

GENERAL SUPPORT—FINANCIAL SERVICES

Food Services

Annual Agreement to Participate in the School Nutrition Programs

I. PURPOSE

This notice provides information to update the current version of Regulation 5002, prescribing the procedures for school year 2009-10, and constitutes the policy statement for free and reduced-price meals. This notice is for reference through August 31, 2010.

II. RESPONSIBILITIES

- A. The Office of Food and Nutrition Services will send to parents, by U.S. mail, the Superintendent's letter, which includes a preprinted application and the income guidelines for free and reduced-price meal eligibility. Each school principal will be provided with sufficient quantities of the blank applications for distribution to those students registering after the school year begins.
- B. Principals shall make available free and reduced-price meal applications to students who register after the school year begins and who believe they may qualify for free or reduced-price meals under existing guidelines.
- C. Applications translated into Farsi, Korean, Spanish, Urdu, and Vietnamese are available in schools.

III. ATTACHMENTS

- A. Annual Agreement to Participate in the School Nutrition Programs (2009-10) school year.
- B. Income scale for 2009-10.
- C. Letter to parents.
- D. Application form and instructions.
- E. Approval or disapproval notification letters.
- F. Public release.
- G. Collection procedures.

See also the current version of: Regulation 5002, Free and Reduced-Price Meals.

Attachments

Fairfax County Public Schools

029

School Division /RCCI

Division Number

In order to effectuate the purpose of the National School Lunch Act (NSLA) and the Child Nutrition Act (CNA) of 1966, as amended, the Virginia Department of Education (VDOE), hereinafter referred to as *Department*, and the School Food Authority (SFA) whose name and division identification number appear above, acting on behalf of each school under its jurisdiction with a complete site application in the VDOE School Nutrition Programs Web system (SNPWeb), covenant and agree as follows:

THE DEPARTMENT AGREES, to the extent of funds available, to reimburse the School Food Authority for the programs operated by it in accordance with whichever of the following regulations are applicable to such programs: National School Lunch Program (NSLP) and Afterschool Snack Program (ASP) Regulations 7CFR part 210, School Breakfast Program (SBP) Regulations 7CFR part 220, the Special Milk Program (SMP) Regulations 7CFR part 215, Free and Reduced-Price Meal Eligibility Regulations 7CFR part 245, and any amendments thereto.

THE SCHOOL FOOD AUTHORITY (SFA) and participating schoolRCCIs under its jurisdiction agree to comply with all provisions thereof, and with any instructions or procedures issued in connection therewith and to accept Federal funds in accordance with the applicable regulations and any amendments thereto. The SFA further agrees that for each participating school/RCCI under its jurisdiction it will conduct the indicated program(s) in accordance with the Department's regulations and will conform to the following requirements in the conduct of each program (unless the requirement is restricted to a particular program):

1. Operate and maintain a nonprofit school food service program and use program revenue only for the operation or improvement of the school food service, except that such revenue shall not be used to purchase land or buildings or to construct buildings. (7CFR part 210.14(a))
2. Comply with the limitations on any competitive school food service. Establish such rules or regulations as are necessary to control the sale of foods in competition with meals served under these programs. (7CFR part 210.11 (b), 8VAC 20-290-10, and 8VAC 20-580-10)
3. Limit its net cash resources to an amount that does not exceed three months average expenditures for its nonprofit school food service or other such amount as may be approved by the U. S. Department of Agriculture and the Virginia Department of Education. (7CFR part 210.19 (a))
4. Maintain a financial management system to comply with State and Federal regulations regarding financial management. (7CFR part 210.14 (c), 7CFR part 3015, and 7CFR part 3016 or 7CFR part 3019, as applicable)
5. Serve meals and/or milk that meet the requirements prescribed in regulations by the U. S. Department of Agriculture. (7CFR part 210.10)
6. Offer lunches that meet requirements during the period the school has designated as the lunch period. Schools must offer lunches between 10 a.m. and 2 p.m. (7CFR 210.10 (f))
7. Price meals as a unit, except in nopricing meal programs (RCCI and Provision 2 schools) where, as described in the application, no charge is made. Price milk in accordance with the federal regulations. (7CFR part 210.9 (b) (6))
8. Set reduce-price charges for lunch, breakfast, and after-school snack, as applicable, at or below maximum reduced price allowed by regulations (\$.40, \$.30, and \$.15, respectively) and below the full price of the lunch, breakfast, or snack. (7CFR part 245)
9. Make meals and/or milk available, at no cost (free) or at a reduced price, to all children who are determined by the school food authority to be eligible for such meals. (7CFR part 245)
10. Claim reimbursement at the assigned rates only for reimbursable meals and/or milk served, as applicable, to children who are eligible and approved for free, reduced price and paid meals respectively. Reimbursement for NSLP, SBP, ASP and SMP shall be based on daily counts at the point of service, which indicate the number of free, reduced- price, and paid reimbursable meals served. (7CFR part 210.8)
11. Designate a school official responsible for the operation of the school nutrition programs to review and analyze meal counts to ensure accuracy before submission to the Department. The appropriate required edit checks must be applied, investigated, and resolved prior to the use of these meal counts in the claim for reimbursement. (7CFR part 210.8 (a) (2) and (3))

12. Submit claims for reimbursement for all programs in accordance with procedures established by the Department. Claims for reimbursement shall be submitted through the VDOE SNPWeb system via the secure Single Sign-on for Web Systems (SSWS) portal. (7CFR part 210.8 (b))
13. Submit claims for reimbursement within 60 days following the claim month. Claims for reimbursement not filed within 60 days will be disallowed. Any exception to this requirement will be made in accordance with U.S. Department of Agriculture, Food and Nutrition Service policy. (7CFR part 210.8 (b) (1))
14. Acknowledge that failure to submit accurate claims will result in the recovery of an overclaim and may result in the withholding of payments, suspension, or termination of the program. (7CFR parts 210.24 and 210.25)
15. Acknowledge that if failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft, or fraudulent activity, penalties shall apply. (7CFR part 210.26)
16. Maintain files of currently approved and denied free and reduced price meal applications. Maintain also the names of children eligible for free meals by direct certification based on official documentation, provided by VDOE via the SNPWeb system, to certify that the child is included in a household approved to receive benefits under the Supplemental Nutrition Assistance Program (SNAP) (formerly the Food Stamp Program) or Temporary Assistance for Needy Families (TANF); or, documentation certified by the appropriate authority that the student is a homeless, migrant, or runaway youth; or, documentation that the student is a member of a household certified as income eligible for the Headstart program. If the applications and/or direct certification documentation are maintained at the SFA level, they shall be readily retrievable by school. (7CFR part 210.9 (18))
17. Maintain full and accurate records of operations under this Agreement, including those set forth herein. Retain all records for a period of three (3) years after the end of the school year to which they pertain. If such records are part of an unresolved audit, they must be maintained beyond the three-year period, as long as required, for the resolution of the issues raised by the audit. If the school is operating under Provisions 1, 2, or 3 and the records are for the base year, all records must be maintained for as long as the school remains under Provisions 1, 2, or 3, or until three years beyond the establishment of a new base year. (7CFR part 210.23 (c))

