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***Submit ONLY if your facility is a NEW sponsoring organization or your facility had policy changes.***

**FREE AND REDUCED-PRICE MEALS POLICY STATEMENT**

**CACFP Pricing Programs**

(Centers which establish separate charges for meal service)

The has agreed to participate in the Child and Adult Care Food Program and

 *(Program Sponsor)*

accepts responsibility for providing in the center(s) under its jurisdiction free and reduced-price meals.

The program sponsor assures the New Hampshire Department of Education that the center(s) will uniformly:

* Implement procedures to determine children’s eligibility for free meals and reduced-price meals, and
* Accept Income Eligibility Applications on behalf of children regardless of whether their household received Food Stamp or Temporary Assistance for Needy Families (TANF) benefits.

In fulfilling its responsibilities, the program sponsor:

A. Agrees to provide a Media Release to media serving the area from which the institution draws its attendance at the beginning of
 each program year.

B. Agrees to serve free meals to children from households whose income is at or below the level for “Free Meals” on the current year
 Income Eligibility Guidelines.

C. Agrees to serve free meals to children who receive Food Stamps or TANF benefits.

D. Agrees to serve reduced-price meals not exceeding the established limits (currently 40 cents for lunch or supper, 30 cents for breakfast and 15 cents for each supplement) to children from families whose income is above the level for “Free Meals” but at or below the level for “Reduced-Price Meals” on the current year’s Income Eligibility Guidelines.

E. Agrees to provide these benefits to foster children, in certain cases, using the same criteria above and to children from families
 who are experiencing unemployment which may cause the household income to fall within the specified criteria.

F. Agrees that there will be no physical segregation of, nor any other discrimination against, any child because of his/her inability to
 pay full price of the meal. The names of the children eligible to receive free meals and reduced-price meals shall not be published,
 posted, or announced in any manner and there shall be no overt identification of any such children. Further assurance is given
 that children eligible for free meals and reduced-price meals shall not be required to:
 1. Work for their meals,

 2. Use a separate lunchroom,

 3. Go through a separate serving line,

 4. Enter the lunchroom through a separate entrance,

 5. Eat meals at a different time, or

 6. Eat meals different from the ones sold to children paying the full price.

G. Agrees that in the operation of child-feeding programs, no child shall be discriminated against because of race, color, national
 origin, disability, sex, or age.

H. Agrees to develop and distribute to each child a Parent Letter and a CACFP Parent Income Eligibility Application including an
 income scale for reduced-price meals.

 1. Parents will be requested to complete the application and return it to the determining official if they feel their family qualifies
 for free/reduced-price meals. Such applications and documentation of action taken will be maintained for three years after
 the end of the fiscal year to which they pertain.

 2. Applications may be filed at any time during the year. Any parent enrolling a child in a center for the first time at any time during

 the year shall be supplied with such documents. If a child transfers from one center to another under the jurisdiction of the same

 program sponsor, his/her eligibility for free meals or reduced-price meals will be transferred to and honored by the receiving

 center.

1. Applications will be approved for free or reduced-price meals when the information meets the Income Eligibility Guidelines. All
children from a household will receive the same benefits. Children’s meals will be reimbursed at the free or reduced-price rate
immediately upon the establishment of the eligibility. The household shall be provided written notification of the eligibility
(Attachment A).
2. When an application is rejected, parents or guardians will be provided written notification which shall include: (1) the reason
for denial of benefits, (2) notification of the right to appeal, (3) instructions on how to appeal, and (4) a statement reminding
parents that they may reapply for free and reduced-price benefits at any time during the school year (Attachment B). The
reasons for ineligibility shall be properly documented and retained on file.

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I. Agrees to designate as the determining official to review applications

 *(Name and Title)*

 and make determination of eligibility. This official will use the criteria outlined in this policy to determine which individual children are
 eligible for free meals and reduced-price meals.

J. Agrees to establish and use a hearing procedure for parents’ appeals of the center’s decisions on applications. A record of all such
 appeals and challenges and their disposition shall be retained for three (3) years.

 Prior to initiating the hearing procedure, the parent or guardian may request a conference to provide an opportunity for the parent or
 guardian and program sponsor to discuss the situation, present information, and obtain an explanation of data submitted in the application
 and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

 The hearing procedure shall provide the following:

1. A publicly announced, simple method for making an oral or written request for a hearing.
2. An opportunity to be assisted or represented by an attorney or other person.
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under
appeal.
4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
5. An opportunity to present oral or documentary evidence and arguments to support a position without undue interference.
6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
7. That the hearing be conducted and the decision made by the hearing official who did not participate in the decision under appeal.
8. 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.

1. That the parties concerned and any designated representatives thereof be notified in writing of the decision of the hearing official.
2. That for each hearing, a written record be prepared including the decision under appeal, any documentary evidence, 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.
3. That such written record be preserved for a period of three years plus the current year and be available for examination by the

Parties concerned or their representatives at any reasonable time and place during such period.

K. Agrees to designate as hearing official.

 (Name, Title, Address)

 This person must be someone not involved in the original eligibility determination. Further, it is suggested that he/she holds a position
 superior to that of the determining official.

L. Assures the New Hampshire State Department of Education that all free meals and reduced-price meals claimed will be for eligible
 children with an approved application on file which documents that eligibility.

M. Agrees to establish a procedure to collect money from children who pay for their meals and to account for the number of free, reduced-
 price, and full-price meals served.

**ATTACHMENTS**: The following attachments are adopted with and considered part of this Policy Statement for Free and Reduced-Price meals.

* Sample Letter for Approval of Free or Reduced-Price Meals
* Sample Letter to Household for Denial of Free or Reduced-Price Meals

**Approved by:**

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| --- | --- | --- |
| *Signature of Institution Official* |  | *Date* |
| *Signature of BNPS Administrator* |  | *Date* |

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Reviewed August 2022

Free & Reduced Policy Statement – Pricing

[USDA Nondiscrimination Statement | Food and Nutrition Service](https://urldefense.com/v3/__https%3A/www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs__;!!Oai6dtTQULp8Sw!QkRyajDmRUkECXL6LrycazcGSyIJtyEfNq-0vEBT1notxs2ftGSnWaDgqQo2P9Vci9DsU23UmDMWpcnfTeJdTzIL5gZyh1_L4rZ0$)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf](https://urldefense.com/v3/__https%3A/www.usda.gov/sites/default/files/documents/USDA-OASCR%2A20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf__;JQ!!Oai6dtTQULp8Sw!QkRyajDmRUkECXL6LrycazcGSyIJtyEfNq-0vEBT1notxs2ftGSnWaDgqQo2P9Vci9DsU23UmDMWpcnfTeJdTzIL5gZyh1Ofy1jK$), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture
 Office of the Assistant Secretary for Civil Rights
 1400 Independence Avenue, SW
 Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:**Program.Intake@usda.gov

This institution is an equal opportunity provider.