](#)
- If the LEA is on the list required to submit an Improvement Plan use the following documents:
 - [Requirements for an Improvement Plan for Certification and Verification](#)
 - [Improvement Plan for Certification and Verification SY 2009-2010](#)

Step 2- Determine the sampling method your LEA must use to identify applications for verification.

- [Schools Required to use Basic Sampling \(Standard Sample\) for SY 2009-2010](#)
 - [Basic Sampling \(Standard Sample\)](#)
- If the LEA is not on the list for Basic Sampling one of the two alternate methods may be selected.
 - [Alternate-Random Sampling](#)
 - [Alternate-Focused Sampling](#)

Step 3- Establish the Free and Reduced Price School Meals Application pool.

- Only approved current school year applications as of **October 1** must make up the pool.
- Applications that should not be included in the application pool are:
 - Students directly certified; students certified as migrant, homeless, or runaway; students in Headstart or Evenstart programs.

Step 4- Calculate the sample size/number of applications that must be verified.

- Follow the instructions on the sampling method information sheet.
- Be sure to round up.

Step 5- Conduct a Confirmation Review of the applications selected for verification.

- LEAs that use electronic systems are exempt from this requirement.
- Be sure to document on the back of the original application the date of when the Confirmation Review was conducted.

Step 6- Notify the selected households.

- Use the [We Must Check Your Application](#) form.
- Be sure to give the households a due date.

Step 7- Contact the local Department of Human Service (DHS) office to verify applications with a Food Assistance Program (FAP) or Family Independence Program (FIP) case number by using the following two forms:

- [Letter to the Department of Human Services From the Local Educational Agency](#)

Step 8- Conduct a Follow-up Review for any household that has not responded by the original due date.

- Be sure to document on the back of the original application the date of when the Follow-up Review was conducted.

Step 9- Notify all households of the final verification determination.

- Use the [We Have Checked Your Application](#) form.
- Households must be given 10 day advance, written notification that benefits will be decreased.
- The first day of the ten calendar day advance notice is the day the notice is sent.

Step 10- Make any required changes to benefit issuance documentation as required from the outcomes of the Verification process by **November 15**.

- Be sure to wait until the 10 day advance notification period has passed.

Step 11- Complete all required Verification documents.

- [Verification Worksheet](#)
- [Verification Summary Information sheet](#)
- [Verification Check List](#)
 - These forms must remain on file as part of the Verification documentation.

Step 12- Complete the [LEARS-Verification Summary Report](#) **before March 1**

- The report is available January 15 via the MEIS website:
 - Go to <http://michigan.gov/meis>.
 - Under Child Nutrition Programs, click on the bullet point entitled, LEARS Verification Summary Report.
 - Log in using your MEIS Account ID and password.

ALTERNATE-FOCUSED SAMPLING

In alternate-focused sampling, a minimum required percentage or number of applications based on income eligibility must be selected for verification AND a minimum required percentage or number of applications approved based on categorical eligibility must be selected for verification.

Remember, families approved through direct certification are not included in the selection process.

The SFA **must** verify a minimum of:

- (1) The lesser of **1% or 1,000** of the **total** number of approved applications (both income and categorical). The 1% sample is selected from income applications with total household income within \$100 monthly or \$1,200 annually of the income eligibility guidelines (IEGs) for free and reduced price meals for that size household;

PLUS

- (2) The lesser of **one-half of 1% (0.5%) or 500** of the total number of applications that were approved based on categorical eligibility, selected from applications with a FAP or FIP case number.

EXAMPLE: 300 income applications
 200 categorical applications
 500 total applications in the application pool

- | | | | |
|-----|------------------------------|--------|------------|
| (a) | 500 total applications | x .01 | = 5 |
| (b) | 200 categorical applications | x .005 | = <u>1</u> |
| | TOTAL SAMPLE | | = 6 |

- (3) A sample of 5 applications must be selected from income applications with total household income within \$100 monthly or \$1,200 annually of the income eligibility guidelines (IEGs) for free and reduced price meals for that size household;

PLUS

- (4) 1 from the 200 categorical applications that provided a FAP/FIP case number in lieu of income on the application.

ALTERNATE-RANDOM SAMPLING

The required sample size is 3% or 3,000, whichever is less, of all approved household applications on file on October 1. An alternate-random sample should include all (Food Assistance Program (FAP) or Family Independence Program (FIP) case number, foster child, and income-based) applications. No attempt should be made to select only FAP/FIP applications.

Remember, families approved through direct certification are not included in the application pool.

Calculation and selection of the minimum required number of applications in the LEA to verify using Random Sampling:

Step 1. Count the total number of approved applications on file on October 1. Multiply the total by 0.03. Round decimals upward. At least one application **must** be verified.

Example: 340 applications \times 0.03 = 10.2 applications. Round upward to 11 applications.

Step 2. Compare the result in Step 1 to 3,000. The sample size is the lesser number.

Example: In this example, 11 applications **must** be verified to meet the required sample size.

Step 3. Randomly select the required number of applications.

- (1) A selection interval may be used. This can be accomplished by dividing the total number of approved applications on file in the SFA by the sample size to determine the selection interval.

Example: If there are 340 applications on file and 11 are required to be verified, divide 340 by 11 = 30.9. In this case, the selection interval is 31. Number all the applications. Randomly select an application from the total approved, and then choose every 31st application until 11 applications have been selected.

- (2) Another random method of selection would be to put all the applications in a container and draw the eleven applications out for the verification sample.

BASIC SAMPLING (STANDARD SAMPLE)

The required sample size is 3% or 3,000, whichever is less of all approved applications on file on October 1. However, the Basic Sampling method concentrates on **“error-prone applications.” (Income-based applications reporting monthly household income within \$100 or annual income within \$1,200 of the free or reduced priced eligibility limit.**

Remember, families approved through direct certification are not included in the application pool.

Calculation and selection of the minimum required number of applications in the LEA to verify using Basic Sample:

Step 1. Count the total number of approved applications (FAP/FIP case number, foster child, income-based) on file on October 1. Multiply the total by 3% (.03). Round decimals upward. At least one (1) application must be verified.

Example: If there was a total of 1300 approved applications on file as of October 1, 2007, the verification sample size would be $1300 \times 0.03 = 39$ applications.

Step 2. Separate out all applications “error-prone applications,” reporting monthly household income within \$100 or annual income within \$1,200 of the free or reduced priced eligibility limit. This is the pool from which you randomly select applications for verification.

Step 3. Randomly select the required number of applications.

A selection interval may be used. This can be accomplished by dividing the total number of approved applications reporting monthly household income within \$100 or annual income within \$1,200 of the free or reduced priced eligibility limit by the sample size to determine selection interval.

Example: If there are 445 applications on file reporting monthly household income within \$100 or annual income within \$1,200 of the free or reduced priced eligibility limit and 39 are required to be verified, divide $445 \div 39 = 12$. Number all the applications. Randomly select an application from the total approved applications reporting monthly household income within \$100 or annual income within \$1,200 of the free or reduced priced eligibility limit. Then choose every 12th application until 39 applications have been selected.

Another random method of selection would be to put all applications into a container and draw the 39 applications out for the verification sample.

Step 4. If there are not enough error-prone applications to meet the sample size requirements, additional applications must be selected at random from other income-based approved applications.

SCHOOLS REQUIRED TO USE BASIC SAMPLING (STANDARD SAMPLE) - SY 2009-2010

Sponsors Over 20% of Non Response Rate

Your LEA is required to use Basic Sampling for School Year 2009-2010 to select applications for verification. If less than 80% of the applications selected for verification did not respond to your request for additional income information during School Year 2008-2009.