The School Food Authority must keep full and accurate records of the school nutrition program(s) to serve as a basis for claims for reimbursement and for audit purposes. (7CFR part 210.15 (b))

The minimum records to be kept with respect to each program include the following:

- Daily number of meals and/or milk served to children, by meal eligibility category and program;
 - Revenue from children's payments, federal and state reimbursement, food sales to adults, other sources, including loans to the program, and a la carte sales, catered meals, etc.;
 - Expenditures supported by invoices, receipts, or other evidence, for food, labor, and other expenditures, including repayment of loans to the program;
 - Food production records, using the form provided by the Department or an approved alternate; and
 - Daily menus for the Breakfast, Lunch and Afterschool Snack Programs.
18. Make available to the Virginia Department of Education and/or the U.S. Department of Agriculture all accounts and records pertaining to operations under this Agreement for review or audit at any reasonable time and place. (7CFR part 210.9 (b) (17))
 19. Meet the requirements for determining eligibility for free and reduced price meals and/or milk. In schools that participate in more than one child nutrition program, eligibility shall be applied uniformly so that the eligible children receive the same benefits in each program. (7CFR part 245.3 (b) (2))
 20. Comply with all current and applicable laws, regulations, and guidance regarding Civil Rights and non-discrimination; and, agree that, in the operation of school nutrition programs, no child shall be discriminated against because of race, sex, color, national origin, age, or disability. (7CFR parts 15, 15a, 15b)
 21. Agree to follow and ensure implementation of the USDA non-discrimination policy and to post the non-discrimination statement in all offices and on all materials that are produced for public information. (7CFR parts 15, 15a, 15b)

The USDA non-discrimination statement is as follows:

Non-discrimination 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. 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 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

22. Assure the SFA will compile data, maintain records, and submit reports, as required, to permit effective enforcement of the nondiscrimination laws and permit Virginia Department of Education and U.S. Department of Agriculture personnel to review such records, books, and accounts, as needed, to ascertain compliance with the nondiscrimination laws. If there are any

violations, the U.S. Department of Agriculture shall have the right to seek judicial enforcement of this assurance. This assurance is given in consideration of, and for the purpose of obtaining any and all Federal funds, reimbursable expenditures, grant or donation of Federal property and interest in property, the detail of Federal personnel, or the furnishing of services without consideration or at a normal consideration, or at a consideration which is reduced for the purpose of assisting recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvement made with the Federal financial assistance extended to the School Food Authority by the Department. This includes any Federal agreement, arrangement, or other contract, which has as one of its purposes, the provisions of assistance such as food, cash assistance for the purchase of food, or any other financial assistance extended in reliance of the representations and agreements made in this assurance. (7CFR parts 15, 15a, 15b)

23. Make no discrimination against any child because of his/her eligibility for free or reduced price meals or because of his/her inability to pay the full price of the meal. (7CFR part 210.9 (b) (12))
 24. Ensure there shall be no overt identification of any child eligible for free or reduced price meals by use of special tokens, tickets or any other means. The names and/or social security numbers of the children eligible to receive free or reduced price meals shall not be published, posted, announced, or shared in any manner, except as authorized. SFA agrees to have a written agreement (Memorandum of Understanding - MOU) between the determining agency and the requesting entity prior to disclosure. Parental permission will be sought before information is used for any other purpose. (7CFR part 245.8 (a))
 25. Ensure children eligible for free or reduced price meals shall not be required to work for their meals; to be physically segregated; to use a separate lunchroom, a separate line, or a separate entrance; to eat meals at a different time; or to eat a meal different from the one sold to children paying the full price. (7CFR parts 245.8 (b) (c) (d) and (e))
 26. Designate an appropriate school division official to review applications for free or reduced price meals and make determinations of eligibility. The official will use criteria outlined in USDA guidance. (7CFR part 245.6 (a))
 27. Distribute to each household a letter and an application for free or reduced price meals at the beginning of each school year and whenever there is a change in eligibility criteria. The letter to households included with the free or reduced price meal application will have only the income eligibility guidelines for reduced price meals with an explanation that households with incomes at or below the reduced price guidelines may be eligible for either free or reduced price meals. Prototype letters and applications are provided by VDOE in SNPWeb. If any of these prototype letters or forms are altered or customized, the SFA agrees to send such locally developed letters or forms to VDOE for approval prior to use. (7CFR part 245.6 (a))
 - Applications may be submitted at any time during the year. Any parent enrolling a child in a school for the first time, at any time during the year, shall be supplied with an application. If a child transfers from one school to another under the jurisdiction of the same school division, his eligibility for free or reduced price meals will be transferred to and honored by the receiving school. The date of transfer will be recorded on the application and/or eligibility list when an eligible child leaves or enters a school. (7CFR part 245.3 (c))
 - Parents or guardians will be promptly notified of the approval or denial of their application. Children will be served meals or milk immediately upon the establishment of their eligibility. All children from an eligible household will receive the same benefits, with the exception of eligibility determined through direct certification, which may be unique to one child in the household. (7CFR part 245.6 (c)(1))
 - When an application is denied, households will be provided written notification which shall include: (1) the reason for the denial of benefits; (2) notification of the right to appeal; (3) instructions on how to appeal; (4) a statement reminding households that they may reapply for free or reduced price benefits at any time during the school year; and, (5) a local or toll free phone number to contact a person who can assist the household. The reasons for denial must be properly documented and retained on file. (7CFR part 245.6 (c)(2))
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28. Announce publicly the criteria for determining free and reduced price eligibility; however, no such public announcement shall be required for residential childcare institutions. Submit a public/press release or announcement containing both free and reduced price eligibility guidelines and all other information outlined in the parent letter, to the local news media, local unemployment offices, and major employers contemplating or experiencing large layoffs. Changes in eligibility criteria must be publicly announced in the same manner at the beginning of each school year. (7CFR part 245.5)
29. Establish and use a fair hearing procedure for parents' appeals of the school division's determination of eligibility for free or reduced price meals, and for school officials' challenges to the correctness of information contained in an application or continued eligibility of any child for free or reduced price meals. Records of all such appeals and challenges and their disposition shall be retained for three years after the current year. (7CFR part 245.7 (a))

