



## Free and Reduced-Price Policy Statement

### Introduction

In accordance with 7 CFR 245.10, each School Food Authority (SFA) participating in the National School Lunch Program (NSLP), School Breakfast Program (SBP), and/or the Special Milk Program (SMP) with the free milk option must have an approved Free and Reduced-Price Policy Statement on file with the Arizona Department of Education (ADE) that accurately describes its current free and reduced-price policies. SFAs just beginning participation in the NSLP, SBP, or SMP must submit their policy statement to ADE for review as part of the new SFA application process. The policy statement becomes a permanent document but must be amended when the SFA makes a substantive change to its free and reduced-price policies. Amendments must be submitted for review by ADE by October 15 each year.

### Policy Statement

SFA Name: Paloma School District #94

Date: 07/05/2023

This statement applies to the programs in which the SFA will be participating as indicated on the application and agreement.

In fulfilling its responsibilities to implement a policy that conforms to United States Department of Agriculture (USDA) regulations regarding determination of children's eligibility for free and reduced-price benefits

Paloma School District #94 wishes to state the following:

A. Paloma School District's CNPWeb Sponsor Application will be updated each school year to reflect the following:

- The household application, application letter, and notification letters provided to households applying for benefits will be those provided by ADE
- And/or a customized household application, application letter, and notification letters have been developed and will be provided to households applying for benefits. Customized applications and letters must be reviewed and approved by ADE prior to use.

B. Irma Garia is the LEA official that has been designated to make eligibility determinations.

C. The following direct certification procedures have been implemented:

We have created an excel spreadsheet with enrolled student names and birthdates to upload to CNP Direct Certification to get results.

D. The following procedures for accepting applications for benefits have been implemented:

If a child is a no match on direct certification, then that child will get an application. The application is then certified by the next day after it is resolved.

E. Eligibility will be determined in accordance with the current Income Eligibility Guidelines (IEGs).

F. A foster child will be categorically eligible for free meals. A foster child may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children, as including children in foster care as household members can help other children in the household qualify for free or reduced-price meals. If the foster family is not eligible for free or reduced-price meal benefits, this does not prevent a foster child from receiving free meal benefits.

G. Households with children who are categorically eligible under Other Source Categorically Eligible Programs will be instructed to contact the school for assistance in receiving benefits and to mark the relevant box on the application to indicate their status.

H. ADE and Paloma School District #94 will ensure there are no barriers for participation in the NSLP, SBP, and/or SMP for Limited English Proficient (LEP) families and will communicate with parents and guardians in a language they can understand throughout the certification and verification processes.

I. Paloma School District #94 will abide by the hearing procedures set forth in 7 CFR 245.7 and nondiscrimination practices set forth in 7 CFR 245.8.

J. Paloma School District #94 will complete verification activities by November 15 each year as specified by 7 CFR 245.6(a) using the following procedures:

Use the standard sampling method to determine the # of applications selected for verification.

K. Paloma School District #94 will maintain all records pertaining to verification activities as required by 7 CFR 245.6(a)(3)(c).

L. Paloma School District #94 will submit to ADE a summary report of verification activities performed as required by 7 CFR 245.6(a)(h) by February 1 each year.

M. The following measures have been taken to prevent disclosure of confidential free and reduced-price eligibility information, as is required by 7 CFR 245.6(f-k):

Information is kept in a locked file cabinet that only Irma Garcia has access to.

N. Paloma School District #94 has implemented the following policies per site regarding meal charges:

We do not charge for meals because our students receive breakfast and lunch at no charge regardless of their status.

O. When more than one lunch, breakfast, or type of milk is offered which meets the requirements of 7 CFR parts 210.10, 220.8 or 215.2, children eligible for free or reduced-price benefits will have the same choice of meals and/or milk that is available to those children who pay the full price for their meals and/or milk. To prevent overt discrimination of children receiving free or reduced-price meals, the following methods of collecting payment from children paying the full or reduced-price of the meal will be implemented:

All students receive free breakfast and lunch regardless of their application status.

P. When selling competitive foods during a meal service, the following practices will be implemented to prevent overt identification of the children receiving free or reduced-price meals:

School meals are free of charge to all students regardless of their application status.

Q. Paloma School District #94 will notify the public through a public/media release which will be provided to applicable local media, unemployment offices, and major employers contemplating large layoffs in the attendance area of its schools. The release will include the name(s) of the school(s) approved to operate the NSLP, SBP, and/or SMP in CNPWeb, Income Eligibility Guidelines (IEGs) for free and reduced-price meals, and other information required to be contained in the letter to households. A copy of the public/media release which will be used is attached to this statement.

Irma Garcia, Food Service Director

Print or Type Name and Title

Irma Garcia

Authorized Signature

Paloma School District #94

SFA Name

07/05/2023

Date

*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.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, 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*
- 2. 1400 Independence Avenue, SW*
- 3. Washington, D.C. 20250-9410;*
- 4. fax: (202) 690-7442; or*
- 5. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

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