



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

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

CHILD NUTRITION AND FOOD DISTRIBUTION PROGRAMS

SFN 9185 (5/09)

Name of Sponsor

The above named sponsor has agreed to participate in the following program(s):

<input type="checkbox"/> National School Lunch	<input type="checkbox"/> School Breakfast	<input type="checkbox"/> After School Snacks	<input type="checkbox"/> Special Milk
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and accepts responsibility for claiming free and reduced-price meals or snacks or free milk for eligible children in the facilities under its jurisdiction, effective October 1, _____. This policy statement and its attachments are considered permanent as approved.

The sponsor assures the State Department of Public Instruction that although there is no separately identified charge established for meals, snacks or milk, it will uniformly implement the following policy. In fulfilling its responsibilities, the sponsor agrees:

- A. To claim only meals, snacks or milk reimbursement 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 abide by the United States Department of Agriculture's (USDA) nondiscrimination statement: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.
- D. To submit to the State Agency any alterations prior to implementation. Such changes will be effective only upon approval.
- E. That there will be no physical segregation of, nor any other discrimination against, any child. The names of children for which free or reduced-price meals or snacks or free milk may be claimed shall not be published, posted, or announced in any manner and there shall be no overt identification of any such children by any means.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 children shall not be required to: (1) work for their meals, snacks or milk; (2) use a separate dining area; (3) go through a separate serving line; (4) enter the dining area through a separate entrance; (5) consume meals, snacks or milk at a different time; (6) consume a different meal, snack or milk.

F. To designate

Title (example: superintendent, food service director)

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

- G. To establish a procedure to account for free, reduced-price, and full price meals or snacks or free and full price milk claimed. (Full price meal, snack or milk is one served to a child not eligible for a free or reduced-price meal or snack or free milk.)
- H. To verify in accordance with program regulations and maintain records as follows: (1) a summary of the verification efforts; (2) the total number of applications on file by October 31; and (3) the percentage or number of applications verified. (Compliance with these requirements will be monitored by the State Agency as part of its Coordinated Review Effort.)
- I. To submit to the State Department of Public Instruction any alterations, amendments, public announcements, etc., prior to implementation. Such changes shall be effective only upon approval. All changes in eligibility criteria must be publicly announced in the same manner as used at the beginning of the year.

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

- Income Eligibility Guidelines*
- Letter to Households-no Charge*
- Application for Free or Reduced-Price Meals/Milk*
- SFN 9189 -- Meal Counting/Claim Preparation/SNP-No Charge
- Notification Letter Regarding Meals-SNP/No Charge*

*These attachments are NOT required if children are institutionalized. NOTE: The SFN 9189 is required.

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