The hearing procedure shall provide the following:

- A publicly announced, simple method for making an oral or written request for a hearing.
 - An opportunity to be assisted or represented by an attorney or other person.
 - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
 - Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
 - An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
 - An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
 - That the hearing will be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference. It is recommended that the hearing official hold a position at a higher administrative level than the determining official.
 - That the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record.
 - That the parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
 - That for each hearing a written record be prepared including, the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore, and a copy of the notification, to the parties concerned, of the hearing official's decision.
 - That such written record must be retained for a period of three years and must be available for examination by the parties concerned or their representatives at any reasonable time and place during such period.
30. Comply with the verification procedures for free and reduced price meal applications and report results to VDOE via the SNPWeb system. Agree to verify eligibility of applicant households in accordance with program regulations and maintain records as follows: (1) a summary of verification efforts; (2) the total number, by category, of applications on file as of October 1; (3) the number of applications verified; (4) the results of verification and reapplication; and (5) the number of applicant students in each of the specified ethnic groups. (7CFR part 245.6 (a))
 31. Establish a procedure to collect money from children who pay for their meals and to account for the number of free, reduced price and paid meals served in a manner which prevents overt identification of children receiving free or reduced price meals by this procedure. (7CFR part 245.10 (a) (4))
 32. Promote activities to involve students and parents in the programs. (7CFR part 210.12 (a))
 33. Establish a local wellness policy for schools/RCCIs under its jurisdiction. (Section 204 of the Child Nutrition Act of 1966, as amended)
 34. Provide, when available for the schools under its jurisdiction and upon the request of a sponsoring organization of day care homes in the Child and Adult Care Food Program, information on the boundaries of the attendance areas for the elementary schools identified as having 50 percent or more of enrolled children certified eligible for free or reduced price meals. (7CFR part 210.9 (b) (20))
 35. Maintain necessary facilities for storing, preparing and serving food. (7CFR part 210.9 (16))
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36. Maintain, in the storage, preparation and service of food, proper sanitation and health standards in conformance with State and local laws and regulations. Schools/RCCIs shall comply with the requirement to obtain a minimum of two food safety inspections each school year and shall post, in a publicly visible location, the results of the most recent inspection. (7CFR part 210.13 (b))
37. Purchase, to the maximum extent practical, domestic products and commodities, as outlined in the Buy American provisions. (7CFR part 210.21 (d))
38. Accept and use, in as large quantities as can be efficiently utilized in its nonprofit food service program, the foods as may be offered as a donation by the U. S. Department of Agriculture. (7CFR part 210.9 (15))
39. Review accountability procedures in the National School Lunch Program for each participating school/RCCI under its jurisdiction prior to February 1 of each year. (7CFR part 210.8 (a) (1))
40. Review each Afterschool Snack Program (ASP) twice per year; the first review shall be made during the first four weeks that the program is in operation each school year and the second prior to its end, except that an afterschool snack program operating year round shall be reviewed during the first four weeks of its initial year of operation, once more during its first year of operation, and twice each school year thereafter. (7CFR part 210.9 (c) (7))
41. Submit forms and reports to VDOE to demonstrate compliance with program requirements. (7CFR part 210.15 (a))
42. Submit to the Virginia Department of Education for approval any changes to this agreement and/or online information prior to implementation. Such changes will be effective only upon approval. Payment of reimbursement shall be withheld until approval of changes is final. (7CFR part 210.9)

THE VIRGINIA DEPARTMENT OF EDUCATION AND THE SCHOOL FOOD AUTHORITY MUTUALLY AGREE THAT:

1. The completed SNPWeb online Agreement, site applications and supporting documents are part of this Agreement.
 2. The Department shall promptly notify the School Food Authority of any change in the minimum meal requirements or the assigned rates of reimbursement or changes in eligibility criteria and those changes must be publicly announced by the SFA at the beginning of the school year.
 3. This Agreement will be effective from the approval date in the SNPWeb system, until the close of the school year, or until a new agreement is executed, whichever comes first.
 4. This Agreement may be terminated upon 10 days of written notice on the part of either party hereto. The Department may terminate this Agreement immediately upon receipt of evidence that the SFA has not fully complied with the terms and conditions of this Agreement or of the regulations. Any termination of this Agreement by the Department shall be in accordance with applicable laws and regulations.
 5. The terms of this Agreement shall not be modified or changed in any way other than by the consent in writing of both parties hereto.
 6. For the purpose of this Agreement the following terms will mean respectively:
 - Adult: a person who is a staff member or employee of a school/RCCI, including all faculty, supervisory, and other personnel, and a person not under 21 chronological years of age in schools/RCCIs, and not a student of high school grade or under as determined by the State education agency in schools as defined in 7CFR part 210.2.
 - Child: a student of high school grade or under as determined by the State educational agency, including students who are mentally or physically disabled, as defined by the State, and who are participating in a school program established for the mentally or physically disabled; or, in schools as defined in 7CFR part 210.2 and a person under 21 chronological years of age.
 - Cost of Milk: the average net purchase price paid by the school for a half-pint of milk. This should not include any costs paid to the milk supplier for servicing, rental or installment payments for equipment.
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- Meals: food served at a school under the indicated program(s) that meets the applicable nutritional requirements set forth in regulations. "Meals" thus means Breakfast, Lunch, or Afterschool Snack.
- Milk: pasteurized, fluid types of unflavored or flavored whole, non-fat, low fat milk, or cultured buttermilk which meet State and local standards for such milk. All milk should contain vitamins A and D at levels specified by the FDA and consistent with State and local standards.
- Needy Children: children enrolled in half-day kindergarten programs that meet eligibility standards for free milk.
- Nonprofit food service: a food service operation maintained by or on behalf of the school for the benefit of the children, all of the income from which is used solely for the operation or improvement of such food service. When applied to schools or institutions eligible for the School Nutrition Program nonprofit means exempt from income tax under the Internal Revenue Code of 1954, as amended.
- School:
 1. An educational unit of high school grade or under operating under public ownership in a single building or complex of buildings. The term "high school grade or under" includes classes of pre-primary grade when they are conducted in a school having classes of primary or higher grade, or when they are recognized as part of the educational system in the State, regardless of whether such pre-primary classes are conducted in a school having classes of primary or higher grade.
 2. With the exception of residential summer camps, which participate in Summer Food Service Program for Children, and Job Corps centers funded by the Department of Labor, any public child care institution, or distinct part of such institution, which (1) maintains children in residence and (2) operates principally for the care of children. The term "child care institutions" includes, but is not limited to: homes for the mentally retarded, the emotionally disturbed, the physically disabled, and unmarried mothers and their infants; group homes, halfway houses; orphanages; temporary shelters for abused children and for runaway children, long-term care facilities for chronically ill children, and juvenile detention centers.
- School Food Authority: the governing body which is responsible for the administration of one or more schools or residential child care institutions and which has the legal authority to operate a USDA meal program therein.
- School Year: the period July 1 to June 30 of each year.
- Special needs children: children who are emotionally, mentally, or physically disabled.

