



**FREE AND REDUCED PRICED MEALS PROCEDURE
(CHN-P001)**

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure describes the initial application process for determining student eligibility for Free and Reduced priced meals under the National School Lunch Program and the School Breakfast Program as USDA regulations require.

2.0 RESPONSIBILITY:

- 2.1 Free and Reduced Coordinator

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer (CFO)

4.0 DEFINITIONS:

- 4.1 Direct Certification: The simplified method of determining children’s eligibility for free meals without having the family complete a free and reduced meal application, based on information obtained from the state for student receiving Temporary Assistance to Needy Families or food stamp benefits.
- 4.2 Grace Period: Period of time which participants receive meal benefits based on previous school year eligibility status. The maximum length of the grace period is 30 operating days.

5.0 PROCEDURE:

- 5.1 The Child Nutrition Department makes a request to Printing Services in sufficient time for copies of the Application for Free and Reduced Priced Meals (CHN-F001) and the Letter to Households to be printed and delivered to each school by the first week of each new school year.
- 5.2 Instructions on how to apply and Letter to Households are distributed by the schools to every student as required by USDA regulations. Applications are made available online and paper applications are made available at each school and the Child Nutrition Department.
- 5.3 Any family desiring a student to participate in the Free and Reduced Price Meals program submits an application either online or to the school unless they have been notified of approval through “direct certification”. All children in one household who attend the Clarksville-Montgomery County School System must be identified on one application except as instructed in the Letter to Households.
- 5.4 Schools submit applications to the Central Office Child Nutrition Department for processing.
 - 5.4.1 Completed online applications are submitted automatically to Child Nutrition through their computer software system.



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- 5.5 Applications are checked for completeness and processed within ten business days of receipt.
 - 5.5.1 Completed applications are dated stamped and information is keyed into the Child Nutrition database, which calculates eligibility status and generates notification letters.
 - 5.5.2 Incomplete applications are returned to the school for distribution to students with letter (CHN-F034) outlining required information.
- 5.6 Central Office Child Nutrition Department sends notification letters to the schools for distribution to students noting approval or denial to the Free and Reduced Program. Current year approval or denial immediately overrides the eligibility status on grace period.
- 5.7 Applicants who wish to question the decision of status contact the Hearing Official as stated in the notification letter. The Hearing Official listens to the concerns, reviews any additional information submitted and advises the applicant of a decision.
- 5.8 Students receive benefits within 3 days of processing date as identified in the notification letter.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Application for Free and Reduced Priced Meals
- 6.2 Letter to Households
- 6.3 Notification Letter
- 6.4 Incomplete Application Notice (CHN-F034)
- 6.5 Direct Certification Notice
- 6.6 Parent Cut-Off Letter
- 6.7 Verification of Eligibility (CHN-P006)
- 6.8 Income Eligibility Guidelines
- 6.9 USDA Regulations

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Completed Applications hard copy	Child Nutrition Department	Current plus 5 years	Shredded	Secured Building
Completed	Computer	Current year	Delete	Hard drive



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Applications

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/22/03	A	Clarified scope, removed Family Application definition and added Grace Period definition, rearranged & clarified steps, added form letters and Income Eligibility Guidelines to associated documents, corrected & added retention information and updated flowchart
11/28/11	B	Added Logo. Updated format.
11/12/12	C	Revised procedure to include online submission
4/23/13	D	Added CHN-F034 Incomplete Application Notice
6/3/14	E	Add Verification of Eligibility CHN-P006 to Associated Documents; Change title to Free and Reduced Coordinator

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

***** End of Procedure *****

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