

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER V, SECTION 12, NUTRITION SERVICES PROCEDURES FOR NUTRITION SERVICES COLLECTIONS

Computer Accounting:

Computer accounting is used for lunch, breakfast, and a la carte charges at all Laramie County School District Number One schools. Payments onto the accounts are made preferably before school and at breakfast. Payments can also be made during lunch service when necessary. For a fee, Credit Card payments can be made online through the Nutrition Services website links. At mealtime, when the student I.D. number is entered into the computer, the correct amount of cash is then deducted from the student's account balance for the appropriate meal or a la carte selection. Parents may request an account activity log which shows all payments and expenditures for the student during any given time period.

Loaners:

Laramie County School District #1 wants to ensure that no child goes hungry. "Loaners" are reimbursable meals a student can charge to their meal account when their account has insufficient funds to cover the cost of the meal. A "loaner" becomes a negative debt on the student's account that must be repaid. The purpose of this loaner policy which is to be adopted by all schools in the District is to be proactive in parent notification in an effort to control loaner balances. Parents and/or guardians are responsible to maintain their child's account throughout the entire school year. This policy guidance is to standardize processes for handling loaners throughout the school district. This policy is to permit the receipt of reimbursable meals only. There are no provisions to allow loaner balances for any ala carte items. Each student may use two (2) loaner meals, therefore each student account will be allowed to charge two (2) meals.

Students will be provided an "Alternate Meal" when loaner/charge limit is exceeded. This Alternate Meal will be designated by the Nutrition Services Program Administrator and meet the USDA nutrition guidelines for a reimbursable meal.

A "no charge" (no loaner) policy takes affect for the remainder of the school year starting the third Monday in May. During this period students will be given the alternate meal and not permitted to incur negative balances.

Notification:

Elementary Schools (K-6)

When the student's account balance reaches \$5.00 or less, the campus cashier will verbally remind the student that they need money in their account when they come to cashier. Cashiers will provide a daily balance report at the end of the day to campus personnel to inform them of loaner status. Additionally, cashiers will coordinate weekly balance letters to be sent home with students.

For the first two loaners, the student will be required to phone parents to inform them that they need lunch money for the next day. After the second loaner, the campus cashier will provide the student with an Alternate Meal. A total of five alternate meals are provided, during which time the cashier must inform the campus principal of the child's status.

Secondary Schools (7-12)

When the student's account balance reaches \$5.00 or less, the campus cashier will verbally remind the student that they need money in their account when they come to cashier. Students will be reminded of low balances until a negative loaner is reached. Cashiers will provide secondary principals with a weekly negative balance report of all students with loaner balances.

On the date of the first and second loaner, the cashier will inform the student to bring money or a lunch the following date and explain that the Alternate Meal will be provided after two loaners.

After the second loaner, the cashier will retrieve meal choices selected and provide student with the Alternate Meal. Every attempt will be made by the food service cashier not to embarrass the student.

A total of five alternate meals are provided, during which time the cashier must inform the campus principal of the child's status.

Special Circumstances

Upon investigation and documentation, the principal may be able to complete a Meal Application on behalf of a needy student whose parents are unresponsive. This process will be reviewed on a case by case basis.

Point of Service Collection Procedures:

Collection procedures used in Laramie County School District Number One.

1. Money and student I.D. numbers are collected at the end of the service line and the cashier verifies that a reimbursable meal has been served.

Cash Accounting Procedures & Policies:

1. Once a payment is credited to a student account, the parent must send a note if they want the student to withdraw funds.
2. Checks will be deposited for the full amount into the student account. We will not return change for any portion of the check. Non-Sufficient Fund (NSF)/returned checks will be handled according to Nutrition Service department procedures posted online.
3. The daily sales will be recorded and stored following the current USDA guidelines.
4. All school meal service monies shall be deposited to the Nutrition Services bank account and reconciled accordingly.
5. Free and reduced price lunches are served to those students who qualify according to established federal guidelines. All free and reduced lunch applications are approved and notification letters are sent from the Nutrition Services Central Offices. Each day, an electronic free and reduced update is sent to each campus computer. All verification of free and reduced lunch forms is handled through the Nutrition Services Central Offices.