By signing this document, I certify that I will ensure compliance with all provisions of this agreement and that all information entered in the SNPWeb online SFA Agreement, site applications and supporting documents is true and accurate. I understand that SNPWeb online data, supporting documents and paper attachments become an official part of this Agreement.

APPROVED BY SHOOOL DIVISION:

Signature of Division Superintendent/Chief Officer

Jack D. Dale

Print Name of Division Superintendent/Chief Officer

DATE: 6-15-09

**APPROVED BY
VIRGINIA DEPARTMENT OF EDUCATION:**

Catherine Digilio Grimes

**Director
School Nutrition Programs**

DATE: Aug. 24, 2009

**USDA INCOME ELIGIBILITY GUIDELINES
 HOUSEHOLD SIZE AND INCOME SCALE
 (Effective July 1, 2009 to June 30, 2010)**

MAXIMUM HOUSEHOLD INCOME FOR FREE MEALS (130% Federal Poverty Guidelines)						
HOUSEHOLD SIZE	YEARLY	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	HOUSEHOLD SIZE
1	\$14,079	\$1,174	\$ 587	\$ 542	\$ 271	1
2	\$18,941	\$1,579	\$ 790	\$ 729	\$ 365	2
3	\$23,803	\$1,984	\$ 992	\$ 916	\$ 458	3
4	\$28,665	\$2,389	\$1,195	\$1,103	\$ 552	4
5	\$33,527	\$2,794	\$1,397	\$1,290	\$ 645	5
6	\$38,389	\$3,200	\$1,600	\$1,477	\$ 739	6
7	\$43,251	\$3,605	\$1,803	\$1,664	\$ 832	7
8	\$48,113	\$4,010	\$2,005	\$1,851	\$ 926	8
For Each Additional Family Member, ADD	+ \$4,862	+ \$406	+ \$203	+ \$187	+ \$94	For Each Additional Family Member, ADD
HOUSEHOLD INCOME RANGE FOR REDUCED PRICE MEALS (185% Federal Poverty Guidelines)						
HOUSEHOLD SIZE	YEARLY	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	HOUSEHOLD SIZE
1	\$14,079.01 - \$20,036	\$ 1,174.01 - \$1,670	\$ 587.01 - \$ 835	\$ 542.01 - \$ 771	\$ 271.01 - \$ 386	1
2	\$18,941.01 - \$26,955	\$1,579.01 - \$2,247	\$ 790.01 - \$1,124	\$ 729.01 - \$ 1,037	\$ 365.01 - \$ 519	2
3	\$23,803.01 - \$33,874	\$1,984.01 - \$2,823	\$ 992.01 - \$1,412	\$ 916.01 - \$1,303	\$ 458.01 - \$ 652	3
4	\$28,665.01 - \$40,793	\$2,389.01 - \$3,400	\$1,195.01 - \$1,700	\$ 1,103.01 - \$1,569	\$ 552.01 - \$ 785	4
5	\$33,527.01 - \$47,712	\$2,794.01 - \$3,976	\$1,397.01 - \$1,988	\$1,290.01 - \$1,836	\$ 645.01 - \$ 918	5
6	\$38,389.01 - \$54,631	\$3,200.01 - \$4,553	\$1,600.01 - \$2,277	\$1,477.01 - \$2,102	\$ 739.01 - \$ 1,051	6
7	\$43,251.01 - \$61,550	\$3,605.01 - \$5,130	\$1,803.01 - \$2,565	\$1,664.01 - \$2,368	\$ 832.01 - \$ 1,184	7
8	\$48,113.01 - \$68,469	\$4,010.01 - \$5,706	\$2,005.01 - \$2,853	\$1,851.01 - \$2,634	\$ 926.01 - \$1,317	8
For Each Additional Family Member, ADD	+ \$6,919	+ \$ 577	+ \$289	+ \$267	+ \$134	For Each Additional Family Member, ADD
CONVERSION FACTORS -	USE ONLY TO CONVERT MULTIPLE FREQUENCY INCOME ON THE SAME APPLICATION INTO YEARLY INCOME FOR ELIGIBILITY DETERMINATION: If paid WEEKLY: Salary X 52 If paid EVERY 2 WEEKS: Salary X 26 If paid TWICE PER MONTH: Salary x 24 If paid MONTHLY: Salary X 12					



Jack D. Dale, Superintendent

FAIRFAX COUNTY
PUBLIC SCHOOLS

August 10, 2009

Dear Parent or Guardian:

Fairfax County Public Schools provides a variety of nutritious lunches. Lunch prices will be \$2.65 for elementary students, \$2.75 for middle, high, and secondary school students. Breakfast, where offered is priced at \$1.50. Meals are also available free or at a reduced price.