03030	ALLEGAN PUBLIC SCHOOLS	253300000	MICHIGAN SCH. FOR THE DEAF & BLIND
03040	WAYLAND UNION SCHOOLS	25905	INTERNATIONAL ACADEMY OF FLINT
03060	MARTIN PUBLIC SCHOOLS	25907	LINDEN CHARTER ACADEMY
03100	HAMILTON COMMUNITY SCHOOLS	25908	ACADEMY OF FLINT
05035	CENTRAL LAKE PUBLIC SCHOOLS	25910	RICHFIELD PUBLIC SCHOOL ACADEMY
05060	ELK RAPIDS SCHOOLS	26040	GLADWIN COMMUNITY SCHOOLS
06020	AUGRES-SIMS SCHOOL DISTRICT	27070	WAKEFIELD-MARENISCO SCHOOL DIST.
08030	HASTINGS PUBLIC SCHOOL DISTRICT	29020	ASHLEY COMMUNITY SCHOOLS
08050	THORNAPPLE KELLOGG SCHOOL	30020	HILLSDALE COMMUNITY SCHOOLS
09010	BAY CITY SCHOOL DISTRICT	31000	COPPER COUNTRY ISD
090104039	ST. VALENTINES SCHOOL	32050	LAKER SCHOOLS
09030	BANGOR TOWNSHIP SCHOOLS	330108389	THE GREATER LANSING ISLAMIC SCHOOL
090903610	ST. ANNE SCHOOL	33100	LESLIE PUBLIC SCHOOLS
11010	BENTON HARBOR AREA SCHOOLS	33200	STOCKBRIDGE COMMUNITY SCHOOLS
11033	RIVER VALLEY SCHOOL DISTRICT	33230	WILLIAMSTON COMMUNITY SCHOOLS
112400515	UNIVERSITY SCHOOLS	33904	MID-MICHIGAN LEADERSHIP ACADEMY
11300	NILES COMMUNITY SCHOOLS	33906	WHITE PINE PUBLIC SCHOOL ACADEMY
11901	COUNTRYSIDE ACADEMY	33909	WINDEMERE PARK CHARTER ACADEMY
12010	COLDWATER COMMUNITY SCHOOLS	34090	LAKEWOOD PUBLIC SCHOOLS
12040	QUINCY COMMUNITY SCHOOLS	34110	PORTLAND PUBLIC SCHOOLS
13010	ALBION PUBLIC SCHOOLS	34120	SARANAC COMMUNITY SCHOOLS
13020	BATTLE CREEK PUBLIC SCHOOLS	37010	MT. PLEASANT PUBLIC SCHOOLS
13050	ATHENS AREA SCHOOLS	38080	CONCORD COMMUNITY SCHOOLS
13090	LAKEVIEW SCHOOL DISTRICT	38120	MICHIGAN CENTER PUBLIC SCHOOLS
13120	PENNFIELD SCHOOL DISTRICT	38130	NAPOLEON COMMUNITY SCHOOLS
13130	TEKONSHA COMMUNITY SCHOOLS	38170	JACKSON PUBLIC SCHOOLS
13902	ENDEAVOR CHARTER ACADEMY	38902	PARAGON CHARTER ACADEMY
14010	CASSOPOLIS PUBLIC SCHOOLS	39010	KALAMAZOO PUBLIC SCHOOLS
14030	EDWARDSBURG PUBLIC SCHOOLS	39130	PARCHMENT SCHOOL DISTRICT
15020	BOYNE CITY PUBLIC SCHOOLS	39140	PORTAGE PUBLIC SCHOOLS
15050	CHARLEVOIX PUBLIC SCHOOLS	39905	PARAMOUNT CHARTER ACADEMY
16050	INLAND LAKES SCHOOL DISTRICT	41010	GRAND RAPIDS PUBLIC SCHOOL
18010	CLARE PUBLIC SCHOOLS	410104443	WEST CATHOLIC HIGH SCHOOL
18020	FARWELL AREA SCHOOLS	41020	GODWIN HEIGHTS PUBLIC SCHOOLS
18060	HARRISON COMMUNITY SCHOOLS	41026	WYOMING PUBLIC SCHOOLS
19120	OVID ELSIE AREA SCHOOLS	41050	CALEDONIA COMMUNITY SCHOOLS
210101727	HOLY NAME CATHOLIC SCHOOL	41090	EAST GRAND RAPIDS PUBLIC SCHOOLS
21025	GLADSTONE AREA SCHOOLS	41120	GODFREY LEE PUBLIC SCHOOLS
22025	NORWAY VULCAN AREA SCHOOLS	41160	KENTWOOD PUBLIC SCHOOLS
23030	CHARLOTTE PUBLIC SCHOOLS	41170	LOWELL AREA SCHOOLS
23050	EATON RAPIDS PUBLIC SCHOOLS	412105939	OUR LADY OF CONSOLATION SCHOOL
23065	MAPLE VALLEY SCHOOLS	41240	SPARTA AREA SCHOOLS
23080	OLIVET COMMUNITY SCHOOLS	41901	NEW BRANCHES SCHOOL
23090	POTTERVILLE PUBLIC SCHOOLS	41909	VISTA CHARTER ACADEMY
24070	PETOSKEY PUBLIC SCHOOLS	41920	CHANDLER WOODS ACADEMY
25040	MT. MORRIS CONSOLIDATED SCHOOLS	46020	ADDISON COMMUNITY SCHOOLS
25060	BENDLE PUBLIC SCHOOLS	46110	ONSTED COMMUNITY SCHOOLS
25080	CARMAN AINSWORTH COMM. SCHOOLS	47030	FOWLerville COMMUNITY SCHOOLS
25120	FLUSHING COMMUNITY SCHOOLS	48040	TAHQUAMENON AREA SCHOOLS
25140	DAVISON COMMUNITY SCHOOLS	50070	CLINTONDALE COMMUNITY SCHOOLS
25150	CLIO AREA SCHOOLS	50080	CHIPPEWA VALLEY SCHOOLS
25200	LAKE FENTON COMMUNITY SCHOOLS	50090	FITZGERALD PUBLIC SCHOOLS

25210	WESTWOOD HEIGHTS SCHOOL DISTRICT	50120	LAKE SHORE PUBLIC SCHOOLS
25240	BEECHER COMMUNITY SCHOOL DISTRICT	50160	MT. CLEMENS COMMUNITY SCHOOLS
50190	ROMEO COMMUNITY SCHOOL DISTRICT	73912	INTERNATIONAL ACADEMY OF SAGINAW
50909	PREVAIL ACADEMY	74010	PORT HURON AREA SCHOOL DISTRICT
50912	REACH CHARTER ACADEMY	74040	CAPAC COMMUNITY SCHOOLS
51060	ONEKAMA CONSOLIDATED SCHOOLS	75010	STURGIS PUBLIC SCHOOLS
51070	MANISTEE AREA PUBLIC SCHOOLS	75030	CENTREVILLE PUBLIC SCHOOLS
52040	GWINN AREA COMMUNITY SCHOOLS	76210	SANDUSKY COMMUNITY SCHOOLS
53040	LUDINGTON AREA SCHOOLS	770103350	ST. FRANCIS DE SALES SCHOOL
54040	MORLEY STANWOOD COMM. SCHOOLS	78020	BYRON AREA SCHOOLS
55115	NORTH CENTRAL AREA SCHOOLS	78100	CORUNNA PUBLIC SCHOOLS
56010	MIDLAND PUBLIC SCHOOLS	80010	SOUTH HAVEN PUBLIC SCHOOLS
58000	MONROE COUNTY ISD	80050	DECATUR PUBLIC SCHOOLS
58020	AIRPORT COMMUNITY SCHOOLS	81010	ANN ARBOR PUBLIC SCHOOLS
58050	DUNDEE COMMUNITY SCHOOLS	81020	SCHOOL DISTRICT OF YPSILANTI
58070	IDA PUBLIC SCHOOLS	81070	LINCOLN CONSOLIDATED SCHOOL DIST.
58080	JEFFERSON CONS. SCHOOL DISTRICT	81140	WHITMORE LAKE PUBLIC SCHOOLS
58090	MASON CONSOLIDATED SCHOOLS	81150	WILLOW RUN COMMUNITY SCHOOLS
59070	GREENVILLE PUBLIC SCHOOLS	81906	FORTIS ACADEMY
59080	TRI COUNTY AREA SCHOOLS	81907	VICTORY ACADEMY
61000	MUSKEGON COUNTY AREA ISD	81908	EASTERN WASHTENAW MULTICULTURAL ACAD.
61010	MUSKEGON PUBLIC SCHOOLS	82010	DETROIT CITY SCHOOL DISTRICT
61020	MUSKEGON HEIGHTS PUBLIC SCHOOLS	82030	DEARBORN SCHOOL DISTRICT
610604479	WESTERN MICHIGAN CHRISTIAN H.S.	82045	MELVINDALE NORTHERN ALLEN PARK SCH.
61080	FRUITPORT COMMUNITY SCHOOLS	82050	GARDEN CITY PUBLIC SCHOOLS
61120	HOLTON PUBLIC SCHOOLS	82060	HAMTRAMCK PUBLIC SCHOOLS
61180	MONTAGUE PUBLIC SCHOOLS	82070	HIGHLAND PARK SCHOOL DISTRICT
61190	ORCHARD VIEW SCHOOLS	82080	INKSTER PUBLIC SCHOOLS
61902	TIMBERLAND CHARTER ACADEMY	82110	REDFORD UNION SCHOOL DISTRICT
62050	GRANT PUBLIC SCHOOL DISTRICT	82120	RIVER ROUGE SCHOOL DISTRICT
63020	FERNDALE SCHOOL DISTRICT	82130	ROMULUS COMMUNITY SCHOOLS
63030	PONTIAC SCHOOL DISTRICT	82140	SOUTH REDFORD SCHOOL DISTRICT
63050	BERKLEY SCHOOL DISTRICT	82150	TAYLOR SCHOOL DISTRICT
63060	SOUTHFIELD PUBLIC SCHOOLS	82160	WAYNE WESTLAND COMM. SCHOOLS
63070	AVONDALE SCHOOL DISTRICT	82170	WYANDOTTE PUBLIC SCHOOLS
63090	CLARENCEVILLE SCHOOL DISTRICT	82230	CRESTWOOD SCHOOL DISTRICT
63130	HAZEL PARK SCHOOL DISTRICT	82240	WESTWOOD COMM. SCHOOL DISTRICT
63140	MADISON DISTRICT PUBLIC SCHOOLS	82290	GIBRALTAR SCHOOL DISTRICT
63240	SOUTH LYON COMMUNITY SCHOOLS	82365	WOODHAVEN-BROWNSTOWN SCH. DIST.
63250	OAK PARK SCHOOL DISTRICT	82390	NORTHVILLE PUBLIC SCHOOLS
63260	ROCHESTER COMMUNITY SCHOOLS	82400	RIVERVIEW COMM. SCHOOL DISTRICT
63270	CLAWSON PUBLIC SCHOOLS	82405	SOUTHGATE COMM. SCHOOL DISTRICT
63902	ACADEMY OF OAK PARK	82908	THOMAS GIST ACADEMY
63906	PONTIAC ACADEMY FOR EXCELLENCE	82912	ACADEMY OF WESTLAND
63910	EDISON OAKLAND PSA	82914	COLIN POWELL ACADEMY
63913	WALTON CHARTER ACADEMY	82921	THE ACADEMY FOR BUSINESS & TECH.
63918	LAURUS ACADEMY	82929	DETROIT ACAD. OF ARTS & SCIENCES
63919	WOODMONT ACADEMY	82940	VOYAGEUR ACADEMY
63921	CRESCENT ACADEMY	82947	DAVID ELLIS ACADEMY
63922	GREAT OAKS ACADEMY	82955	ALLEN ACADEMY
64040	HART PUBLIC SCHOOL DISTRICT	82956	OLD REDFORD ACADEMY
67020	EVART PUBLIC SCHOOLS	82967	METRO CHARTER ACADEMY
67055	PINE RIVER AREA SCHOOLS	82969	CREATIVE MONTESSORI ACADEMY
67060	REED CITY AREA PUBLIC SCHOOLS	82970	WARRENDALE ACADEMY
69020	GAYLORD COMMUNITY SCHOOLS	82971	BLANCHE KELSO BRUCE ACADEMY
70175	JENISON HUDSONVILLE FOOD SERVICE	82974	DETROIT MERIT CHARTER ACADEMY
70350	ZEELAND PUBLIC SCHOOLS	82976	KEYSTONE CHARTER ACADEMY
70905	VANDERBILT CHARTER ACADEMY	82977	HAMTRAMCK CHARTER ACADEMY
72000	C O O R ISD	82985	DETROIT PREMIER ACADEMY
730105487	ST. STEPHEN ELEMENTARY SCHOOL	82992	NORTHPOINTE ACADEMY
73040	SAGINAW TWP. COMMUNITY SCHOOLS	82995	TAYLOR EXEMPLAR CHARTER ACADEMY
73080	BUENA VISTA SCHOOL DISTRICT	82997	FLAGSHIP CHARTER ACADEMY
73910	NORTH SAGINAW CAMPUS	83060	MANTON CONS. SCHOOLS

