

**Regulation**

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FREE OR REDUCED-PRICE LUNCHES/MILK

Eligibility

The following procedure shall be followed in determining the eligibility of students for free or reduced price meals:

- A. The principal shall determine which individual students are eligible for a free or reduced price meal under the established policy.
- B. The school district shall provide application forms for free and reduced price meals to all parents/guardians and to any interested community groups and agencies who request them.
  - 1. Eligibility for free or reduced price meals shall be determined from the information provided on the application form.
  - 2. Within seven days of receipt of an application, a decision regarding eligibility shall be made, and parents/guardians shall be notified in writing by mail of that decision.
  - 3. If a positive determination is made, the student shall begin to receive the free or reduced price meal immediately.
- C. In cases where for various reasons parents/guardians or other adult members of the family do not initiate a request for a free or reduced price meal, the classroom teacher, principal, visiting teacher, school nurse or other official may complete an application to establish eligibility when needed for such students.

The school shall keep on file for the duration of the current school year a report of all applications and appeals made and the action taken thereon.

Hearing

If a student is found to be ineligible on the basis of the information provided on the application, a family is permitted to appeal the decision to the chief school administrator.

If a solution is not reached an appeal may be made according to the procedures for student complaints in board policy 5145.6 Pupil Grievance.

Anonymity

In order to protect the anonymity of students receiving a free or reduced price meal, the following procedures shall be observed:

- A. A voucher/ticket purchasing system shall be employed in the district. The school community shall be notified that lunch voucher/tickets may be purchased in advance and for any number of meals desired.
- B. A cash and voucher/ticket system shall be used in the lunchroom. Free/reduced lunch/milk recipients shall be issued the voucher/ticket required for purchase of lunch. Vouchers/tickets shall be distributed to free/reduces-price meal plan recipients and paying students in the same manner to protect anonymity.
- C. The names of students determined to be eligible for free or reduced price meals shall not be published, posted or announced.
- D. Students receiving free or reduced price meals shall not be required as a condition of receiving such meals:

FREE OR REDUCED-PRICE LUNCHES/MILK (regulation continued)

1. To use a separate lunchroom, entrance or serving line;
2. To eat a different meal, or at a different time or use a different medium of exchange than paying students; or
3. To work for their meal.

NJSBA Review/Update: November 2009  
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