

SCHOOL DISTRICT OF WAUPACA

SERIES 700 SUPPORT SERVICES

CODE: 761

FREE & REDUCED PRICE MEAL VERIFICATION PROCEDURES

1. As free and reduced meal applications re received at the beginning of the school year, the Food Service Director will approve applications per income guidelines and insure completeness to the following criteria:
 - a. name and address of qualifying family
 - b. name of all household members
 - c. social security number of an adult household member, or an indication that an adult has no social security number
 - d. total household income
 - e. signature of an adult member of the household
2. The Food Service Director will maintain a file of applications received and will notify the household in writing of approval or denial of the application and the reason. The Food Service Director will also maintain a listing of children approved for free or reduced meals and those children denied. This listing will be used to inform the schools of students eligible for free or reduced meals. The listing will also provide information necessary to complete the monthly claim report.
3. The Food Service Director will select a random sample of approved applications on file as of October 31st for income verification using the following procedures:
 - a. Sample sizes will be determined by multiplying the approved applications on file by 3%.
 - b. A random sampling will be done by computer selection.

This manner of selection should allow for a sample selection free of discrimination, on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.
4. Households included in the sample will be notified in writing of the appropriate income documentation to be provided. Documentation is to be provided within 10 days of notification.
5. If a selected household refuses to cooperate with the request for documentation, eligibility will be terminated. Notice will be sent, allowing ten (10) school days of the benefit to continue following the date of notice.
6. Households given notice of termination have ten (10) days to appeal the termination to the Business Manager. The termination notice will include the details regarding an appeal.

7. Each year the Food Service Director will complete a record file showing the following information:
 - a. a summary of the verification efforts
 - b. a total number of applications on file on October 31st
 - c. the percentage or number of applications verified
8. Records will be kept for three years, following the close of the fiscal year. The Food Service Director will maintain, in addition to the items listed in number 7 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
9. A family's rights of privacy will be respected and maintained during the verification process.

ADOPTED: 121387

REVISED: 021291, 091394

REVIEWED: 021489, 071393

LEGAL REFERENCE:

CONTRACT REFERENCE:

CROSS REFERENCE:

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.