Improvement Plan for Certification and Verification SY 2009-2010

1. Write "Yes" or "No" in the column to indicate the action is in place.
2. Record the implementation date.
3. Record name of employee responsible for action.

	Action in Place (Yes/No)	Date of Implementation	Employee Responsible
REQUIRED ACTIONS			
Toll-free or Local Telephone Number			
Confirmation Reviewer			
Employee Responsible for Responding to Verification Assistance Requests			
Formal Follow-up and System of Documentation			
Participation in Direct Certification			
OPTIONAL ACTIVITIES			
Third Party Assistance with Verification Follow-up			
Exemption of Up to 5% from Verification Sample			
ADDITIONAL ACTIONS			

School: _____ Agreement #: _____

Verification Officials Signature: _____ Date: _____

Phone: _____

DUE DATE: November 16, 2009

**FAX or MAIL this Improvement Plan to: FAX #517-373-4022
 ATTN: School Nutrition Training & Programs
 Grants Coordination and School Support
 Michigan Department of Education
 PO Box 30008
 Lansing, MI 48909**

MDE Office Only Received:

SCHOOLS REQUIRED TO SUBMIT AN IMPROVEMENT PLAN FOR CERTIFICATION AND VERIFICATION SY 2009-2010

Your LEA is required to submit an Improvement Plan for Certification and Verification, if during School Year 2008-2009:

- (1) less than 80% of the applications selected for verification did not respond to your request for additional income information, and
- (2) over 20% of the free and reduced price applications in your reported verification sample were changed to paid.

03060	MARTIN PUBLIC SCHOOLS
08050	THORNAPPLE-KELLOGG SCHOOLS
13902	ENDEAVOR CHARTER ACADEMY
14030	EDWARDSBURG PUBLIC SCHOOLS
15020	BOYNE CITY PUBLIC SCHOOLS
19120	OVID ELSIE AREA SCHOOLS
24070	PETOSKEY PUBLIC SCHOOLS
27070	WAKEFIELD-MARENISCO SCHOOL DISTRICT
33200	STOCKBRIDGE COMMUNITY SCHOOLS
33230	WILLIAMSTON COMMUNITY SCHOOLS
33909	WINDEMERE PARK CHARTER ACADEMY
39905	PARAMOUNT CHARTER ACADEMY
41120	GODFREY LEE PUBLIC SCHOOLS
41920	CHANDLER WOODS ACADEMY
50120	LAKE SHORE PUBLIC SCHOOLS
58080	JEFFERSON CONS. SCHOOL DISTRICT
61020	MUSKEGON HEIGHTS PUBLIC SCHOOLS
67020	EVART PUBLIC SCHOOLS
74040	CAPAC COMMUNITY SCHOOLS
82240	WESTWOOD COMMUNITY SCHOOL DISTRICT
82969	CREATIVE MONTESSORI ACADEMY
82970	WARRENDALE ACADEMY
82995	TAYLOR EXEMPLAR CHARTER ACADEMY

Letter to the Department of Human Services From the Local Educational Agency

Date: _____

Dear _____:

The regulations for the Supplemental Nutrition Assistance Program and National School Lunch Program permit the Department of Human Services to release Food Assistance Program (FAP) and Family Independence Program (FIP) eligibility information to administrators of the National School Lunch and Breakfast Programs to ensure that only eligible children receive free meal benefits.

The receipt of FAP and/or FIP automatically qualifies children for free school meals. Enclosed is a listing of the names and FAP and/or FIP case numbers for those approved free meal applicants who have been selected for verification. They have been approved to receive free meal benefits because they have indicated that the child for whom application was made now receives FAP and/or FIP benefits. On the enclosed listing, please indicate if these household members are currently participating in the FAP and/or FIP program. This information will be used only to confirm the approved applicant's eligibility for free meals benefits.

Your prompt return of this listing will be appreciated. A self-addressed return envelope is also enclosed for your convenience. If you have any questions or need additional information, please contact _____ *(enter name of school official)* at _____ *(enter telephone number)*.

Sincerely,

Signature

Title

Enclosure

Food Assistance Program (FAP) or Family Independence Program (FIP) Recipients Verification Form

Adult Household Member <i>(Last Name, First Name)</i>	Child(ren)'s Name <i>(Last Name, First Name)</i>	FAP or FIP Case Number	Current Participation in FAP or FIP	
			YES	NO

Signature of DHS Official

Title

Mailing Address

Date

City/State/ZIP

Telephone Number

Requirements for an Improvement Plan for Certification and Verification

An Improvement Plan for Certification and Verification is required if your school district reported during School Year 2008-2009:

- (1) Less than 80% of the applications selected for verification did not respond to your request for additional income information.
- and
- (2) Over 20% of the free and reduced price applications in your reported verification sample were changed to paid.

The plan must contain actions all required by The Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-265) and should include one or both of the optional actions set forth by the law.