Adopted 7/12/93

Revised 7/1/95, 7/1/96, 8/1/97

Revised 7/10/00

Revised 7/1/02

Revised 7/7/03

Revised 7/19/06

Revised 6/20/11

Revised 7/14/14

EXHIBIT 21

POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS and AFTER SCHOOL CARE PROGRAM PROTOTYPE

The _____ Laramie County School District One _____ has agreed to participate in the:
(Name of Local Education Agency [LEA])

- National School Lunch Program (NSLP) and/or
- School Breakfast Program (SBP) and/or
- Afterschool Care Program
- Special Milk Program (kindergarten or preschool)
- Special Milk Program (only schools children that do not have access to the NSLP or SBP).

and accepts responsibility for providing either:

- Free and reduced price meals and/or
- Free milk to eligible children in "split session" kindergarten or
- Free milk to eligible children in "milk only" schools or
- Free or reduced price after school snacks.

The ___Laramie County School District One assures the Wyoming Department of Education (WDE)
(Name of LEA)

that the LEA will uniformly implement the following policy to determine children's eligibility for free and reduced price meals and free and reduced price snacks and/or free milk for kindergarten in all schools that participate in the NSLP and/or SBP and/or Afterschool Care Program. In fulfilling its responsibilities, the LEA agrees to all conditions outlined in this "Policy."

In fulfilling its responsibilities, the LEA agrees:

A. To serve meals and/or after school snacks (or milk in those schools which offer the free milk option under the SMP) free to children from families who provide a Supplemental Nutrition Assistance Program (SNAP) (formerly known as Food Stamps) case number or a Temporary Family Assistance (TFA) case number on the application, or whose income is at or below the free scale of the Income Eligibility Guidelines.

B. To serve meals and/or after school snacks at a reduced price to children from households whose income is at or below the reduced price scale of the Income Eligibility Guidelines.

C. That there will be no physical segregation of, nor any other discrimination against, any child because of his/her inability to pay the full price of the meal or milk. The names of the children eligible to receive free or reduced price meals and/or after school snacks or free milk shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens, tickets or any other means. Further assurance is given that children eligible for free or reduced price meals and/or after school snacks or free milk shall not be required to:

1. Work for their meals or milk.
2. Use a separate lunchroom or milk service area.
3. Go through a separate serving line.
4. Enter the lunchroom through a separate entrance.
5. Eat meals or drink milk at a different time.
6. Eat a meal different from the one sold to children paying the full price or drink milk different from that sold to children paying the full price.

D. To set reduced price charges for lunch, breakfast or after school snacks at or below the maximum reduced price allowed by regulations and below the full price of the lunch or breakfast. **(The reduced price is as follows: 40 cents per lunch; 30 cents per breakfast; and 15 cents for after school snacks).**

E. That, in the operation of school nutrition programs, no child shall be discriminated against because of race, color, national origin, sex, age or disability.

F. To **verify** in accordance with program regulations and maintain records as follows:

1. A summary of the verification efforts;
2. The total number of applications on file **on October 1**; and
3. The percentage or number of applications verified.

Compliance with these requirements will be monitored by the State agency as part of its supervisory assistance monitoring and verification efforts.

G. To establish and use a fair hearing procedure under which:

1. A family can appeal a decision made by the LEA with respect to the family's free milk or free and reduced price meal application; and
2. The LEA can challenge the continued eligibility of any child for free or reduced price meals and/or after school snack or free milk.

During the appeal and hearing, the child who was determined to be eligible based on the original application submitted will continue to receive free or reduced price meals or free milk. Prior to initiating the hearing procedure, the school official, the parent/guardian may request a conference to provide an opportunity for the parent/guardian and school officials to discuss the situation, present information, obtain an explanation of data submitted in the application and the decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

The hearing procedure shall provide the following for both the family and the LEA:

1. A publicly announced, simple method for making an oral or written request for a hearing.
2. An opportunity to be assisted or represented by an attorney or other person.
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
4. Reasonable promptness and convenience in scheduling a hearing, and adequate notice as to its time and place.
5. An opportunity to present oral or documentary evidence and arguments supporting a Position without undue interference.
6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
7. That the hearing be conducted and the decision be made by an official who did not participate in the decision under appeal or any previous conference.
8. That the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and entered into the hearing record.
9. That the parties concerned and any designated representative thereof be notified in writing of the decision.
10. That for each hearing a written record be prepared, including the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore, and a copy of the notification to the parties concerned, of the hearing.
11. That such written records shall be retained for a period of 3 years after the date of the final Claim for Reimbursement for the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the 3 year period as long as required for resolution of the issues raised by the audit. These records must be made available for examination by the parties concerned or their designees at any reasonable time and place during the period.

