

Free and Reduced Lunch Program

Participation in the School Nutrition Program requires that meals 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.

Eligibility for free or reduced price meals shall be based on federal regulations as provided by the State Department of Education. The Superintendent or his/her designee shall ensure that the meals offered by the District's nutrition service program meet all legal requirements for participation in the School Nutrition Program.

Parents/guardians shall be informed of the District policy concerning free or reduced price meals. A letter and application form will be mailed to households the month prior to the beginning of school. The letter shall contain information on eligibility standards, application procedures and the appeal process. This information and an application form shall be provided whenever a new student is enrolled.

No individual indicators of participation in any free or reduced price meal program are maintained in the permanent record of any pupil if not otherwise allowed by law. No public release of information regarding individual pupil participation in any free or reduced price meal program is permitted.

Applications for free or reduced price meal programs shall be available to students at all times during the regular school day. Education Code 49557

(cf. 5145.6 – Notification Required by Law)

Such applications shall contain the following statements:

1. Applications for free and reduced price meals may be submitted at any time.
2. Students participating in the School Nutrition Program 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. (Education Code 49558.)

The Board authorizes designated employees to use individual records pertaining to student eligibility for any free and reduced-price meal program for the purpose of: (Education Code 49558)

1. Disaggregation of academic achievement data

2. In any school identified for program improvement under Title I of the No Child Left Behind Act, identification of students eligible for school choice and supplemental services

(cf. 050.2 – Title I Program Improvement Schools)

(cf. 5125 – Student Records)

(cf. 6162.51 – Standardized Testing and Reporting Program)

(cf. 6171 – Title I Programs)

The Superintendent designates the following district employee(s) to use individual records pertaining to student participation in the free and 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 USC6316:

Assistant Superintendent – Research, Planning and Evaluation  
Administrator – IS Tech & Research Evaluation Studies

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

1. No individual indicators of participation in the free and reduced-price meal program shall be maintained in the permanent records of any student if not otherwise allowed by law.

(cf. 5125 Student Records)

2. Information regarding individual student participation in the free and reduced-priced meal program shall not be publicly released.
3. All other confidentiality provisions required by law shall be met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meal program shall be destroyed when no longer needed for its intended purpose.

The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information as provided by Education Code 4557.2.

A public news release containing information and eligibility standards for free or reduced price meals shall be made available to local news media early in the school year. Copies of this public release shall be made available upon request to any interested party. Subsequent changes in the District eligibility standards during the school year, which are approved by the state agency, shall also be publicly announced.

The Board shall formulate a plan which ensures that students eligible for free or reduced price meals shall not be treated differently from other students. The plan shall be submitted to the State Department of Education for its approval.

The plan shall ensure that:

1. The names of the students shall not be published, posted or announced in any manner or used for any other purpose other than the School Nutrition Program.
2. There shall be no overt identification of any of the students by the use of special tokens, tickets or by any other means.
3. Students shall not be required to work for their meals.
4. Students shall not be required to use a separate dining area, go through a separate entrance or consume their meals at a different time.
5. When more than one choice of breakfast or lunch is offered, a student shall have the same choice of meals that is available to those students who pay full price.

#### Legal Reference

##### Education Code

48980 Notice at beginning of term

49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49493 School breakfast and lunch programs

49547-48548.3 Comprehensive nutrition services

49550-49561 Meals for needy students

49557 Application for free and reduced meals

49558 Application and record confidentiality

##### CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

##### CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

##### WEB SITE

CSBA: <http://www.csba.org>

Adopted: May 5, 1998

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