Required actions to help maintain benefits for eligible students:

- Establish a toll-free or local telephone number for which there is no charge for parents to call for assistance with verification. Parents and/or guardians often need assistance in gathering data to qualify for benefits.
- All approved household applications selected for verification must be reviewed for accuracy to ensure that initial eligibility determinations are correct. The review must be done by an individual other than the individual making the initial determination. The requirement for a confirmation review is waived if the LEA is using a technology based solution that demonstrates a high level of accuracy in processing initial determinations.
- If the confirmation review finds that the initial determination was incorrect, the LEA must: (1) correct the household eligibility status and (2) notify the household of the change. If the review indicates the household is not eligible for either free or reduced meals, the household must be notified of the reason and informed that the household may reapply with income documentation.
- Verification follow-up activities are required by LEAs and must be documented. A specific person within the LEA must be identified to families/households as being able to directly assist in completing verification.
- The LEA must follow-up if a household cannot obtain assistance during the initial call. If the household fails to respond to the initial request for verification information, the LEA must make at least one attempt to obtain necessary verification. The attempt may be through the mail, by telephone, by e-mail, or through personal contact. All attempts and results must be documented by the LEA. If follow-up attempt(s) fail, the household benefits must be terminated through a written notice of adverse action.
- Direct Certification is required. Each local educational agency (LEA) must directly certify children who are members of households receiving assistance under the Food Assistance Program as eligible for free school meals, without further application. The Direct Certification Report is available via the Center of Educational Performance and Information (CEPI) Michigan Student Data System (MSDS).

Grants Coordination and School Support
School Nutrition Training and Programs

- LEAs verifying income eligibility for free and reduced price meals must allow households to provide documentation of income for any point in time between the month prior to application and the time the household is required to provide income documentation. Implementation memoranda are found at: www.fns.usda.gov/cnd/lunch. Click on Reauthorization Memoranda for 2004; click on "Verification of Income Eligibility–SP-5" and "Verification Activities – March 10, 2005."

Optional activities for LEAs that may lower the non-response rate and prevent eligible students from losing benefits:

- The LEA, on individual review may remove up to 5% of applications in the selected sample if factors such as household stability and communication difficulties may interfere with verification. Any application removed from the sample must be replaced with another application approved on the same basis.
- The LEA may contract with a third party to assist with the required follow-up activity. Any third party is subject to confidentiality requirements outlined in current regulations.

If your name is on the Schools Required to Submit an Improvement Plan for Certification and Verification list, you must submit the attachment Improvement Plan for Certification and Verification to MDE by November 16, 2009.

VERIFICATION CHECK LIST

School Year: _____

	Yes	No
Was verification done after approval of applications?		
Was the selection method used nondiscriminatory against the six protected classes (national origin, race, color, age, gender, disability)?		
Were households submitting applications notified in writing of their selection for verification? Attach a copy to this list.		
Was a Confirmation Review conducted for those applications selected for verification?		
Did the selection notice state:		
• That the household has been selected for verification?		
• The types of acceptable income information?		
• That proof of current Food Assistance Program (FAP), Family Independence Program (FIP), or Food Distribution Program on Indian Reservation (FDPIR) eligibility may be provided in lieu of other documentation?		
• That information must be provided and failure to do so will result in termination of benefits?		
• The deadline date for information?		
• The name and telephone number of the school official who can answer questions and provide help?		
Were FAP, FIP or FDPIR households given the opportunity to document participation in the FAP, FIP or FDPIR in lieu of providing other forms of documentation?		
Was income documentation provided for any point in time between the month prior to application and the time the household is required to provide income documentation (exceptions: farmers, seasonal workers, self-employed or other extraordinary circumstances)?		
Was at least one attempt made to follow-up with households that did not respond to the notice of selection for verification?		
Were households notified 10 days in advance of reduction or termination of benefits? A copy of the notification form should be attached.		
Did this notification advise households of:		
• The change and the reason for the change in benefits?		
• The right to appeal and instructions on how and to whom to appeal?		
• The right to reapply anytime during the school year?		
• If a FAP, FIP or FDPIR household, their option to provide written evidence to confirm household income to assist in establishing continued eligibility?		
Were benefits terminated or reduced for all households whose income confirmation did not support the previous eligibility?		
Are the reasons for all eligibility changes made as a result of verification properly documented and maintained on file?		
Is the written Verification Summary Report completed and maintained on file for review?		

VERIFICATION SUMMARY INFORMATION SHEET

(Completed Sample)



Agreement Number: _____ 270456

School Year: _____ SY 2009-10

School Food Authority Name: _____ ABCDE School
District _____

Verification Official's Name: _____

Title: _____

Telephone #: (_____) _____

1. Date Verification Completed: 11-15-09
2. Number of "Paper" Applications Approved as of "October 1": 350
3. Type of Free/Reduced Price Applications Used; Household
4. Number of Schools: 2
Number of Enrolled Students with Access to the NSLP/or SBP: 1,200

*Number of Students as of *Oct. 31, 2009*. **Number of Applications as of *Oct. 1, 2009*.

	A *Number of Students	B **Number of Approved Applications
5. Total FREE ELIGIBLE reported	725	
5 - 1 Number approved through Direct Certification	135	
5 - 2 # approved as FREE ELIGIBLE based on FAP/FIP/FDPIR case number submitted on an application (Categorically Eligible)	115	50
5 - 3 # approved as FREE ELIGIBLE based on income/household size information submitted on an application	475	200
6. Total REDUCED PRICE ELIGIBLE reported	255	100

7. TYPE OF VERIFICATION METHOD USED

(Check Boxes Only for the Method(s) Used and Enter Requested Data Only For the Method(s) Used.)

7 - 1 BASIC-STANDARD

Number of error prone income applications verified: _____ (Lesser of 3% or 3,000)

(Must be selected from income applications with total household income within \$100 monthly or \$1,200 annually of the IEG for free and reduced price meals for that size household.)

7 - 2 ALTERNATE-RANDOM

Number of FAP/FIP/income applications verified: 11 (Lesser of 3% or 3,000)

7 - 3 ALTERNATE-FOCUSED

Number of error prone income applications verified: _____ (Lesser of 1% or 1,000)

(Must be selected from income applications with total household income within \$100 monthly or \$1,200 annually of the IEG for free and reduced price meals for that size household.)

Number of FAP/FIP applications Verified: _____ (Lesser of 0.5% or 500)

7 - 4 NO VERIFICATION PERFORMED

- LEA has only free eligibles that are not subject to verification (directly certified, homeless liaison list, students in Residential Child Care Institutions.
- LEA had free/reduced price students eligible by application, but failed to perform verification.

8. METHOD OF INCOME CONFIRMATION USED

(Check the box next to each method used).

- 8 – 1 WRITTEN EVIDENCE
(Received directly from the household, including Food Assistance Program/FIP documentation)
- 8 - 2 AGENCY RECORDS
(Received from Department of Human Services office or other Government agency)
- 8 – 3 COLLATERAL CONTACT
(Received verbally from sources other than the household or government agencies)

9. DOCUMENTATION

Local Education Agencies must maintain records that document the reasons for any changes in household benefits as a result of verification.

Indicate where such records are maintained; (Check all that apply)

- a. Attached to summary

--	--	--	--	--

b. Recorded on/attached to individual applications

c. Other (Describe) _____

10. RESULTS OF VERIFICATION BY APPLICATION TYPE

CERTIFICATION:

This is to certify that income verification in regard to free and reduced price school meal applications has been completed as indicated above.

Signature

Title

Date

VERIFICATION SUMMARY INFORMATION SHEET

Complete after the November 15th deadline.

DO NOT MAIL – Maintain with Verification Records.



Agreement Number: _____

School Year: _____

School Food Authority Name:

Verification Official's Name: _____

Title: _____

Telephone #: (_____) _____

1. Date Verification Completed: _____
2. Number of "Paper" Applications Approved as of "October 1": _____
3. Type of Free/Reduced Price Applications Used; Household
4. Number of Schools: _____
Number of Enrolled Students with Access to the NSLP/or SBP: _____

*Number of Students as of *Oct. 31, 2009*. **Number of Applications as of *Oct. 1, 2009*.

	A *Number of Students	B **Number of Approved Applications
5. Total FREE ELIGIBLE reported		
5 - 1 Number approved through Direct Certification		
5 - 2 # approved as FREE ELIGIBLE based on F/FIP/FDPIR case number submitted on an application (Categorically Eligible)		
5 - 3 # approved as FREE ELIGIBLE based on income/household size information submitted on an application		
6. Total REDUCED PRICE ELIGIBLE reported		

7. TYPE OF VERIFICATION METHOD USED

(Check Boxes Only for the Method(s) Used and Enter Requested Data Only For the Method(s) Used.)

- 7 - 1 BASIC-STANDARD

Number of error prone income applications verified: _____ (Lesser of 3% or 3,000)
(Must be selected from income applications with total household income within \$100 monthly or \$1,200 annually of the IEG for free and reduced price meals for that size household.)

