

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Director of Food and
Nutrition

ARTICLE: 6.0 BUSINESS SUPPORT SERVICES
6.60 FOOD AND NUTRITION
**6.61 FREE AND REDUCED-PRICE
MEALS**

Issue No: 6
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Reference: 20 USC, 6316; 7 CFR 245.5,
245.8; EC 48558, 48980,
49520, 9550-49557

SECTION 6.61.1 Free and Reduced-Price Meals

The District's plan for students receiving free or reduced-price meals shall be submitted to the California Department of Education (CDE) for approval and ensure the following: (EC 49557)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals.
4. The students shall not be required to use a separate dining area, go through a separate entrance, or consume their meals or milk at a different time.
5. When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals as is available to those students who pay the full price. (7 CFR 245.8)
6. Pursuant to Section 49550 of the Education Code, the children shall be provided their meals **during** the school day rather than at the end of the school day.
7. A procedure will be established to collect from paying students and account for free/reduced-price meals in such a way that the anonymity of students receiving free or reduced-price meals will be protected.

Applications and Records

An application form for free or reduced-price meals shall be distributed to all parents/guardians at the beginning of each school year, together with information about eligibility standards, application procedures, and appeal procedures. This form and information shall also be provided whenever a new student is enrolled. (EC 48980, 49520; 7 CFR 245.5)

A public news release containing the information on free or reduced-price meals will also be made available to local news representatives. Copies of this public news release will be made available upon request to any interested party. Subsequent changes in the District's state-approved eligibility standards will also be announced publicly. (7 CFR 245.5)

SECTION 6.61.1 Free and Reduced-Price Meals

Applications for free or reduced-price meal programs shall be available to students at all times during the regular school day and shall contain the following statements: (EC 49557; 7 CFR 245.5)

1. Applications for free or reduced-price meals may be submitted at any time during the school year.
2. Children participating in the National School Lunch and School Breakfast Programs will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

Confidentiality/Release of Records

All applications and records related to eligibility for the free or reduced-price meal program shall be confidential except as provided by law. Such records shall only be open to examination for those purposes specified in Education Code 49558.

The Board designates the following District employees to use individual records pertaining to student participation in the free or reduced-price meal program for the purpose of disaggregation of academic achievement data or for the identification of students in any program-improvement school eligible for school choice and supplemental educational services pursuant to 20 USC 6316:

Associate Superintendent, Learning Support Services
Executive Director II, Learning Support Services

In using the records for such purposes, the following conditions shall be satisfied: (EC 49558)

1. No individual indications of participation in any free or reduced-price meal program shall be maintained in the permanent record of any student if not otherwise allowed by law.
2. Information regarding individual student participation in the free or reduced-price meal program shall not be publicly released.
3. All other confidentiality provisions required by law will be met. Specifically, only the staff designated in this procedure will use information regarding the eligibility status pertaining to individual students and will use that information solely for the purpose stated in this procedure.
4. Information collected regarding individual students certified to participate in the free or reduced-price meal program shall be destroyed when no longer needed for its intended purpose.