



POLICY STATEMENT FOR FREE MEALS - CAMPS

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
CHILD NUTRITION AND FOOD DISTRIBUTION PROGRAMS
SFN 52267 (9/14)

The _____ has agreed to participate in the Summer Food Service Program and accepts responsibility for providing Program benefits to eligible children in the site(s) under its jurisdiction.
(Name of Sponsoring Organization)

Camps Which Do Not Charge Separately For Meals:

The Sponsor assures the State Agency that although there is no separate or identified charge established for meals, it will uniformly implement the following policy. In fulfilling its responsibilities, the Sponsor:

- A. Agrees that no meals will be claimed unless there is adequate documentation on file to support the claim.
- B. Agrees to maintain on file for three years supporting documentation described in Item A.
- C. Agrees that there will be no physical segregation of, nor any other discrimination against, any child. The names of the children for which meals may be claimed shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such children by any means. Further assurance is given that all children shall be served the same meals.
- D. Agrees that in the operation of the program, no child shall be discriminated against because of race, sex, color, national origin, age, or disability.
- E. Agrees to designate _____ to make determinations of eligibility for purposes of claiming meals. This official will use the criteria outlined in this policy to determine for which individual children claims may be made for free meals.
(Name and Title)
- F. Agrees to submit a description of the method for accepting income applications.
- G. Agrees that the Letter to Households and/or other descriptive materials distributed to households shall only contain the reduced-price eligibility guidelines.
- H. Agrees to establish a procedure to account for meals claimed.
- I. Agrees to announce in the media serving the area from which it draws its attendance the availability of free meals. The announcement shall include the USDA nondiscrimination clause: The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation or all or part of the individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html , or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov .

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339; or (800)845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Attachments: The following attachments are adopted with and considered part of this policy:

- ❖ Income Eligibility Guidelines
- ❖ Letter to Households
- ❖ Application for Free Meals
- ❖ Public Release

Signature of Authorized Representative
Signature of State Director, Child Nutrition and Food Distribution Programs

Date
Date