All meals served must meet standards established by the U.S. Department of Agriculture. However, if a child has been determined by a doctor to be disabled and the disability prevents this child from eating the regular school meal, the school will make substitutions prescribed by the doctor. If a substitution is prescribed, there will be no extra charge for the meal. If your child needs substitutions because of a disability, contact the Office of Food and Nutrition Services at 703-813-4800.

HOUSEHOLD INCOME FOR 2009-2010

Children who are members of a household that meet federal income guidelines which are shown on the scale below may be eligible for free lunch and breakfast or for lunch at the reduced price of 40 cents and breakfast at the reduced price of 30 cents. Children who are members of a household receiving Supplemental Nutrition Assistance Program (SNAP) benefits, (formerly the Food Stamps Program) or who receive Temporary Assistance for Need Families (TANF) are eligible for free meals regardless of income. Children who are members of households participating in WIC may also be eligible for free or reduced priced meals based on the household's income. Please refer to application instructions regarding foster children.

Household Size	Annual	Monthly	Weekly
1	\$20,036	\$1,670.....	\$ 386
2	\$26,955	\$2,247.....	\$ 519
3	\$33,874	\$2,823.....	\$ 652
4	\$40,793	\$3,400.....	\$ 785
5	\$47,712	\$3,976.....	\$ 918
6	\$54,631	\$4,553.....	\$1,051
7	\$61,550	\$5,130.....	\$1,184
8	\$68,469	\$5,706.....	\$1,317
For each additional family member, add:	\$ 6,919	\$ 577	\$ 134

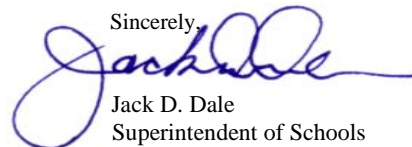
Households that are receiving SNAP benefits or TANF for their children may not have to fill out an application. School officials will notify you of your child(ren)'s eligibility and they will be provided free benefits, unless you tell the school that you do not want benefits. If you are not notified by August 19, 2009 submit an application. The application must contain the child's name, the SNAP or TANF number, and the signature of an adult household member.

If you are eligible and feel a need for such assistance, complete the confidential household application and **return it in the pre-addressed envelope to the Office of Food and Nutrition Services, 6840 Industrial Road, Springfield, Virginia, 22151.** You may apply for free and reduced price meals any time during the school year. If you are not eligible now but later have a decrease in household income, become unemployed, or a change in household or family size, complete an application at that time. An application that is not complete cannot be approved. An application that is not signed is not complete.

Your child(ren) may be eligible for other benefits such as the Virginia children's health insurance program called Family Access to Medical Insurance Security (FAMIS) and/or Medicaid. The law allows the school division to share your free and reduced price meal eligibility information with Medicaid and FAMIS. These programs can only use the information to identify children who may be eligible for free or low-cost health insurance, and to enroll them into either Medicaid or FAMIS. These agencies are not allowed to use the information from your free or reduced price meal application for any other purpose. Medicaid officials or officials with FAMIS may contact you to get more information. You are not required to allow us to share this information with the Medicaid or FAMIS program. Your decision will not affect your children's eligibility for free and reduced price meals.

The Office of Food and Nutrition Services may check the information on the application at any time during the school year. The information you provide will be treated confidentially and will be used only to determine eligibility and to verify data. As authorized by the National School Lunch Act, the school division may inform officials connected with other child nutrition, health, and education programs of the information on your application to determine benefits for those programs or for the funding and/or evaluation purposes.

You will be notified by letter of the approval or denial of this application. If you do not agree with the decision on your application or the result of the verification, you may contact the coordinator, administrative services, at telephone 703-813-4800. You also have the right to a fair hearing. This can be arranged by writing Ms. Penny McConnell, R.D., director, Office of Food and Nutrition Services, 6840 Industrial Road, Springfield, Virginia, 22151. If you need assistance with completing this application or have questions, contact the Office of Food and Nutrition Services at 703-813-4800.

Sincerely,

Jack D. Dale
Superintendent of Schools

JDD/fc

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INSTRUCTIONS FOR COMPLETING THE HOUSEHOLD APPLICATION FOR FREE AND REDUCED-PRICE MEALS

**Attachment D
Notice 5002
Effective 9-21-09**

To apply for free or reduced price meals, complete **ONLY ONE application for ALL children in the household who are in school** using the following instructions. Sign the application and return it to: Office of Food and Nutrition Services, Fairfax County Public Schools, 6840 Industrial Rd., Springfield VA 22151. Call (703) 813-4800 if you need help.

PART 1 - STUDENT INFORMATION: ALL HOUSEHOLDS COMPLETE PART 1.

- Print the names of all children in the household who are in school.
- List the birth date (MM/DD/YY), the grade, the school and the student's school ID#, if known, for each child.
- List a current Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamps Program) or TANF case number for each child. This number is in your approval letter. **If you list a SNAP or TANF number you do not need to list names of household members or income. No Social Security number is needed if a SNAP/TANF case number is provided. These households should SKIP Part 4 and COMPLETE Parts 5 & 6**
- Sign the application in Part 6. An adult household member must sign Part 6 and provide a social security number or check the box if they do not have one.

PART 2 - Check the appropriate box and contact your school to talk with the homeless liaison or migrant coordinator. Fill out the application by following instructions for ALL OTHER HOUSEHOLDS.

PART 3 - HOUSEHOLDS WITH A FOSTER CHILD COMPLETE PART 3 AND PARTS 5 & 6.

A foster child is the legal responsibility of a welfare agency or court and may also be eligible for benefits regardless of the income of the household. Eligibility for the foster child is based on the child's income

- List the foster child's monthly "personal use" income. Write "0" if the foster child does not get "personal use" income. "Personal use" income is (a) money given by the welfare office identified by category for the child's personal use, such as for clothing, school fees, and allowances; and (b) all other money the child gets, such as money from his/her family and money from the child's full-time or regular part-time jobs. **Skip Part 4.** Do not list any other children, household members, or income.
- A foster parent or other official representing the child must sign the application in Part 6. No Social Security number is required. **Use a separate application for each foster child.**

PART 4- ALL OTHER HOUSEHOLDS WITHOUT A SNAP OR TANF NUMBER LISTED IN PART 1, including WIC households, or who did not complete Part 3, MUST COMPLETE PARTS 4, 5, & 6.

