

Business/Non-Instructional Operations

Food Service

Purposes and Facilities

The school lunch program shall be an integral part of our total educational program. An attractive, wholesome, well-balanced lunch is essential for the best work from the students.

To accomplish this objective with appropriate economy, all administration of the food services program will be coordinated by the Food Services Director reporting to the Finance Director, Budget Analyst, Superintendent or designee. Business functions to be centralized will include central purchasing of food and supplies, a system-wide salary schedule for all food service employees, centrally planned menus, and regular audits of all accounts.

The educational aspects of the school lunch program will be the responsibility of each school principal, subject to advice, counsel and direction from the Superintendent of Schools, who is ultimately responsible for executing this policy.

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees

10-237 School activity funds

State Board of Education Regulations

10-215b-1 School lunch and nutrition programs

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Business/Non-Instructional Operations

Free or Reduced Price Lunches

National School Lunch Program regulations require that lunches be provided for needy students when family income is insufficient to provide the basic necessities, including food of the proper quality and amount for good nutrition.

Parents shall be informed of the school system's policy concerning "Meals for Needy Children." A letter and application form will be distributed to all parents during the first few weeks of school. The letter will contain information on the eligibility standards, procedures for applying for free "Meals for Needy Children," and how an appeal may be filed for an adjustment in the decision with respect to their application. This information and an application form will be provided whenever a new student is enrolled.

A public news release containing this same information will be made available to local news representatives early in the school year. Copies of this public release will be made available upon request to any interested party. Subsequent changes in the school system's eligibility standards during the school year, which are approved by the state agency will also be publicly announced.

1. Free or reduced price lunches and/or supplementary milk will be provided for all students who qualify on the basis of financial need. Breakfast snacks may be provided in cases of extreme nutritional deficiency.
2. There shall be no discrimination in the furnishing of meals or supplementary milk (because of race, religion, source of income, etc.).
3. The anonymity of students receiving assistance under this regulation shall be protected. The names of these students will be treated in a confidential manner. They will use the same tickets for milk and lunch and will obtain these items in the same manner and place as do all other children.
4. Requests for free lunches, reduced price lunches, and/or supplementary milk which have been denied may be appealed to the Superintendent of Schools.
5. Records of students receiving assistance will be kept in each school. A monthly report will be submitted to the school system's main office where records for audit purposes will be maintained.
6. Eligibility for the "Meals for Needy Children" program will be based on the following:

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Free or Reduced Price Lunches (continued)

a. Emergency Situations

A child's statement of need is sufficient for providing assistance on a temporary basis. A family contact should be made immediately to determine extent and probable duration of need. In cases of family emergency such as sudden unemployment, illness, death, desertion, etc., assistance will be provided as needed.

b. Objective Standards of Need

Eligibility for assistance, other than that for emergency situations, will be determined on the basis of income and family size as indicated on the scale provided by the school system.

c. Priority to Neediest Families

If it is not possible for the school system to meet all requests for free or reduced price meals, priority shall be given to those children from families whose income is lowest on the scale regardless of source of income.

7. If school authorities feel that a family's financial situation has changed, and the students are no longer eligible for free meals, a hearing procedure will be used by the Superintendent of Schools to challenge the continued eligibility. In the event of such a challenge, the family will be given a reasonable period of time in advance of the hearing to review the information on which the challenge is based. Children will continue to receive free meals until the conclusion of the hearing.

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees

10-215a Non-public school participation in feeding program

10-215b Duties of state board of education re feeding programs

10-216 Payment of expenses

State Board of Education Regulations

10-215b-1 Competitive foods

Regulation approved: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Business/Non-Instructional Operations

Free or Reduced Price Lunches

Participation in the National School Lunch Program

Participation in the National School Lunch Program is herewith authorized. Authorization is granted to the Superintendent to act on behalf of the Board for purposes of participating in the National School Lunch Program.

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-216 Payment of expenses.

Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq. as amended by Title IX, Equal Employment Opportunity Act.

United States Department of Agriculture 7 C.F.R. 15, re nondiscrimination.

Policy adopted: June 26, 2006

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