

North Santiam School District

Code: **EFAA**
Adopted: 12/18/97
Revised/Readopted: 12/19/02; 2/19/15
Orig. Code(s): EFAA

Child Nutrition Program

The district participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

Child Nutrition-Public Notification

The Oregon Department of Education (ODE), Child Nutrition Services will assume responsibility for the press release containing both the free and reduced price eligibility guidelines. The parent letter will also be provided to the local news media, local unemployment offices and major employers contemplating or experiencing large layoffs. The public release and letter to the parents or application for benefits will include the following statement. The USDA and state of Oregon are equal opportunity providers and employers.

Lunch shall be an offer vs. serve program.

In complying with state and federal laws and regulations relating to such services, the district will maintain written administrative procedures that follow NSLP and SBP regulations regarding:

1. Complete a permanent program agreement with the ODE submit updated program information annually;
2. Designate an employee(s) to determine who is eligible for the free or reduced price meals;
3. Use the federal income guidelines to determine eligibility;
4. Distribute to each students' parents the sample program letters and confidential application forms as provided by the ODE or develop its own materials. If the district develops its own materials, the parent letter and confidential application form for free and reduced-price meals and free milk will be submitted for ODE approval before printing and distribution;
5. Develop and make available to each student an instruction letter, application and qualifications to be eligible for free and reduced priced meals;
6. Establish a fair hearing process under which a household can appeal a decision made by the district;
7. Insure compliance for nondiscrimination, civil rights assurance and confidentiality for children participating in the program;
8. Follow civil rights complaint procedures;

9. Develop a collection procedure and accountability system;
10. Ensure nutritional content of meals served;
11. Comply with sanitation rules and guidelines for school food services as promulgated by state and local health divisions.

Any policy or procedural change made by the district will be submitted to the Oregon Department of Education, Child Nutrition Program (if applicable) prior to implementation. All changes in eligibility criteria must be publicly announced in the same manner used at the beginning of the school year.

END OF POLICY

Legal Reference(s):

[ORS 327.520 to -327.535](#)

[OAR 581-051-0100](#)

[OAR 581-051-0400](#)

[OAR 581-022-1530\(2\)](#)

[OAR 581-051-0305](#)

[OAR 581-051-0310](#)

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2001).

U.S.D.A., ELIGIBILITY GUIDANCE FOR SCHOOL MEALS MANUAL.

U.S.D.A., FNS INSTRUCTION 765-7 REV. 2: HANDLING LOST, STOLEN AND MISUSED MEAL TICKETS.

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§ 203, 205.