- 7 - 2 ALTERNATE-RANDOM

Number of FAP/FIP/income applications verified: _____ (Lesser of 3% or 3,000)

- 7 - 3 ALTERNATE-FOCUSED

Number of error prone income applications verified: _____ (Lesser of 1% or 1,000)
(Must be selected from income applications with total household income within \$100 monthly or \$1,200 annually of the IEG for free and reduced price meals for that size household.)

Number of FAP/FIP applications Verified: _____ (Lesser of 0.5% or 500)

- 7 - 4 NO VERIFICATION PERFORMED

- LEA has only free eligibles that are not subject to verification (directly certified, homeless liaison list, students in Residential Child Care Institutions.
- LEA had free/reduced price students eligible by application, but failed to perform verification.

8. METHOD OF INCOME CONFIRMATION USED

(Check the box next to each method used).

- 8 – 1 WRITTEN EVIDENCE
(Received directly from the household, including FAP/FIP documentation)
- 8 - 2 AGENCY RECORDS
(Received from FAP/FIP office or other Government agency)
- 8 – 3 COLLATERAL CONTACT
(Received verbally from sources other than the household or government agencies)

9. DOCUMENTATION

Local Education Agencies must maintain records that document the reasons for any changes in household benefits as a result of verification.

Indicate where such records are maintained; (Check all that apply)

- a. Attached to summary
- b. Recorded on/attached to individual applications
- c. Other (Describe) _____

		A	B	C
		FREE Eligible Based on FS/FIP/FDPIR Application (Categorically Eligible)	FREE Eligible Based on Income/HH Size Application (Income Eligible)	REDUCED Price Eligible
No Change	# Applications			
	# Students			
Responded Changed to Free	# Applications			
	# Students			
Responded Changed to Reduced Price	# Applications			
	# Students			
Responded Changed to Paid	# Applications			
	# Students			
Did Not Respond	# Applications			
	# Students			
Reapplied and Re-approved on or Before Feb. 15	# Applications			
	# Students			
TOTAL # APPLICATIONS				

10. RESULTS OF VERIFICATION BY APPLICATION TYPE

CERTIFICATION:

This is to certify that income verification in regard to free and reduced price school meal applications has been completed as indicated above.

Signature Title Date

VERIFICATION WORKSHEET

(Completed Sample)

Application ID	# of Students Approved on Application	A. ORIGINAL APPROVAL <i>(Select only one for each application)</i>			B. RESULTS OF VERIFICATION <i>(Select only one for each application)</i>					C. REINSTATED ON OR BEFORE FEB. 15
		Free Based on FAP/FIP/FDPIR Case #	Free Based on Income/HH Size	Reduced Price	NO Change	Responded Changed to FREE	Responded Changed to Reduced Price	Responded Changed to PAID	Did NOT Respond	
AA	2			2		2				
BB	1	1							1	
CC	5	5			5					
DD	4			4	4					
EE	6		6		6					
FF	2	2						2		
GG	5		5						5	5
HH	3			3		3				
II	5	5			5					
JJ	6		6		6					
KK	2	2			2					
TOTALS	41	15	23	3	28	5		2	6	5

The ABCDE School District needed to verify 11 applications based on Random Sampling. The 11 "Family/Household" applications were for a total of 41 students. The totals of each "application type" (under A. Original Approval) add up to 41. The totals under B. Results of Verification add up to 41.

The "no response rate" can be easily calculated by dividing the number of applications for "Did Not Respond" by the total number of applications verified. $(2/11) \times 100 = 18.18\%$

The worksheet puts all the information in one place to make it easier to calculate totals and percentages required for reporting to USDA.

WE HAVE CHECKED YOUR APPLICATION

School: _____

Date: _____

Dear _____:

We checked the information you sent us to prove that **[names of child(ren)]** are eligible for free or reduced price meals and have decided that:

- Your child(ren)'s eligibility has not changed.
- Starting **[date]**, your child(ren)'s eligibility for meals will be changed **from reduced price to free** because your income is within the free meal eligibility limits. Your child(ren) will receive meals at no cost.
- Starting **[date]**, your child(ren)'s eligibility for meals will be changed **from free to reduced price** because your income is over the limit. Reduced price meals cost **[\$]** for lunch and **[\$]** for breakfast.
- Starting **[date]**, **your child(ren) are no longer eligible** for free or reduced price meals for the following reason(s):

___ Records show that you did not receive Food Assistance Program, Family Independence Program, or Food Distribution Program on Indian Reservation benefits.

___ Records show that the child(ren) is not homeless, runaway, or migrant.

___ Income is over the limit for free or reduced price meals.

___ Did not provide: _____

___ Did not respond to our request.

Meals cost **[\$]** for lunch and **[\$]** for breakfast. If your household income goes down or your household size goes up, you may apply again. If you did not provide proof of current eligibility, you will be asked to do so if you reapply.

If you disagree with this decision, you may discuss it with **[name]** at **[phone]**. You also have the right to a fair hearing. If you request a hearing by **[date]**, your child(ren) will continue to receive free or reduced price meals until the decision of the hearing official is made. You may request a hearing by calling or writing to: **[name]**, **[address]**, **[phone number]**.

Sincerely,

[signature]

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to: USDA, Director, Office of Civil Rights, 400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer."

WE MUST CHECK YOUR APPLICATION

You must send the information we need, or contact [name] by [date], or your children will stop getting free or reduced price meals.

School: _____ Date: _____

Dear _____:

We are checking your Free and Reduced Price School Meals Application. Federal rules require that we do this to make sure only eligible children get free or reduced price meals. You must send us information to prove that [names of children] are eligible.

If possible, send copies, not original papers. If you do send originals, they will be sent back to you only if you ask.

1. If you were participating in the Food Assistance Program (FAP), Family Independence Program (FIP), or Food Distribution Program on Indian Reservations (FDPIR) when you applied for free or reduced price meals, or at any time since then, send us a copy of one of these:
 - FAP, FIP, or FDPIR Certification Notice that shows dates of certification.
 - Letter from Department of Human Services Office that says you have gotten FAP or FIP.
 - **Do NOT send your EBT card.**
2. If you get this letter for a homeless, migrant or runaway child, please contact [*school, homeless liaison, or migrant coordinator*] for help.
3. **If the child is a Foster Child:** Send us official documentation from the agency sponsoring the child.
4. **If you do not get FAP, FIP, or FDPIR for your children:**

A. Write Name and Social Security Number of each adult household member below.

Name	Social Security Number <small>(See Privacy Act Statement - Page 2)</small>	No Social Security Number
_____	_ _ _ - _ _ - _ _ _	<input type="checkbox"/>
_____	_ _ _ - _ _ - _ _ _	<input type="checkbox"/>
_____	_ _ _ - _ _ - _ _ _	<input type="checkbox"/>
_____	_ _ _ - _ _ - _ _ _	<input type="checkbox"/>
_____	_ _ _ - _ _ - _ _ _	<input type="checkbox"/>
_____	_ _ _ - _ _ - _ _ _	<input type="checkbox"/>
_____	_ _ _ - _ _ - _ _ _	<input type="checkbox"/>
_____	_ _ _ - _ _ - _ _ _	<input type="checkbox"/>

B. Send this page along with papers that show the amount of money your household gets from each source of income.

The papers you send must show the **name** of the person who received the income, the date it was received, **how much** was received, and **how often** it was received.

Send information to: [address]

ACCEPTABLE PAPERS INCLUDE:

Jobs: Paycheck stub or pay envelope that shows the amount and how often pay is received; letter from employer stating gross wages and how often they are paid; or business or farming papers, such as ledger or tax books.

Social Security, Pensions, or Retirement: Social Security retirement benefit letter, statement of benefits received, or pension award notice.

Unemployment, Disability, or Worker's Comp: Notice of eligibility from State employment security office, check stub, or letter from Worker's Compensation.

Welfare Payments: Benefit letter from welfare agency.

Child Support or Alimony: Court decree, agreement, or copies of checks received.

Other Income (such as rental income): Information that shows the amount of income received, how often it is received, and the date received.

No Income: A brief note explaining how you provide food, clothing and housing for your household, and when you expect an income.

Military Housing Privatization Initiative: Letter or rental contract showing that your housing is part of the Military Housing Privatization Initiative.

Timeframe of Acceptable Income Documentation: Please submit papers that show your income at the time that you applied for benefits. If you do not have this information, you may submit papers from time of application up to time of verification.

If you have questions or need help, please call **[name]** at **[phone number]**. The call is free. **[Toll free or reverse charge explanation]**.

Sincerely,

[signature]

Privacy Act Statement: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the social security number of all adult household members. The social security number is not required when you apply on behalf of a foster child or you list a Food Assistance Program (FAP), Family Independence Program (FIP) or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer."

