

RSU #63

- a. NEPN/NSBA Code:** EFC-R
- b. Title:** Administrative Procedures Relating to
RSU 63's Free and Reduced-Price
Meal Program
- c. Author:** Superintendent/Business Manager
- d. Replaces Policy:**
- e. Date Approved:** 08/28/2017 RSU #63
- f. Previously Approved:** 09/28/2015
- g. Policy Expiration:** Review as Needed
- h. Responsible for Review:** Superintendent/Business Manager
Committee/Policy Committee
- i. Date Reviewed:** 07/26/2017 Budget & Finance Committee
08/07/2017 Policy Committee
07/26/2017 Superintendent
- j. References:** Policies: EFC-Food Services Program
EFCA-RSU 63's Free & Reduced-Price Meal Program
- k. Narrative**

- I.** Applications for free or reduced-price meals (Free and Reduced Lunch School Meal Application) will be furnished to the parents of all students annually. The initial distribution each year will be at the direction of the Principal. Thereafter, forms will be furnished by the school secretary during the enrollment period.
- II.** Completed applications are to be returned to the school secretary who will review Sections One through Three for completeness and accuracy with respect to facts known within the district. If the application is incomplete or apparently incorrect, the school secretary will contact the parent/guardian and be of assistance in completing/correcting the application.
- III.** Once Sections One through Three are completed and checked by the school secretary, the secretary will forward the applications to the Business Manager at which time the Business Manager will approve or deny the application and send written notification to the parent/guardian. The service of meals will start immediately upon establishing eligibility.
- IV.** Routine questions concerning eligibility should be referred to the Business Office. Appeals of denied free or reduced-price meals are to be directed to the Superintendent or his/her designee. If resolution to a denied application is not reasonably attained and the parent/guardian chooses to appeal, the student(s) will receive free or reduced price meals during the appeal process.
- V.** Full and reduced price meals will be determined by the Business Manager according to the USDA Food and Nutrition Service guidelines, and approved by the Superintendent of Schools and the Board of Directors.
- VI.** Refer to Policies EFC and EFCA for procedures relating to the collection of unpaid student account balances.