

# POLICY

## EAST WINDSOR BOARD OF EDUCATION

OPERATIONS

8540 /Page 1 of 2

FREE AND REDUCED RATE MEALS

### 8540 FREE AND REDUCED RATE MEALS

The Board of Education recognizes the importance of good nutrition to each pupil's educational performance and directs that needy pupils be provided with lunch at reduced rates or free of charge.

Pupils shall be eligible for free or reduced rate meals who would not otherwise receive proper nourishment. The Board designates the School Business Administrator/Board Secretary to determine, in accordance with standards issued annually by the State Department of Education, the pupils eligible for free or reduced rate meals.

The Superintendent shall annually notify all interested persons in the school district of the availability, eligibility requirements, and application procedures for free and reduced rate meals by the distribution of an application for such meals to the family of each pupil enrolled in the district, by placing a notice in the Board's official newspaper, and by informing appropriate municipal agencies and community organizations.

A parent(s) or legal guardian(s) who so requests shall be given an application form and at least two weeks to prepare and submit the form. Where necessary, the Principal or the Principal's designee shall assist the applicant in the preparation of the form. The pupil's eligibility shall be determined and the applicant shall be notified of that determination in writing within five working days of the receipt of the application. Any pupil found eligible shall be offered free or reduced rate meals immediately and shall continue to receive such meals during the pendency of any inquiry regarding his/her eligibility.

A denial of eligibility for free or reduced rate meals shall be in writing and shall include the reasons for which eligibility was denied, notice of the applicant's right to appeal the denial, and the procedures for appeal. Appeal procedures shall include a hearing, held with reasonable promptness and at the convenience of the applicant and before a hearing officer other than the school official who denied the application; the applicant's opportunity to be represented by counsel; a decision rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the Superintendent.

The identity of pupils who receive free or reduced rate meals will be protected, and they shall not be required to work in



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**EAST WINDSOR  
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OPERATIONS

8540 /Page 2 of 2

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consideration for receiving such meals.

The Superintendent shall develop regulations to implement this policy and shall seek out and apply for such federal, state, and local funds as may be applied to the district's program of free and reduced rate meals.

7 C.F.R.                    210.1 et seq.  
N.J.S.A.                    18A:33-5; 18A:58-7.2  
N.J.A.C.                    2:36

Adopted: 22 November 2004