2. Schedule A is a list of all schools within the district and will be part of this Agreement.
3. Schools may be added to or deleted from the Schedule A and all references to that form shall include those amendments.
4. The State Agency shall promptly notify the Sponsor of any change in general requirements, in menu planning options, and in assigned rates of reimbursement.
5. A Sponsor, which operates its program under contract with a food service management company or under similar arrangement, *must* provide a copy of the management company contract to the State Agency to be eligible for participation.
6. The terms of this Agreement shall not be modified or changed in any other way other than by consent in writing of both parties.

B. THE STATE AGENCY AGREES THAT:

To the extent of the funds available, the State Agency shall reimburse the Sponsor in connection with the cost of providing a meal, afterschool snack, or milk in the schools listed in the attached Schedule A in any school year during which this agreement is in effect. The amount of reimbursement on behalf of any sponsor shall not exceed the lesser of (a) an amount equal to the number of lunches and/or afterschool snacks served to children of high school grade or under, multiplied by the rate assigned by the State Agency or (b) by such other rate as may be subsequently assigned by the State Agency.

C. THE SPONSOR AGREES THAT:

In general, the Sponsor supervises school food service operations in the schools listed in Schedule A and, in particular, will require each school to:

1. Operate a nonprofit food service and use program income only for program purposes. Such income shall not be used to purchase land or buildings, or to construct buildings. All direct costs for the school lunch program *must* be paid before indirect costs can be paid from reimbursement.
2. Accept federal funds and/or donated foods in accordance with the applicable regulations and to comply with any instructions, policies or procedures issued in connection with the regulations. The Sponsor further agrees to administer programs funded under this agreement in accordance with applicable provisions of the Uniform Federal Assistance Regulations, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments and Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other nonprofit organizations (7CFR Part 3015, 3016 and 3019) and all applicable Office of Management and Budget Circulars, State and local laws/regulations and Comptroller General opinions.
3. Limit its operating balance to a level consistent with program needs; and upon request by the State Agency, explain the need for balances of more than three months operating costs. (Depreciation reserve is not included in the operating balance.)
4. Maintain a financial system as prescribed by the State Agency.
5. Price the school lunch as a unit. Serve lunches meeting one or more of the five approved menu planning systems required for a reimbursable lunch, as described in 7CFR 210.10 during the period designated as the lunch period by the school.
6. Supply lunches without cost or at reduced price to children that qualify according to income criteria prescribed by USDA.

7. Supply afterschool snacks free of charge to all children when an Afterschool Care Program is located in a school building that is area eligible or in a non-school building that is in the attendance of a school that is area eligible. (Area eligible refers to a school where free and reduced price students comprise 50% or more of the enrollment.)
8. Supply afterschool snacks free of charge or at a reduced price, to children that qualify according to the income criteria prescribed by USDA, when Afterschool Care Programs are located in buildings that are not area eligible. To charge no more than 15 cents for a reduced price snack in a non-area eligible building.
9. All meals and snacks served *must* meet meal patterns/menu planning standards established by the USDA. However, if a child has been determined by a doctor to be disabled and the disability would prevent the child from eating the regular school meal, this school will make any substitutions prescribed by a doctor.
10. The Sponsor agrees to complete a Nutrition Review at least once every five years to ensure that school meals are in compliance with specific nutrient standards. The Nutrition Review is a requirement of the NSLP and the SBP (7 CFR 210.19 and 7 CFR 220.13).
11. Complete verification in accordance with the requirements of the regulations (7 CFR Part 245).
12. Maintain files of currently approved and denied free and reduced price applications, respectively. If applications are maintained at the School Food Authority (SFA) or Local Educational Agency (LEA) level, they *must* be readily retrievable by school building.
13. Comply with the requirements of USDA's regulations respecting nondiscrimination (7 CFR Parts 15, 15a & 15b).
14. Claim reimbursement at the assigned rates only for the type of lunches and snacks specified in Schedule A in this agreement served to eligible children. Make no discrimination against any child because of inability to pay the full price. To claim only one snack per child per day, snacks served on weekends, holidays, during vacation periods or before or during a child's school day will not be claimed for reimbursement.
15. Submit claims for reimbursement in accordance with procedures established by the State Agency.
16. Establish rules, as necessary, to control the sale of food in competition with the meals served under the program, provided that such rules shall not allow the sale of food in the categories of food of minimal nutritional value in the food service area during meal periods. Any profit from the sale of other competitive food *must* accrue to the benefit of the nonprofit school food service or the school or student organizations approved by the school.
17. Maintain in the storage, preparation, and service of food, proper sanitation and health standards, in conformance with all applicable state and local laws and regulations.
18. Purchase in quantities that can be efficiently utilized in the program. Purchases made with the program funds *must* also comply with the established procurement standards set forth in Program Regulations CFR 210.21 and 250.23 ("Buy American"), as well as the procurement standards set forth in the previously indicated Uniform Administrative Requirements.
19. Upon request, make all accounts and records pertaining to the program available to the State Agency, its agents, and USDA for audit or review at a reasonable time and place, as prescribed by regulation. The Sponsor agrees to comply with all audit requirements set forth in Program Regulations, Single Audit Act (31 U.S.C. sections 7501-7507), as amended by the Single Audit Act Amendments of 1996 (P.L. 104-156), Office of Management and Budget Circulars and Compliance Supplement Documents, and the Michigan School Auditing Manual.

20. The Sponsor agrees to the following requirements in the accepting and handling of USDA commodity food items:
- a. To furnish proper storage facilities to safeguard against theft, spoilage, and other losses as recommended by the State Agency. The State Agency and the USDA are authorized to inspect the storage facilities at any reasonable time.
 - b. To install thermometers, suitable ventilation, and provide specific temperatures for certain commodities. All commodities will be used on a First In, First Out (FIFO) basis.
 - c. If recommended storage for perishables is not available within the Sponsor's own buildings, it will be permissible to remove the commodities from the premises for the purpose of providing proper storage in local commercial locker plants or with merchants who have such storage, provided the Sponsor makes arrangements to maintain a current record of receipts, withdrawals and balances. Under *no* circumstances will commodities be stored in private homes.
 - d. Request and accept commodities on a 30-day supply basis *only*.
 - e. To use USDA commodities SOLELY for the benefit of the students. Under *no* circumstances will commodities be sold, traded, or used off the premises of the sponsor. The use of any USDA donated commodities by an ineligible recipient constitutes damage to the federal government under the law. When such irregularities are brought to the attention of the State Agency, it will be necessary for the Sponsor to make satisfactory settlement with the State Agency for the illegal use of such commodities.
 - f. To assume liability for all losses resulting from: gross neglect by failure to provide proper storage or care, failure of mechanical equipment, and improper use of any commodity. Recovery for the value of such losses will be made at the option of the State Agency.
 - g. Maintain a monthly inventory record which shall reflect, at a minimum, a record of receipts, withdrawals, and inventory balances of all commodities. The State Agency and USDA are authorized to inspect and audit these books and records, including financial records, at any reasonable time or place to insure compliance with the conditions in this Agreement.
 - h. Furnish the State Agency with an inventory of all USDA commodities on hand upon request of said State Agency.
 - i. That either the Sponsor or the State Agency may terminate this Agreement by giving a 30-day notice, in writing, to the other party. The State Agency may cancel this Agreement immediately upon receipt of evidence that the terms and conditions thereof have not been fully complied with. Subject to such notice of termination or cancellation of the agreement, the Sponsor agrees to comply with the instructions of the State Agency - either to distribute all remaining USDA commodities in accordance with provisions of this Agreement or to return such inventories to their distribution outlet upon written authorization from the State Agency - USDA commodities will *not* be transferred or destroyed without written permission from the State Agency - and to submit such reports as are required by the State Agency to record final distribution of such inventories.
 - j. Dispose of salvageable containers in accordance with instructions prescribed by the State Agency. Funds accruing from the sale of the containers, profits derived from the feeding program salvage of commodities, or recoveries from insurance involving lost donated commodities shall be used only for the payment of expenses related to the Commodity Distribution Program.
 - k. Report to the State Agency any complaint in connection with the condition or improper use of donated commodities.

21. Supply a copy of the annual audit of the food service program following the guidelines prescribed by the State Agency, if more than \$25,000 in reimbursement is received.
22. Provide a means to encourage student and teacher/parent input into the program.
23. Agree that the SFA official signing the claim shall be responsible for reviewing and analyzing meal counts to ensure accuracy governing claims for reimbursement (7CFR 210.8). Acknowledge that failure to submit accurate claims will result in the recovery of an over-claim and may result in the withholding of payments, suspension or termination of the program (7CFR 210.24). Acknowledge that, if failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft or fraudulent activity, penalties shall apply (7CFR 210.25).
24. Count the number of free, reduced price, and paid reimbursable meals served to eligible children at the point of service, or through another counting system if approved by the State Agency.
25. Only claim reimbursement for snacks served in eligible Afterschool Care Programs, i.e., After-school Care Programs that provide children with regularly scheduled activities in an organized, structured, and supervised environment.
26. Monitor, twice a year, each Afterschool Care Program that claims reimbursement for snacks. This monitoring review *must* assess each site's compliance with counting and claiming procedures and the snack meal pattern. The first review will take place during the first four weeks that school is in operation each school year and the second review takes place before the end of the school year.

