
AURORA PUBLIC SCHOOLS
Adopted May 1974
Revised September 1978
Recoded June 1993
Revised September 2007
Revised June 2017

APS Code: EFC

FREE AND REDUCED-PRICE NUTRITION SERVICES

District participation in the school breakfast, lunch, summer school food service program, commodity programs and other child nutrition programs at the discretion of the of the Nutrition Services Department shall be in accordance with rules and regulations established by the U.S. Department of Agriculture as interpreted by the Child Nutrition Services Unit of the Colorado Department of Education.

LEGAL REFS.: 42 U.S.C. 1751 *et seq.* (National School Lunch Act)
7 C.F.R. 245.5 (must inform families of the availability of reimbursable school meals and provide information about applying for free or reduced price meals.
C.R.S. 22-32-120 (food services)
C.R.S. 22-82.7-101 *et seq.* (Start Smart Nutrition Program provides funding to eliminate amount students who qualify for reduced price meals pay in school breakfast program)
C.R.S. 22-82.9-101 *et seq.* (Child Nutrition School Lunch Protection Program provides funding to eliminate amount students in preschool through fifth grade pay for school lunch program, if they qualify for reduced meals)

CROSS REF.: EF, Food Services

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The procedures for administration of free and reduced price meals are as follows.

- A. The nutrition services department will develop a letter and application form for free and reduced-price meals to be mailed to every enrolled child's parent or guardian in July. Further, a press release containing the same information provided in the parent letter will be submitted to the news media.
- B. Applications and documentation of actions taken will be maintained for three years plus the current year, including after graduation or withdrawal from the district.
- C. Applications may be filed at any time during the school year. A parent or guardian enrolling a child in a school for the first time shall receive the letter and application form from centralized admissions.
- D. The nutrition services department will review the applications and make an eligibility determination using the criteria outlined below.
- E. Free and reduced-price meals will be served to children from families whose income falls within the poverty guidelines established by the Secretary of Agriculture. A schedule of the Income Poverty Guidelines will be distributed by the nutrition services department to each school on a yearly basis.
- F. Benefits will be provided to any child whose family's income falls within the minimal income level (see E. above).
- G. The nutrition services department will participate in direct certification with the Colorado Department of Education. This process involves the enrolled students being matched with the state food stamp records. Free eligibility is provided to all students who are a perfect match. If the match isn't complete, the family must file a completed application.
- H. All children from the household application are to receive the same benefits.
- I. If a child transfers from one school to another within the district, eligibility for a free or reduced-price meal will be transferred to, and honored by, the receiving school.
- J. Parents or guardians are to be notified within 10 working days of the receipt of their

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application as to its acceptance or denial. Parents are expected to pay for meals until the meal application is processed. Children will receive meals immediately upon establishment of their eligibility.

If a child is approved as eligible for reduced meals, s/he should receive credit for additional monies paid after the date of approval.

If a child is approved as eligible for free meals, s/he should receive a refund for monies paid after the date of approval.

If a child is approved as eligible for free meals and there is a negative balance in the account, s/he should pay the negative balance to zero.

- K. When an application is denied, the parents or guardians are to be informed of the reason and the right to a hearing.
- L. The designated hearing officer shall be the chief financial officer or designee.
- M. The hearing procedure shall be as follows:
 - 1. A written request for a hearing shall be made;
 - 2. The person requesting the hearing may be represented by an attorney or some other person;
 - 3. The hearing officer shall be responsible for:
 - a. scheduling the hearing;
 - b. presiding over the hearing;
 - c. hearing the evidence and arguments;
 - d. making a decision based on the evidence and arguments presented and notifying parties in writing of said decision; and
 - e. preparing a written summary of the hearing and preserving said record for a period of three years;
 - 4. The director of nutrition services or designee shall attend the hearing to present

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evidence and arguments; and

5. Both parties have the right to:
 - a. examine all documents and reports presented as evidence;
 - b. present oral or documentary evidence and arguments supporting their positions; and
 - c. question or rebut any testimony or other evidence.

- N.** There will be no physical segregation or other discrimination against any child because of the inability to pay the full price of a meal. The names of children eligible to receive free or reduced-price meals shall not be published, posted or announced in any manner, and there shall be no overt identification of such children by use of special tokens, tickets or other means. Further assurance is given that children shall not be required to:
 1. Work for their meals or milk;
 2. Use a separate lunchroom;
 3. Go through a separate serving line;
 4. Enter the lunchroom through a separate entrance;
 5. Be served meals or milk at a different time; or
 6. Be served meals different from that sold to children paying the full price.

- O.** In the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color or national origin.