- Write the names of everyone in your household, whether they get income or not. DO NOT include students listed in Part 1. Include yourself, all children who are **NOT** in school, your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if you need more space.
- Write the amount of income each household member got **last month, before taxes or anything else is taken out, and how often it was received.** For example, list the gross income each person earned from work. The amount should be listed on your pay stub. This is not the same as take home pay; it is the amount before taxes and other deductions. Next to the amount darken the circle to show how often the person received it. If any amount **last month** was more or less than usual, write that person's usual income.
- An adult household member must sign the application in Part 6 and give his/her social security number or check the box if they don't have one.

TYPES OF INCOME TO REPORT AND HOW TO REPORT THEM ON THE APPLICATION

Part 4. ALL OTHER HOUSEHOLDS: (Complete this part only if you did not complete Part 3 or if you did not list a SNAP or TANF case number in Part 1). List all other household members.

Names of all Other Household Members	Age	Check If No Income	List Gross Income in Rounded Dollars (income before any deductions)				Darken the circle to show how often income is received.			
			(W) = Weekly	(E) = Every 2 Weeks	(T) = Twice a Month	(M) = Monthly	Other Income			
<small>Do Not Complete if this is a foster child, or if you listed a SNAP or TANF case number in Part 1. Names in Part 1 and Part 4 must add up to Household Size. List all adults and other children in household. Do not include students or Foster children listed in part 1.</small>			<small>Earnings from Work Before Deductions Wages, Salaries, Tips, Strike Benefits, Unemployment Compensation, Worker's Compensation, Net Income from Self-Owned Business or Farm</small>		<small>Welfare, Child Support, Alimony Public Assistance Payments, Welfare Payments, Alimony/Child Support Payments</small>		<small>Pensions, Retirement, Social Security Pensions, Supplemental Security Income, Retirement Income, Veteran's Payments, Social Security</small>		<small>Disability Benefits, Cash Withdrawn from Savings, Interest/ Dividends, Income from Estates/Trusts/ Investments, Regular contributions from persons not living in the household, Net Royalties/ Annuities/ Net Rental Income, Any Other Income</small>	
(Example) <i>Jane Smith</i>	42	<input type="checkbox"/>	Job 1 \$ 200 <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Job 2 \$ 100 <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>

PART 5 – OTHER BENEFITS: You may be eligible for other benefits. Look at Part 5 on the application. To obtain meal benefits, you are not required to complete this section.

PART 6 - SIGNATURE AND SOCIAL SECURITY NUMBER: ALL HOUSEHOLDS COMPLETE PART 6.

- The application must have the signature of an adult household member.
- The application must have the social security number of the adult who signs. If the adult who signs does not have a social security number, they must check the box I do not have a Social Security Number.
- If you listed a SNAP or TANF number for each child or if you are applying for a foster child, a social security number is not needed.

Privacy Act Statement: Unless you list the child's SNAP or TANF case number, Section 9 of the National School Lunch Act requires that you include the social security number of the household member signing the application or indicate that the household member does not have a social security number. You do not have to list a social security number, but if a social security number is not listed or an indication is not made that the adult household member signing the application does not have a social security number, we cannot approve the application. The social security number may be used to identify the household member in verifying the correctness of information stated on the application. This may include program reviews, audits, and investigations and may include contacting employers to determine income, contacting a food SNAP or TANF office to determine current certification for SNAP or TANF benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by the household member to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal actions if incorrect information is reported. The social security number may also be disclosed to programs as authorized under the National School Lunch Act and Child Nutrition Act, the Comptroller General of the U.S., Law enforcement officials for the purpose of investigating violations of certain federal and state laws, and local education, health, and nutrition programs.

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FAIRFAX COUNTY
PUBLIC SCHOOLS

Food and Nutrition Services
6840 Industrial Road
Springfield, VA 22151
Phone: (703) 813-4800
Fax: (703) 813-4954

(DATE) **Eligibility Notification Letter**

(PARENT NAME)
(PARENT ADDRESS)
(PARENT CITY, STATE, ZIP)

Application # : XXXXXXXX
Expiration Date: **07/31/10**

Dear Parent or Guardian:

Your child(ren) listed below has(have) been APPROVED to receive FREE meal benefits at school:

(STUDENT NAME)

The application is approved until the expiration date shown above. To continue receiving meals after that date, you must contact the Office of Food and Nutrition Services (703-813-4844) or submit a new application.

Advise your child to contact the food service manager at his or her school to obtain a Personal Identification Number (PIN).

If you have questions concerning this decision, call the Office of Food and Nutrition Services at 703-813-4844. If you do not agree with the decision, you have the right to a fair hearing. This can be obtained by writing to the following official: Ms. Penny McConnell, R.D., Director, Office of Food and Nutrition Services, 6840 Industrial Road, Springfield, VA 22151.

Your child may qualify for additional benefits or services.

**PLEASE KEEP THIS LETTER FOR USE
FOR ADDITIONAL BENEFITS AND SERVICES
IT WILL NOT BE REPRINTED**

Office of Food and Nutrition Services
Fairfax County Public Schools

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FAIRFAX COUNTY
PUBLIC SCHOOLS

Food and Nutrition Services
6840 Industrial Road
Springfield, VA 22151
Phone: (703) 813-4800
Fax: (703) 813-4954

(DATE) **Eligibility Notification Letter**

(PARENT NAME)
(PARENT ADDRESS)
(PARENT CITY, STATE, ZIP)

Application # : XXXXXXXX
Expiration Date: **07/31/10**

Dear Parent or Guardian:

Your child(ren) listed below has(have) been APPROVED to receive REDUCED meal benefits at school:

(STUDENT NAME) (STUDENT NAME)

The application is approved until the expiration date shown above. To continue receiving meals after that date, you must contact the Office of Food and Nutrition Services (703-813-4844) or submit a new application.

Advise your child to contact the food service manager at his or her school to obtain a Personal Identification Number (PIN).

If you have questions concerning this decision, call the Office of Food and Nutrition Services at 703-813-4844. If you do not agree with the decision, you have the right to a fair hearing. This can be obtained by writing to the following official: Ms. Penny McConnell, R.D., Director, Office of Food and Nutrition Services, 6840 Industrial Road, Springfield, VA 22151.

Your child may qualify for additional benefits or services.

