



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services
1535 West Jefferson Street
Phoenix, Arizona 85007

Free and Reduced-Price Policy Statement

Revised June 2019

Introduction

In accordance with 7 CFR 245.10, each School Food Authority (SFA) participating in the National School Lunch Program (NSLP), School Breakfast Program (SBP), and/or the Special Milk Program (SMP) with the free milk option must have an approved free and reduced-price policy statement on file with the Arizona Department of Education (ADE) that accurately describes its current free and reduced-price policies. SFAs just beginning participation in the NSLP, SBP, or SMP must submit their policy statement to ADE for review as part of the new SFA application process. The policy statement becomes a permanent document but must be amended when the SFA makes a substantive change to its free and reduced-price policy. Amendments must be submitted for review by ADE by October 15 each year.

Policy Statement

SFA Name: Red Rock Elementary School

This statement applies to the programs in which the SFA will be participating as indicated on the application and agreement.

In fulfilling its responsibilities to implement a policy that conforms to United States Department of Agriculture (USDA) regulations regarding determination of children's eligibility for free and reduced-price benefits, Red Rock Elementary School wishes to state the following:

- A. Red Rock Elementary School's CNP Web Sponsor Application will be updated each school year to reflect the following:
 - a. The household application, application letter, and notification letters provided to households applying for benefits will be those provided by ADE;
 - b. And/or a customized household application, application letter, and notification letters have been developed and will be provided to households applying for benefits. Customized applications and letters must be reviewed and approved by ADE prior to use.

- B. Cathy Shull is the LEA official that has been designated to make eligibility determinations.

- C. The following direct certification procedures have been implemented:
 - a. Prior to the school year starting, a Direct Certification report is pulled for all previously enrolled students.
 - b. First day of school, another Direct Certification report is pulled to capture all newly registered students.
 - c. Email notifications are received when an enrolled student is approved for state benefits that will allow for free lunch benefits to be approved.

- D. The following procedures for accepting applications for benefits have been implemented:
 - a. An application is provided at registration to all students. All applications are returned to the office, where the LEA's Designated Official reviews and makes the determination for benefits. The reviewed forms are then given to the Confirming Official to review and approve.

- E. Eligibility will be determined in accordance with the current Income Eligibility Guidelines (IEGs).

- F. A foster child will be categorically eligible for free meals. A foster child may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children, as including children in foster care as household members can help other children in the household qualify for free or reduced-price meals. If the foster family is not eligible for free or reduced-price meal benefits, this does not prevent a foster child from receiving free meal benefits.

- G. Households with children who are categorically eligible under Other Source Categorically Eligible Programs will be instructed to contact the school for assistance in receiving benefits and to mark the relevant box on the application to indicate their status.

- H. ADE and Red Rock Elementary School will ensure there are no barriers for participation in the NSLP, SBP, and/or SMP for Limited English Proficient (LEP) families and will communicate with parents and guardians in a language they can understand throughout the certification and verification processes.

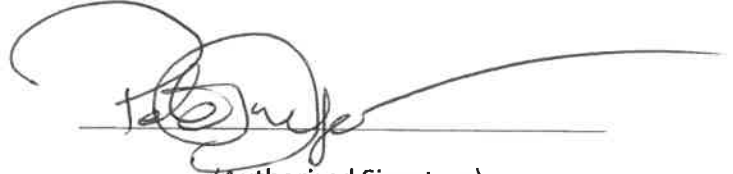
- I. Red Rock Elementary School will abide by the hearing procedures set forth in 7 CFR 245.7 and nondiscrimination practices set forth in 7 CFR 245.8.

- J. Red Rock Elementary School will verify approved free and reduced-price applications by November 15 each year as specified by 7 CFR 245.6(a) using the following procedures:
 - a. Applications for verification are selected randomly from the error prone applications received.
 - b. A Verification Tracking Form is printed and attached to each application selected for verification.
 - c. A Confirmation Review is conducted.
 - d. Direct Verification report is run

- e. Those households that did not match the Direct Verification, a Notice of Verification is sent to the household requesting further information.
 - f. The submitted documentation is reviewed, then a Letter of Verification Results is sent to the households.
- K. Red Rock Elementary School will maintain a description of the verification activities as required by 7 CFR 245.6(a)(3)(c).
- L. Red Rock Elementary School will submit to ADE a summary report of verification activities performed as required by 7 CFR 245.6(a)(h) by February 1 each year.
- M. The following measures have been taken to prevent disclosure of confidential free and reduced-price eligibility information, as is required by 7 CFR 245.6(f-k):
- a. All applications are kept together in a file that is held at the desk of the Determining Official.
- N. Red Rock Elementary School has implemented the following policies per site regarding meal charges:
- a. Meal charges are noted on each students account, where only the point of sale person has access to view these charges.
- O. When more than one lunch, breakfast, or type of milk is offered which meets the requirements of 7 CFR parts 210.10, 220.8 or 215.2, children eligible for free or reduced-price benefits will have the same choice of meals and/or milk that is available to those children who pay the full price for their meals and/or milk. To prevent overt discrimination of children receiving free or reduced-price meals, the following methods of collecting payment from children paying the full- or reduced-price of the meal will/will NOT be implemented:
- a. N/A
- P. When selling competitive foods during a meal service, the following practices will be implemented to prevent overt identification of the children receiving free or reduced-price meals:
- a. N/A
- Q. Red Rock Elementary School will notify the public through a public/media release which will be provided to applicable local media, unemployment offices, and major employers contemplating large layoffs in the attendance area of its schools. The release will include the name(s) of the school(s) approved to operate the NSLP, SBP, and/or SMP in CNP Web, Income Eligibility Guidelines (IEGs) for free and reduced-price meals, and other information required to be contained in the letter to households. A copy of the public/media release which will be used is attached to this statement.

Peter Dwyer

(Print or Type Name and Title)



(Authorized Signature)

Red Rock Elementary School

(SFA)

July 31, 2019

(Date)

This institution is an equal opportunity provider.