

FREE AND REDUCED PRICE MEAL ELIGIBILITY

761/256

1. Each school year, after October 31, the administrative secretary shall produce a list of students who have approved applications for free or reduced lunches according to federal regulations and signed by the business manager.
2. Recipient families whose eligibility will be verified will be selected free of discrimination due to race, sex, color, national origin, religion, and/or disability.
3. The number of approved applications will be totaled, and three percent or more of this total will be computed to determine the number of verifications to be completed each year.
4. Applications will be selected for verification by using either the error-prone method* or the random sample method**.
5. Selected households will be notified via a letter sent to them; they will also receive a sheet of verification documentation information to aid them, and, if applicable, form letters that they might use to get verification from Food Stamp/AFDC or W-2 and/or Social Security officials.
6. If a selected household refuses to cooperate with the request for documentation to expedite verification of income, eligibility will be terminated. The termination notice will include the details regarding an appeal.
7. Households given notice of termination have ten (10) days to appeal the termination to the Superintendent of schools. During those ten (10) days, the free/reduced meals will continue to be provided to the children.
8. Each year the Superintendent of schools will complete a record file showing the following information:
 - a. A summary of the verification efforts.
 - b. The total number of applications on file on October 31.
 - c. The percentage or number of applications verified.
9. Records will be kept for three years, following the close of the fiscal year. The secretary will maintain, in addition to the items listed in number eight above, the following information:
 - a. How applications were selected.
 - b. How applications were verified.

- c. The dates notices were sent.
 - d. Notes on any contact made.
 - e. The results of verification.
 - f. The reasons for any denial or change of eligibility.
 - g. The signature of the verifying official confirming that verification records are accurate.
10. A family's rights of privacy will be respected and maintained during the verification process.

*Error-prone Method: All applications start with a score of 0. Question 1: An application is given one point if the total monthly income is within \$120 of the free or reduced price eligibility cutoff. Question 2: Another point is added if the reported total monthly income is within \$60 of the free or reduced price eligibility cutoff. Question 3: Finally, a point is added if the applicant does not report receiving food stamps. The resulting score has a value ranging from 0 to 3. Highly error-prone applications will have a score of 3 while applications that are not error prone will have a score of 0. Once applications are scored, those with the highest scores are verified.

Error-prone profile selection is designed to identify those applications with a high likelihood of error. It is not designed to select only three percent or 3,000 applications for verification. Thus, it is possible to select a greater or fewer number of applications than is required. If this occurs, it may be desirable to add or subtract approved applications.

**Random Sample Method: All of the approved applications will be put in a numerical order, a number between 1 and 25 will be identified, and that number will be used to complete a random selection process to receive the three percent we are to verify.

Approved
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