H. To designate a determining official(s):

_____ Shannon Thompson-Emslie Program Administrator _____
(Name) (Title)

to **review applications and make determinations of eligibility**. Such official(s) will use the criteria outlined in this policy to determine which individual children are eligible for free and reduced price meals or free milk.

I. To develop and distribute to each child's parents or guardian a letter as provided in sample on-line materials. In addition, an application form for free and reduced price meals or free milk shall be distributed with the parent letter at or about the beginning of each school year or whenever there is a change in eligibility criteria. The letter to parents with the free and reduced price meal application attachment shall have **only the income eligibility guidelines for reduced price meals** with an explanation that households with incomes at or below the reduced price guidelines may be eligible for either free or reduced price meals. **The letter to parents with the free milk application form shall list the income eligibility guidelines for free milk.**

Interested parents or guardians are responsible for filling out the application and returning it to the school for review. Such applications and documentation of determinations made will be maintained for a period of 3 years following the end of the school year to which they pertain.

Applications may be filed at any time during the year. Parents or guardians enrolling a child in a school for the first time shall be supplied with appropriate meal or milk application materials regardless of the time of year the child is registered. If a child transfers from one school to another under the jurisdiction of the same LEA, his/her eligibility for free or reduced price meals or free milk will be transferred to and honored by the receiving school.

Parents or guardians will be promptly notified of the acceptance or denial of their application. Children will be served meals or milk immediately upon the establishment of their eligibility.

It is recognized that in certain cases foster children are also eligible for these benefits. If a household has a child living with them who is a legal ward of the state of Wyoming, that child is considered a family of one, and monthly income from the State should be listed.

LEAs shall log onto the Direct Certification website at the beginning of each month to find student names who will be eligible for free meals.

When an application is rejected, parents or guardians will be provided written notification, which shall include:

1. The reason for the denial of benefits, e.g., income in excess of allowable limits or incomplete application;
2. Notification of the right to appeal;
3. Instructions on how to appeal; and
4. A statement reminding parents that they may reapply for free and reduced price benefits or free milk at any time during the school year.

The reasons for ineligibility shall be properly documented and retained on file at the LEA level.

The designated hearing official is: David Bartlett, Assistant Superintendent of Schools,
_____ 2810 House Ave Cheyenne, WY 82001 _____
(Address) (City, State, Zip)

Note: *The hearing official must be someone **not** involved in the original eligibility determination. It is suggested that he/she hold a position at a higher administrative level than that of the determining official.*

J. To **submit a public/press release** containing both the free and reduced price eligibility guidelines and all other information outlined in the parent letter, to the local news media, local unemployment offices and major employers contemplating or experiencing large layoffs.

K. To establish a procedure to collect money from children who pay for their meals, after school snacks and milk and to account for the number of free, reduced price and full price meals and/or after school snacks served or the number of half-pints of free and full price milk served. This collection procedure will be used so that no other child in the school will consciously be made aware by such procedure of the identity of the children receiving free or reduced price meals or free milk. This procedure is described in detail in the WDE Permanent Agreement.

L. Agrees to submit to the Wyoming Department of Education any alterations, etc., before implementation. Such changes will be effective only upon approval. All changes in eligibility criteria must be publicly announced in the same manner used at the beginning of the school year.

M. Wyoming Department of Education Child Nutrition Programs Verification of Updated Software
(For districts or agencies that use an on line application software).

I, Shannon Thompson-Emslie contacted MCS Software System to verify that the USDA policies and procedures are being followed. Current guidance on Meal Eligibility as it relates to Software Programs has been communicated between both parties.

Date of Contact: _____ Date software updates received: _____

Signature of Software Program Representative and Title Date

Signature of School Official and Title Date

The signature of the school/agency official signifies that all information in this document are understood and agreed upon.

Signature Date

School District – Superintendent
Private School – Principal or Chairman of the Board
Residential Child Care Institution – Director

Wyoming Department of Education

Child Nutrition Programs

Adopted 7/12/93
Revised 7/1/94, 7/1/95, 7/01, 7/07, 6/08, 6/10
Revised 7/14/14