

FREE AND REDUCED PRICE FOOD SERVICES

The District shall take part, as feasible, in the Child Nutrition Programs to assure that all children in the District receive proper nourishment. In accordance with the guidelines for participation in these programs, no child believed to be improperly nourished shall be denied a meal simply because proper application has not been received from his/her parents or guardian.

ELIGIBILITY CRITERIA AND SELECTION OF CHILDREN

In designating children to receive free and reduced price meals, consideration will be given to children from families (a) with income below that established yearly by the state; (b) eligible to receive any form of public assistance or certified to participate in the government donated commodities or food stamp programs; and/or (c) unable to pay the full price in the judgment of officials designated to determine eligibility.

In making individual determinations and in providing the free or reduced price meals, every effort shall be made to avoid overt identification to the peers of children receiving such meals. No child shall be required to work for a free or reduced price meal.

Application forms shall be available to parents or guardians of children who may request free or reduced price meals, and a file of applications and **determinations** shall be maintained.

The food service department and business office shall maintain a system of collecting payments from paying children and accounting for free and reduced price meals in a manner which will protect the anonymity of children receiving free or reduced price meals.

APPEAL

Decisions of the Determining Official may be appealed to the Hearing Official as identified in the District's current School Nutrition Program contract with Wisconsin Dept. of Public Instruction School Nutrition Team.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.fns.usda.gov/cr/discrimination-complaint-form> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: Program.Intake@usda.gov

This institution is an equal opportunity provider.

LEGAL REF.: 115.34 - Wisconsin Statutes
120.10(16) - Wisconsin Statutes
120.13(6) - Wisconsin Statutes
120.13(10) - Wisconsin Statutes

APPROVED: October 29, 1985
September 16, 2013
December 17, 2018
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