

FINANCE AND SUPPORT SERVICES

Free and Reduced-Price Meals

A Policy Statement and attachments (letter to parents, application for free and reduced-price meals, income scale, notification to parents, and public news release) are prepared yearly by the School Food and Nutrition Services and Virginia Department of Education.

The Letter to the Parent and Meal application will be sent via U.S. Mail by the School Food and Nutrition Services Office to each family or household that has a child registered in the School Division as of a select date in August.

School principals will be responsible for distributing application packets to students registering after that date.

Completed applications are returned to School Food and Nutrition Services for processing. The Director of School Food and Nutrition Services or his/her designee is responsible for reviewing applications, determining eligibility, notifying parents of their approval/disapproval, and entering the eligibility code into the computerized "Point of Sale" System.

All free and reduced-price meal applications must be kept on file by School Food and Nutrition Services for a period of three years.

The collection procedure outlined in the Policy Statement for Free and Reduced-Price Meals must be followed in all schools to insure there is no overt identification of the free and reduced-price meal recipient.

A student's eligibility for meal assistance is confidential. It is shared with the food services staff only as needed to distribute meals.

Information on free and reduced-price eligibility will only be disclosed to other school personnel as allowed by federal regulations. The "SASI" data field for free and reduced-price information will be available only to those personnel who have an approved Memo of Understanding (MOU) on file with the School Food and Nutrition Services Office.

The Director of School Food and Nutrition Services will be responsible for the implementation and monitoring of this regulation.

**Instructions:** The School Food Authority will complete this form and follow the procedures outlined in REG. SUPTS. MEMO NO. 3 dated June 1, 2001 when an office/agency/program (Federal Education, State Education, State Health) requests the release of student meal eligibility status.

## Memorandum of Understanding (MOU) Agreement of Disclosure of Confidentiality Free and Reduced Price Meal Eligibility

The Prince William County School & Nutrition Services Office authorizes The Alvey Elementary Principal

to receive and use names and eligibility status for:

- 1.) **The administration or enforcement of federal or state education programs, including determining eligibility status for federal programs such as Title I, Special Education, NAEP or Vocational Education;**
- 2.) **The administration or enforcement of a State health program administered by the Virginia Department of Education and/or a federal, state, or local means-tested nutrition program with eligibility standards comparable to the school lunch program under the National School Lunch Act;**
- 3.) **Implementing the provisions of NCLB and/or Virginia SOL Assessments; and**
- 4.) **With written parent consent, providing waiver of fees for field trips, gym suits, musical instruments, summer school or other school fees.**

The receiving office/agency/program agrees to protect the confidentiality of the students eligibility as follows:

- 1.) **Keeping the information confidential, and**
- 2.) **Keeping passwords to the SASI system confidential.**

The receiving office/agency/program ensures that:

- The eligibility information can be used only for the specific purpose stated in this application.
- Access to information will be given only to persons who are directly connected with the administration or enforcement of the program stated in this request.
- The eligibility information will be handled in a manner that protects the household's confidentiality.
- Any additional or follow-up information from the household not allowed in this release must be obtained by the receiving agency/program directly from the household.
- The responsibility for the accuracy of information contained on the application rests with the household who provided the information.

By signing below, the parties verify their understanding that any person who publishes, divulges, discloses, or makes known in any manner, or to any extent not authorized by federal law or regulation, any information about a child's eligibility for free and reduced price meals or free milk may be fined up to \$1,000 or imprisoned for (1) year or both.

Candace Rotruck, Principal Alvey Elementary School  
Print Name and Title of Person Receiving Information

August 2007  
Date

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Signature of Person Receiving Information

Alvey Elementary School  
Receiving Office/Agency/Program

Serena Suthers, Director School Food & Nutrition Services  
Print Name and Title of Person Releasing Information

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Signature of Person Releasing Information

August 2007  
Date