PART 2. SCHOOL BREAKFAST PROGRAM

A. THE STATE AGENCY AND THE SPONSOR MUTUALLY AGREE THAT:

1. Schools may be added or deleted from Schedule A as need arises, and the references herein to Schedule A shall be deemed to include such schedule supplemented and amended including selection of menu planning options for each building.
2. A school which operates its breakfast program under a fee, concession or contract arrangement with a food service management company or under a similar arrangement *must* provide a copy of its management company contract to the State Agency, if one has not already been sent.
3. For the purpose of this Agreement, the following terms will mean, respectively:
 - a. Cost of providing a meal: Cost of food used, labor, benefits, supplies, depreciation, and indirect costs that can be associated with a breakfast served to a child.
 - b. School Year: A period of 12 calendar months beginning with July 1 of any calendar year and ending with June 30 of the following calendar year.
 - c. Nonprofit breakfast program: Food service maintained for the benefit of children, all of the income from which is used solely for the operation or improvement of such food service.
 - d. Sponsor: The board of education of a school district, which serves youth in high school grade or under, or the governing body of an institution. (The term also includes a "nonprofit agency," to which such school has delegated authority for the operation of its nonprofit food service program.)
4. The terms of this Agreement will not be modified or changed in any way other than by consent in writing of both parties hereto.

B. THE STATE AGENCY AGREES THAT:

To the extent of the funds available, the State Agency will reimburse the Sponsor in connection with the cost of providing a meal for the SBP in the schools listed in Schedule A in any school year during which this Agreement is in effect. The amount of reimbursement on behalf of any school will not exceed the lesser of (a) an amount equal to the number of breakfasts served to children of high school grade or under multiplied by the rate assigned by the State Agency or by such other rate as may be subsequently assigned by the State Agency, or (b) the cost of providing a meal (applies to severe need breakfasts).

The State Agency will promptly notify the Sponsor of any change in the minimum breakfast menu planning options or the assigned rate of reimbursement.

C. THE SPONOSOR AGREES THAT:

It will supervise school breakfast operations in the schools listed in Schedule A and will require each school to:

1. Operate a nonprofit breakfast program and use program income only for program purposes. However, such income shall not be used to purchase land or buildings, or to construct buildings.
2. Serve breakfasts, which have been planned using one of the five menu planning options designated in 7CFR 220.8, and that meet the requirements for a school breakfast during a period designated as the breakfast period by the school.
3. Price the school breakfast as a unit.
4. Supply breakfasts without cost or at a reduced price to all children who are determined by the school food authorities to be unable to pay the full price thereof.
5. Claim reimbursement only for breakfasts served to children that meet the requirements specified in 7CFR 220.8, at the rate assigned or by such other rate as the State Agency may subsequently assign.
6. Submit claims for reimbursement in accordance with procedure established by the State Agency.
7. Maintain in the storage, preparation and service of food, proper sanitation and health standards, in conformance with all applicable state and local laws and regulations.
8. Maintain necessary facilities for storing, preparing and serving food.
9. Upon request, make all accounts and records pertaining to the breakfast program available to the State Agency or USDA for audit or review at a reasonable time and place.
10. Not discriminate against any child because of inability to pay the full price of breakfast.

PART 3. SPECIAL MILK PROGRAM

(Only split-session preschool/kindergartens that do not have access to the School Breakfast Program or National School Lunch Program are allowed to participate in the Special Milk Programs in schools that also participate in one or more other Child Nutrition Programs.)

DEFINITION OF MILK - Includes fluid types of whole, lowfat, skim milk or cultured buttermilk, or flavored milk, which meets state standards for such milk. Milk should be fortified with 400 I.U. of Vitamin D and 2000 I.U. of Vitamin A. Flavored milk *must* meet the standard for whole, skim or lowfat milk to which flavoring has been added.

A. THE STATE AGENCY AND THE SPONSOR MUTUALLY AGREE:

1. To comply with and meet all responsibilities and requirements set forth in 7 CFR, Part 215, Special Milk Program regulations.
2. That Schedule A is a listing of schools or facilities within the district, and shall be a part of this Agreement.
3. That schools or facilities may be added to or deleted from Schedule A as need arises, upon request, and such references to Schedule A herein shall be deemed to include such amendments.

B. THE STATE AGENCY AGREES:

To the extent of the funds available, the State Agency shall reimburse the Sponsor for each one-half pint of fluid milk served to children (exclusive of those served with breakfast and/or lunch). The exact rate is determined annually according to USDA regulations and the funds available.

C. THE SPONSOR AGREES TO:

1. Provide one-half pint of fluid milk per serving. See the above definition of milk.
2. Ensure that the purchase price of milk shall not include straws, equipment purchases, vending machine rentals, other rentals, maintenance, service, etc.
3. Convert various size cartons of milk into one-half pints for reporting purposes.
4. Submit claim forms as prescribed by the State Agency.
5. Operate the program on a nonprofit basis. Any funds accruing as a result of the service of milk shall be use only for such purposes as will further increase the availability to and consumption of milk by children.

PART 4. RECORDKEEPING REQUIREMENTS

The Sponsor *must* keep full and accurate records of the Breakfast, Lunch, Afterschool Snack and Special Milk Programs to serve as a basis for the claim for reimbursement and for audit and review purposes. The records are to be kept three years after the date of the final claim for reimbursement for the fiscal year to which they pertain or as long as there are unresolved audit findings or investigations related to those records.

A. MEAL SERVICE:

1. Daily number of breakfasts, lunches, afterschool snacks, and special milk served to children.
2. Daily number of breakfasts, lunches, and afterschool snacks, by type, and special milk served free or at reduced price.
3. Daily number of breakfasts, lunches, afterschool snacks, and milk served to adults.
4. Daily amounts of food prepared and served (Production Records).
5. Daily attendance sheets/rosters for afterschool care programs serving snacks.

B. PROGRAM INCOME RECEIPTS:

1. From children's payments.
2. From federal reimbursement, including federal reimbursement under the National School Lunch and Child Nutrition Acts (National School Lunch, School Breakfast, Afterschool Snack, and/or Special Milk Programs).
3. From State reimbursement.
4. General Fund (subsidy).
5. Loans.
6. From all other sources (adult meals, catering, a la carte).

C. PROGRAM EXPENDITURES: (Supported by invoices, receipts or other evidence of expenditure.)

1. For food (include all milk).
2. For labor.
3. Repayment of loans or advances.
4. All other cash expenditures.

D. VALUE OF DONATIONS TO PROGRAM:

1. Donated food, exclusive of food donated by the USDA.
2. Donated services.
3. All donations other than food and services.

E. APPROVED AND DENIED FREE AND REDUCED PRICE APPLICATIONS

F. NOTICE TO PARENTS OF DENIAL OF FREE AND REDUCED PRICE BENEFITS

G. RECORD OF HEARING PROCEEDINGS ON FREE AND REDUCED PRICE ELIGIBILITY AND THE RESULTS OF SUCH HEARINGS

H. DESCRIPTION OF VERIFICATION EFFORTS, INCLUDING:

1. Summary of verification efforts, including techniques used.
2. Number of approved free and reduced price meal applications on file as of October 1 of each school year.
3. Number or percentage of applications verified.
4. The reasons for changes in eligibility as a result of verification.

PART 5. CIVIL RIGHTS REQUIREMENTS

The Sponsor *must* keep full and accurate records (documented) of compliance with all civil rights regulations. These activities and procedures are an ongoing requirement of the NSLP.

A. RACIAL/ETHNIC DATA:

1. Record numbers of approved children for free and reduced price meals according to racial/ethnic category (for *each* school building/facility).
2. Record numbers of denied applicants for free and reduced price meals according to racial/ethnic category (for *each* school building/facility).
3. Maintain this information on file for three years.

B. PUBLIC NOTIFICATION:

1. Include the nondiscrimination statement in all printed materials.
2. Program material *must* include the following information: Complaints may be filed directly to the Secretary of Agriculture.
3. Display a nondiscrimination poster in a prominent place in each school building/facility.

C. COMPLIANCE REVIEWS:

Sponsor *must* visit/review all school buildings/facilities each year in order to ensure civil rights compliance.

