

TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

SECTION: **3000**  
CATEGORY: **Business and Non-  
Instructional Operations**  
POLICY CODE: **3542.31/Free and  
Reduced Price Meals**

## **FREE AND REDUCED PRICE MEALS**

### **Policy Statement**

The Trumbull Board of Education agrees to participate in the National School Lunch Program and accepts responsibility for providing Free and Reduced Price meals to eligible students in the schools under its jurisdiction. The program will be uniformly implemented to determine the eligibility of students for free and reduced price meals and to ensure that no student be discriminated against because of his/her race, sex, color or national origin and that all children from the same family will receive the same benefits.

Adopted: 08/21/73  
Adopted: 11/22/83  
Revised: 03/27/01, 02/10/04

**Regulations**

A Food Service Director will be appointed who will enforce all State and Federal guidelines and who is made responsible:

1. To develop and distribute to each student's parent/s or guardian, a letter explaining income eligibility criteria for Free and Reduced Price Meals. Included should be an application form that interested parents are responsible for filling out and returning to the school for review. The Federal Parent/Guardian letter and application forms are available at each school's main and lunch offices and sent home with each child on the first day of every school year.
2. To review applications and make determinations of eligibility. Parents or guardians will be promptly notified of the acceptance or denial of their application. Applications and documentation of determination will be maintained for a period of three years following the end of the school year to which they pertain.
3. To include in a rejection notification:
  - a. reason/s for denial.
  - b. right to appeal and instructions on how to do so.
  - c. right to reapply at any time during the school year.
4. To inform the public of eligibility guidelines through local news media, local unemployment offices, and major employers contemplating layoffs.
5. To establish a procedure for collecting reduced price meal money and to account for the total number of free, reduced price, and full price meals served.
6. To submit to the Connecticut State Department of Education for approval any alterations, public announcements, etc. before implementation.
7. To arrange for students eligible for free and reduced price meals to receive these meals with no physical segregation nor any other discrimination made that would overtly identify recipients, including separate lunchrooms, serving lines, entrances, serving times, or menus.
8. To set reduced price charges for lunch at or below the maximum reduced price allowed by regulations and below the full price of the regular meal.
9. To comply with verification requirements of the Connecticut State Department of Education's Child Nutrition Program.
10. To establish and use a fair hearing procedure.

## 3542.31/Free and Reduced Price Meals

### Hearing Guidelines

1. A family can appeal a decision made in respect to the family's Free and Reduced Price Meal application.
2. The school can challenge the continued eligibility of any student to a free or reduced price meal.
3. During an appeal and hearing, a student will continue to receive a free or reduced price meal.
4. Prior to initiating the hearing procedure, the school official, the parent or guardian may request a conference to discuss the situation, present information, or clarify data on which the decision was rendered.
5. The designated hearing official is the Trumbull Superintendent of Schools or his designee.

### Hearing Procedures

1. Provide a publicly announced, simple method for making an oral or written request for a hearing.
2. Offer an opportunity to be assisted or represented by an attorney.
3. Offer an opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
4. Schedule, with reasonable promptness and convenience, a hearing and give adequate notice as to its time and place.
5. Provide an opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
6. Insure that an opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witness is offered.
7. Select an official who did not participate in the decision under appeal or any previous conference on the appeal to conduct the hearing and decide the outcome of the appeal.
8. Enter into the hearing record all oral and documentary evidence presented at the hearing and the decision of the hearing official.

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### Hearing Procedures-continued

9. Notify in writing all parties concerned and any designated representatives of the hearing decision.
10. Prepare for each hearing a written record to include 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 thereof, and a copy of the notifications to the parties concerned.
11. Retain written records of hearing for a period of three years after the close of the school year to which they pertain. These records must be made available for examination by the parties concerned or by their designees at any reasonable time and place during such a period.

Approved: 08/21/73

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### Reference:

- “Public Law 91-248, Code of Federal Regulators, Title 7, Part 245, “Determining Eligibility for Free and Reduced Meals and Free Milk.”
- ED. O 99- Agreement for Child Nutrition Program (1999)

