



**COLLEGE READY.  
CAREER READY.  
LIFE READY.**

## **BOARD OF EDUCATION**

Jorge E. Diaz, *Superintendent*

### **NATIONAL SCHOOL FREE AND REDUCED LUNCH PROGRAM**

#### **OUTLINE OF RESPONSIBILITIES/PROCEDURES**

The Child Nutrition Program is an area that demands compliance. It provides a basis for various types of Federal funding as well as playing a prominent role in the State school funding formula. The process and the information is constantly subject to audit through different Federal, State, and local agencies. The following represents an outline of responsibilities with regard to our process.

#### **Principal's Office**

Application: The principal's office is responsible for sending out the application with the approved parent letter over the summer to every student household. They also collect each completed application from the students. Applications need to be immediately forwarded to the Business office for processing. They **should not** be reviewed, entered, or verified at the school level. A log of all the applications received and forwarded to the Business office should be maintained to avoid confusion with regard to tracking at a later date. The Principals should also communicate to parents about filling out applications on line through the Genesis parent portal. This will make a quicker turn around for getting applications approved by the business office.

Returning Students (September 2023): Returning students are entitled to their prior year status for the first 30 school operating days. All of their prior year information is updated by the Genesis system and imported into the POS. All returning students need to be encouraged to complete a new form ASAP as their status will change after the 30th operating day without a complete and approved form for the 2023-24 school year.

New Students (including Freshman): New students can access their prior year status (Free or Reduced) if the principal's office can get a copy of the prior school year's approved application from the sending district. Copies of the application should be sent to the Business office as soon as received so the status can be updated immediately. Any new students without prior year application will be updated as soon as a 2023-24 school year application is received and approved.

Lunch Charges: Lunch charges result from a non-participating child showing up for school without lunch money. If the student has no balance on file, a negative balance is created on the POS system that needs to be eventually collected. Unfortunately, when it is done on a constant basis, balances become uncontrollable and uncollectable.

## Principal's Office – Continued

There is **no requirement** that a district provide a free meal to a non-participating student that fails to remember their lunch money. The district has implemented an outstanding food services policy which should be followed to collect the student arrears. (Copy of policy can be found on our website under business operations/Food services/Parent Lunch Info.)

Drop/Withdrawal/Enrollment: All drops and withdrawals need to be reported directly to the Business office as soon as possible. In order to comply with regulations, the system must have accurate data and the master eligibility list updated daily.

On-Site Review Forms: An on-site review needs to be performed for lunch and breakfast and documented (Form #142) annually at each school before February 1<sup>st</sup> each year. (This can be found on our website under business operations forms). A reminder and email will be sent with the form later in the school year.

Menu Groups: Groups should consist of the principal, parents, students and food service director. Meetings should take place to review and update food menus. The group should also participate in the development, review, update, and implementation of the school wellness policy.

Wellness Policy Assessment Tool:

This form should be completed every three years for each school. The tool provides information on the wellness policy goals and practices within the schools. Once completed, please send to the Business Office. The completed form will be posted on our website to be available to the public.

### Business Office

Direct Certification: The Business office performs the Direct Certification process before the start of school and several times throughout the year as required by the State. If a child qualifies for Direct Certification, their status will be automatically updated in the system. There is no need for the student to fill out an application.

Applications: Upon receipt from the schools, the Business office checks and certifies all applications. All approval letters will be sent directly to the household on District letterhead. All follow-up correspondence on incomplete applications will also come directly from the Business office. The principal's office may need to provide additional support should there be a problem with a particular household.

Status/Data Entry: The Business office enters all free/reduced applications onto the Genesis system. Status confirmation or changes will be made through the system from the results of the entered applications. The POS system will be updated daily through downloads from Genesis. Manual adjustments in the Genesis or POS to a student's free or reduced status are unacceptable and **are not** to be made **under any circumstance**. If there is an issue with a student's application or status, contact the Business office for verification.

Verification: The Business office performs the required verification process in October. Correspondence will be handled directly through the Business office. The principal's office may need to provide additional support should there be a problem with a particular household. Any changes as a result of the process will be made by the Business office.

Monthly Enrollment: Monthly school enrollment is pulled out of Genesis by the Assistant Business Administrator and is used in reporting monthly reimbursement with the State.

Please respect the system, stay in your role, and always strive to provide accurate information while giving the process the attention it deserves.