

# Montpelier Public School

## AA. FOOD SERVICE PROGRAM

The District participates in the National School Breakfast, Lunch, and Milk Program. As a participant in these programs, the district assures compliance with the following requirements:

1. The district shall only claim meal reimbursement for meals in which documentation is available.
2. The district shall determine eligibility for free and reduced lunches for students not categorically eligible in accordance with current Income Eligibility Guidelines.
3. The district shall disseminate applications for free and reduced-priced meals before the start of the school year when possible or within the first week of school. Students who enroll later in the school year shall receive an application at the time of enrollment. The district shall use the Department of Public Instruction application form for free and reduced-priced meals.
4. In accordance with federal law and the U.S. Department of Agriculture Policy, the District shall not discriminate on the basis of race, color, national origin, sex, age, disability or other class protected by law. Individuals may file a complaint of discrimination with the USDA Director at the Office of Civil Rights in Washington, D.C.
5. The names of participants for which free or reduced-priced meals may be claimed shall not be published, posted, or announced in any manner and there shall be no overt identification of any such participants by any means. To this end, the district shall establish a system of school meal payment tracking that does not overtly identify any student as receiving a free or reduced price meal/milk.
6. The district shall comply with the eligibility appeals procedure contained in 7 CFR 245.7.
7. The district shall submit any substantive amendments of this policy to the Department of Public Instruction prior to implementation. Such changes shall only become effective upon DPI approval.

The board designates the administrative assistant as the individual responsible for determining eligibility for purposes of claiming free and reduced priced meals.

### Complementary Documents

- AAC, Nondiscrimination & Anti-Harassment Policy
- IB-E1, Free & Reduced Priced Meal Eligibility Appeals
- IB-E2, DPI Requirements & Guidance for Adult Meals
- IB-E3, Foods of Minimal Nutritional Value
- IBA, Alternative Food Service

### Training

The District shall comply with requirements in state law related to training food service personnel.

### Serving Meals to Adults

The District shall comply with DPI guidance and requirements with regard to serving meals to adults.