



POLICY STATEMENT FOR FREE AND REDUCED-PRICE MEALS/CACFP – NO CHARGE

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

CHILD NUTRITION & FOOD DISTRIBUTION PROGRAMS

SFN 52892 (5/10)

Local Agency	Date
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The above named local agency has agreed to participate in the Child and Adult Care Food Program and accepts responsibility for claiming free and reduced-price meals to eligible participants in the facilities under its jurisdiction, effective the date entered above.

The local agency assures the State Department of Public Instruction that although there is no separately identified charge established for meals, it will uniformly implement the following policy. In fulfilling its responsibilities, all local agencies agree:

- A. To claim meal reimbursement only for eligible meals for which documentation is available.
- B. To maintain on file for three years after the year to which they pertain, documentation to support individual income eligibility decisions.
- C. To ensure no child shall be discriminated against because of race, sex, color, national origin, age or disability.
- D. Comply with all civil rights requirements.
- E. To submit to the State Agency any alterations prior to implementation. Such changes will be effective only upon approval.
- F. To not demonstrate physical segregation of, nor any other discrimination against any participant during meal service. The names of children for which free or reduced-price meals may be claimed shall not be published, posted, or announced in any manner and there shall be no overt identification of any such children by any means.

G. To designate

Name	Title
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to make determinations of eligibility for purposes of claiming for free and reduced-price meals. This official will use the criteria outlined in this policy to determine which individuals may be claimed for free or reduced-price meals.

- H. To establish a procedure to account for all meals claimed.

The following forms are adopted with and considered part of the policy:

- Income Eligibility Guidelines to be Used by Determining Official
- Letter to Households
- Free and Reduced-Price Meal Application
- Meal Counting and Claim Preparation

Signature of Local Agency	Date
Signature of State Director, Child Nutrition and Food Distribution Programs	Date