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Fairfax County Public Schools

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FAIRFAX COUNTY
PUBLIC SCHOOLS

Food and Nutrition Services
6840 Industrial Road
Springfield, VA 22151
Phone: (703) 813-4800
Fax: (703) 813-4954

(DATE) **Eligibility Notification Letter**

(PARENT NAME)
(PARENT ADDRESS)
(PARENT CITY, STATE ZIP)

Application # : XXXXXXXX
Expiration Date: **07/31/10**

Dear Parent or Guardian:

We regret to inform you that your application for the child(ren) listed below for free or reduced-priced meal benefits has been DENIED:

(STUDENT NAME) (STUDENT NAME)

The application has been denied because: Income exceeds limit.

You may reapply for meal benefits at any time during the school year. If you are not eligible now but have a decrease in household income, become unemployed, have an increase in household size, or get Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamps Program), or Virginia Temporary Assistance for Needy Families (TANF) for your child, then fill out an application.

If you have questions, concerning this decision, call the Office of Food and Nutrition Services at 703-813-4844. If you do not agree with the decision, you have a right to a fair hearing. This can be obtained by writing to the following official: Ms. Penny McConnell, R.D., Director, Office of Food and Nutrition Services, 6840 Industrial Road, Springfield, VA 22151.

Office of Food and Nutrition Services
Fairfax County Public Schools

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Direct Certification Notification Letter

(SCHOOL NAME)
(SCHOOL ADDRESS)
(SCHOOL CITY, STATE ZIP)

Attachment E4
Notice 5002
Effective 09-21-09

(DATE)

(PARENT NAME)
(PARENT ADDRESS)
(PARENT CITY, STATE ZIP)

Expiration Date: 07/31/2010
Student: (STUDENT NAME)
Homeroom:

Your child has been APPROVED to receive FREE meal benefits at school. These benefits will continue until the expiration date noted above. If you do not want your child to receive these benefits, please call 703-813-4844.

Please **do not** fill out an application for free or reduced-priced meal benefits for this child. The child listed above is automatically approved for free school meals based on his or her eligibility for Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamps Program) or Temporary Assistance for Needy Families (TANF).

Instruct your child to contact the food service manager at his or her school. Your child will receive free meals unless you notify us that you do not want your child to receive these benefits. If any of the information listed above is incorrect, or you have any questions please contact the Office of Food and Nutrition Services at 703-813-4844.

Your child may also be eligible for free or low cost health insurance through Medicaid or the Virginia Family Access to Medical Insurance Security (FAMIS). Because health insurance is so important to children's well-being, the law allows us to tell MEDICAID and FAMIS that your child is eligible for free meals. If you do not want to share your information, please contact the Office of Food and Nutrition Services at 703-813-4844.

**PLEASE KEEP THIS LETTER FOR USE
FOR ADDITIONAL BENEFITS AND SERVICES
IT WILL NOT BE REPRINTED**

Food and Nutrition Services
FAIRFAX COUNTY PUBLIC SCHOOLS

6840 INDUSTRIAL ROAD
SPRINGFIELD, VA 22151
703-813-4844

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MEDIA RELEASE
2009-2010
POLICY FOR PROVIDING FREE OR REDUCED PRICE MEALS

8-1-2009
 (Date)

Fairfax County Public County Schools
 (School division)

today announced its policy for providing free or reduced price meals for children served under the National School Lunch, and/or School Breakfast Programs. Each school and/or central school nutrition office has a copy of the policy, which may be reviewed by any interested party.

The household size and income criteria identified below will be used to determine eligibility for free or reduced price meal benefits. Children from households whose income is at or below the levels shown may be eligible for either free or reduced price meals. Children who are members of households receiving Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamp Program) or who receive Temporary Assistance for Needy Families (TANF) may be automatically eligible for free meals. Children who are homeless, migrant, or runaway may also be automatically eligible for free meals. Foster children, who are the legal responsibility of a welfare agency or court, may be eligible for benefits regardless of the income of the household with whom they reside. Eligibility for the foster child is based on the child's income. Children who are members of households participating in WIC may also be eligible for free or reduced-price meals based on the household's income.

Household Size	Maximum Household Income For Free Meals	Household Income For Reduced Price Meals
1	\$14,079	\$14,079.01 - \$20,036
2	\$18,941	\$18,941.01 - \$26,955
3	\$23,803	\$23,803.01 - \$33,874
4	\$28,665	\$28,665.01 - \$40,793
5	\$33,527	\$33,527.01 - \$47,712
6	\$38,389	\$38,389.01 - \$54,631
7	\$43,251	\$43,251.01 - \$61,550
8	\$48,113	\$48,113.01 - \$68,469
For Each Additional Family Member - ADD	+\$4,862	+ \$6,919

Application forms are being distributed to all households with a letter informing households of the availability of free or reduced price meals for their children. Applications are also available at the principal's office in each school and at the central office. To apply for free or reduced price meals, households must only fill out one application per household and return it to the school division. Applications may be submitted at any time during the school year. The information households provide on the application will be used for determining eligibility and verification of data. Applications may be verified at any time during the school year by school or other program officials. For school officials to determine eligibility for free or reduced price benefits, households receiving Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamp Program) or Temporary Assistance for

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Needy Families (TANF) only have to list their child(ren)'s name, and SNAP or TANF case number, and an adult household member must sign the application. Households who do not list a SNAP or TANF case number, including WIC households, must list the names of all household members, the amount and frequency of the income received by each household member, and the social security number of the adult household member who signs the application. If the household member does not have a social security number, the household member must indicate that a social security number is not available. The application must be signed by an adult household member in order to be approved.

Under the provisions of the free and reduced price meal policy,

Greg M. Rupert, Coordinator Administrative Services

will review applications and determine eligibility. An application for free or reduced price meals cannot be approved unless it is complete. Households dissatisfied with the ruling of the eligibility determining official may wish to discuss the decision with the official on an informal basis. Households wishing to make a formal appeal for a hearing on the decision may make a request either verbally or in writing to:

Penny E. McConnell, RD, SNS, Director
Food and Nutrition Services
Fairfax County Public Schools
6840 Industrial Road
Springfield, VA 22151
703-813-4800

Households may apply for free or reduced price meals at any time during the school year. If a household is not eligible now but has a change, such as a decrease in household income, an increase in household size, becomes unemployed or qualifies for SNAP or TANF, the household should contact the school for an application. Such changes may make the children of the household eligible for benefits if the household's income falls at or below the levels shown in the income chart.

