



FREE AND REDUCED-POLICY STATEMENT-CACFP-NO CHARGE-SPONSOR

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
CHILD NUTRITION AND FOOD DISTRIBUTION PROGRAMS

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 one shall be discriminated against because of race, sex, color, national origin, age or disability and there is no discrimination in the course of food service.
- D. Provide the non-discrimination policy statement on all outreach materials. In addition, 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 publicly announce the availability of meals at no separate charge. The release shall also state that meals are available to all children regardless of race, color, national origin, age, sex or disability.
- G. To ensure all participants are served the same meal at no separate charge.
- H. To ensure that there will be no identification of children in day care homes in which meals are reimbursed at both the Tier I and Tier II rates.
- I. To ensure that free and reduced-price eligibility information concerning individual households will not be made available to child care providers and will otherwise limit the use of such information to persons directly connected with the administration and enforcement of the program.

J. To designate

Name	Title
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to make determinations of eligibility for purposes of claiming meals for the provider's own children. This official will use the criteria outlined in this policy to determine provider income eligibility.

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

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

- Income Eligibility Guidelines to be used by Determining Official
- Letter to Providers
- Application for Claiming Provider's Own Children
- Public Release
- Meal Counting and Claim Preparation

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