D. COMPLAINT/GRIEVANCE PROCEDURES:

1. Sponsor *must* develop and implement a procedure to accept written and verbal complaints/grievances. All information *must* be properly documented.
2. Assign a complaint/grievance coordinator for Title IX (Equal Sex Opportunity) Section 504 (Equal Opportunity for Handicapped Persons). This requirement applies only if the Sponsor employs 15 or more employees.

PART 6. CERTIFICATION

To qualify for federal assistance, the program application *must* be accompanied by a written assurance that the program or facility will be operated in compliance with the civil rights laws and implementing nondiscrimination regulations.

- A. The Sponsor agrees to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.): all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and FNS directives and guidelines, to the effect that no person shall, on the grounds of race, color, national origin, sex, age or handicap, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the sponsor receives federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.
- B. By accepting this assurance, the Sponsor agrees to compile data, maintain records and submit reports, as required, to permit effective enforcement of the nondiscrimination laws and permit authorized USDA personnel during normal working hours to review such records, books and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, Food and Nutrition Service shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the sponsors and its successors, transferees and assignees, as long as they receive assistance or retain

possession of any assistance from the department. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the sponsor.

- C. The SFA certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any federal department or agency. Additionally, the SFA certifies that its vendors/sub recipients are neither excluded nor disqualified under the suspension and debarment rules found at 7CFR section 3017.300 by checking the Excluded Parties List System (EPLS). This information can be found at www.epls.gov.
- D. Private Schools and Residential Child Care Institutions (RCCIs) certify to tax-exempt status from income tax under 501(c)(3) of the Internal Revenue Code of 1954, as amended.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.

Authority: Child Nutrition Act of 1966.
Completion: Voluntary.

Michigan Department of Education
Grants Coordination and School Support
School Nutrition Training and Programs
P.O. Box 30008
Lansing, MI 48909
517-373-3347



2009-10 NATIONAL SCHOOL LUNCH/COMMODITY DISTRIBUTION SPECIAL MILK, AFTERSCHOOL SNACK, AND BREAKFAST PROGRAMS

POLICY STATEMENT

<u>Child Nutrition Program</u>	<u>Agency/Subagency</u>	<u>CFDA #</u>	<u>Program Title</u>
School Lunch	USDA/Food and Nutrition Service	10.555	National School Lunch Program
- Including Commodity Food Distribution	USDA/Food and Nutrition Service	10.555	Food Donation
Afterschool Snack	USDA/Food and Nutrition Service	10.555	National School Lunch Program
School Breakfast	USDA/Food and Nutrition Service	10.553	School Breakfast Program
Special Milk	USDA/Food and Nutrition Service	10.556	Special Milk Program for Children
Summer Food Service Program	USDA/Food and Nutrition Service	10.559	Summer Food Service Program for Children
Child and Adult Care Food Program	USDA/Food and Nutrition Service	10.558	Child and Adult Care Food Program

The Local Educational Agency (LEA) assures the Michigan Department of Education (MDE) that the school system will uniformly implement the following policy to determine children's eligibility for free or reduced price school meals in all National School Lunch, School Breakfast, Afterschool Snack, and/or Special Milk Programs in schools under its jurisdiction.

The following forms are adopted with and considered part of this policy:

Letter to Parents

- Free Milk Application
- Free and Reduced Price School Meals Family Application

Application Form

- Free Milk Application
- Free and Reduced Price School Meals Family Application

Sharing Information with Other Programs

Approval-Disapproval Form

Public Release

- Sample Public Release for Free and Reduced Price Meals

A. The State Agency agrees to:

Submit the informational public release containing the same information outlined in the *Letter to Parents*, to local unemployment offices, major employers contemplating large layoffs, and minority and grass root organizations.

B. The LEA (including Residential Child Care Institutions (RCCIs) with day treatment programs) agrees to:

1. Submit to MDE any alterations to the *Letter to Parents*, *Family Application for Free and Reduced Price School Meals*, *Family Application for Free Milk*, etc., prior to implementation. Such changes will be effective only upon approval. All changes in eligibility criteria must be publicly announced in the same manner used at the beginning of the school year.

2. Develop and send to each child's parent or guardian a letter, as outlined herein, including an application form for free or reduced price school meals or free milk at the beginning of each school year and whenever there is a change in eligibility criteria. Only the reduced priced guidelines may be included in the School Meals Program *Letter to Parents*. The free scale is used for Special Milk Program *Letter to Parents* only.

Parents will be requested to complete the application and return it to the Eligibility Determination Official for review. Such applications and documentation of action taken will maintained for three years after the end of the fiscal year to which they pertain.

3. Designate an Eligibility Determination Official to review applications and make the determination of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free and reduced price meals and/or free milk.

In certain cases, foster children are also eligible for these benefits. If a household has foster children living with them and wishes to apply for free and reduced price school meals and/or free milk for those children, the household must provide the information asked for on the application.

Applications may be filed at any time during the year. Any parent enrolling a child in a school for the first time, at any time during the year, shall be supplied with such documents. If a child transfers from one school to another under the jurisdiction of the same school food authority, his/her eligibility for free meals, or reduced price meals will be transferred to and honored by the receiving school.

All children from a family will receive the benefits they qualify for. Within ten working days of the receipt of the applications, the eligibility determination must be made. Parents or guardians will be notified individually of the acceptance or denial of their applications. Children will be served free and reduced price school meals and/or free milk immediately upon the establishment of their eligibility.

When an application is rejected, parents or guardians will be informed in writing of the reason for denial and of the fair hearing procedure.

4. Establish and use a fair hearing procedure for parents' appeals of the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to the continued eligibility of any child for free and reduced price meals and/or free milk. During the appeal and hearing, the child will continue to receive free and reduced price meals and/or free milk. A record of all such appeals and challenges and their dispositions shall be retained for three years.

Prior to initiating the hearing procedure, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:

- a. A publicly-announced, simple method for making an oral or written request for the hearing.
- b. An opportunity to be assisted or represented by an attorney or other person.
- c. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
- d. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.

- e. An opportunity to present oral or documentary evidence and arguments supporting its position.
 - f. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
 - g. That the hearing be conducted and the decision made by a hearing officer who did not participate in the decision under appeal.
 - h. That the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and made part of the hearing record.
 - i. That the parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
 - j. That for each hearing, a written record be prepared, including the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision.
5. Verify applications for meal benefits in accordance with program regulations and maintain records of such verification. Prepare a summary of verification results according to regulatory requirements.
 6. Serve free meals or free milk to children from families whose income is at or below the guidelines listed in Scale A (*Guidelines for Use in Schools*).
 7. Serve reduced price meals to children from families whose income is at or below the guidelines list in Scale B (*Guidelines for Use in Schools*).

Reduced price meals must be provided with a maximum charge is \$0.40 for lunch, \$0.30 for breakfast and \$0.15 for afterschool snack.

8. Provide these benefits to children of families who are experiencing strikes, layoffs and unemployment, which cause the family income to fall below the guidelines in *Guidelines for Use in Schools*.
9. Establish a procedure to collect from children who pay for meals or milk and to account for the number of free, reduced price, and full price meals served and the number of half-pints of full-price and free milk served. This procedure will be used so that no other child in the school will consciously be made aware of such procedure or the identity of the children receiving free and reduced price meals and/or free milk.
10. The names of the children eligible to receive free meals or milk or reduced price meals shall not be published, posted, or announced in any manner. LEAs may disclose, without parent/guardian consent, participants' names and eligibility status (whether they are eligible for free meals or free milk or reduced price meals) to persons directly connected with the administration or enforcement of federal education or state education programs such as Title I, MEAP, and No Child Left Behind. In order to release the names for any other purpose such as research, grant applications, etc., the parent or guardian must sign a *Sharing Information with Other Programs* statement. Such *Sharing Information with Other Programs* must be maintained on file in the food service office. Parents must be informed that failure to grant the *Sharing Information with Other Programs* does not change their child's eligibility to receive free or reduced price meals or free milk.

11. No physical segregation of, nor any other discrimination against any child because of inability to pay the full price of the meal or milk. There shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free meals or reduced price meals shall *not* be required to:
 - a. Use a separate lunchroom.
 - b. Go through a separate serving line.
 - c. Enter the lunchroom through a separate entrance.
 - d. Eat meals or drink milk at a different time.
 - e. Eat a meal or drink milk different from that sold to children paying the full price.
 - f. Work for their meals or milk.
12. In the operation of child feeding programs, no child shall be discriminated against because of race, sex, color, national origin, age, or disability.
13. The RCCIs *without* day treatment programs: (1) only 11 are applicable and (2) the child's income does not include money paid by the parent, state, or other agency for the cost of care of the institutionalized child. Only savings accounts, social security payments, trusts, in-pocket money, wages, etc. count as income to the child.