Households that receive Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamp Program) or Temporary Assistance for Needy Families (TANF) may not have to complete an application for free or reduced price student meals. School officials will determine eligibility for free meals based on documentation, obtained directly from the Virginia Department of Social Services, that a child is a member of a household currently receiving SNAP or is receiving TANF. School officials will notify these households of their eligibility. Households who are notified of their eligibility, but who do not want their children to receive free meals, must contact the school. SNAP and TANF households must complete an application if they are not notified of their automatic eligibility within the first 10 days of the new school year.

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MEDIA RELEASE NOTIFICATION

PLEASE PROVIDE A LIST OF THOSE WHO WILL RECEIVE THE MEDIA RELEASE.

Newspapers

Connection Newspapers
FAX 703-917-0991

Times Community Newspapers
FAX 703-247-6019

Herndon Observer
FAX 703-834-3142

The Washington Post
FAX 703-273-2836

Mount Vernon Gazette
703-917-0991

Sun Gazette Newspapers
FAX 703-738-2531

Washington Examiner
FAX 703-846-8366

Washington Times
FAX 202-832-2235

Television and Radio

NBC4-TV
FAX 202-885-4104

WTTG-TV (Fox 5)
FAX 202-885-3088

WJLA-TV and Newschannel 8
703-236-2331

WUSA-TV9
FAX 202-895-5629

WMAL Radio
FAX 202-537-0009

WTOP Radio
202-895-5060

WAMU Radio
202-885-3825

Associated Press
202-776-9591

**COLLECTION PROCEDURES FOR
SCHOOL LUNCH AND/OR BREAKFAST
2009-10**

I. Using Bar Code Scanner With Cards and PIN (Personal Identification Number) Pads

- A. Each student who prepays for breakfast and/or lunch and each student who qualifies for free or reduced price meals will receive a bar code card (sample of card attached) or a PIN.
- B. The computerized system updates each student's status (free, reduced price, full price) daily. The Office of Food and Nutrition Services controls the system.
- C. The point of service (POS) terminal at the cashier's stand will have a card reader to scan cards or a PIN pad on which students can enter their numbers. The cashier enters what a student has purchased, and the amount owed appears on the screen.
- D. The bar code card and PIN pad communicate with the computer located in the manager's office, determining if the student has any funds in his or her account.

The screen shows:

- 40¢ reduced price for lunch and 30¢ reduced price for breakfast
 - .00 (for free)
 - .00 (for prepaid)
- E. Middle, high, secondary and most elementary schools use PIN pads for identifying students. Under adult supervision, the remaining elementary school students select their cards from a card rack near the serving line, or teachers distribute cards to elementary students immediately before lunch is served.
 - F. Any sum of money may be prepaid into a student's account.
 - G. The bar code card and PIN pad systems prevent use of a card or a PIN number for a second subsidized meal.
 - H. Action taken on students qualifying for free and reduced price meals is downloaded daily from the Office of Food and Nutrition Services' computer to each school's computer.



II. General Policies for Counting Meals

- A. Cashiers will allow only one reimbursable meal per student at the point of service. Managers will inform cashiers of any lost or stolen bar code cards so that other students cannot use these bar code cards.
- B. Students eligible for free and reduced-price meals may receive a meal on any line serving reimbursable meals. Menu choices are available to all students.
- C. All serving lines and serving areas are open to all students regardless of their benefit category.
- D. Prepaid meal sales are promoted throughout the school division as follows:
 - Monthly elementary parent menus
 - Familygram—a publication to parents
 - Prepaid meal sale posters displayed in dining and serving areas
 - School public address announcements
 - Promotions
 - Annual parent brochure
 - Office of Food and Nutrition Services web site – www.fcps.edu/fs/food
- E. Reimbursable meal training and offer-versus-serve training are provided at the division and school levels.

- F. Offer-versus-serve will not be an option for the following alternative school sites, preschool classes, and special education centers:

Aldrin Elementary	Keene Mill Elementary
Baileys Elementary	Key Center
Bryant Center	Kilmer Center
Burke Center	Little Run Elementary
Cedar Lane Center	McNair Elementary
Cherry Run Elementary	Mountain View Alternative Center
Clearview Elementary	Mt. Vernon Woods Elementary
Cub Run Elementary	Pimmit Hills Alternative Center
Davis Center A	Pine Spring Elementary
Deer Park Elementary	Pully Center
Dunn Loring Alternative School	Quander Center
Eleven Oaks Center at Mountain View	Stratford Landing Elementary
Greenbriar East Elementary	

- G. All meals served on free, reduced-price, and full price bases are keyed into the cashier terminal. The managers take the cashier terminal readings for free, reduced-price, and full price paid breakfasts and lunches. The meal totals are then entered into the computerized system daily according to eligibility category.
- H. The computerized system currently checks the number of meals claimed against the number of eligible students by category daily. Any numbers exceeding the attendance-adjusted eligible number will be brought to the attention of the food service director or his or her designee daily and will be corrected at the school level as well as at the division level. An edit check report will be completed monthly at the central office prior to completing the monthly claim for reimbursement.
- I. Special education centers and alternative school sites each use a roster to record meals served. Once the roster is marked, it is sent to the production school, and the PIN number is entered into the computerized system. At this point the meal is recorded correctly, depending on the status code of free, reduced-price, or paid that is maintained in the system.

Accountability Roster by Homeroom – Daily

Site: All Customer Group: All (Active) Homeroom: SMITH to SMITH
 Sort By: Last Name, First Name
 Site: 242 FAIRFAX ELEMENTARY
 Homeroom: SMITH

			Breakfast			Lunch			Date: _____	
		Balance When Printed	Items Selected	Meal Rcvd	Meal Rcrd	Items Selected	Meal Rcvd	Meal Rcrd	Prepayment Amount	Notes
Adams, Alex	88376 / 193837	\$20.90								
Brown, Betty	84263 / 196426	\$19.20								
Carter, Charlie	41134 / 199113	\$18.40								
Davis, Donna	51445 / 199144	\$3.40								
Johnson, Joseph	22656 / 198265	\$70.80								
Martin, Mary	67676 / 196767	\$52.00								
Smith, Sam	76797 / 195679	\$39.20								
Thomas, Tammy	66868 / 1918069	\$20.35								

SAMPLE