

ADMINISTRATIVE  
REGULATION

TURKEYFOOT VALLEY AREA  
SCHOOL DISTRICT

APPLICATION PROCEDURES FOR FREE AND REDUCED PRICE LUNCHES

1. Applications, together with a letter of explanation and detailed criteria are distributed to each student at the beginning of the school or upon enrollment in the District. They are also available throughout the year in the Principal's office and the Cafeteria Manager's Office.
2. All applications shall be promptly forwarded to the Cafeteria Manager for processing. The Cafeteria Manager will verify the information given on the application to ascertain eligibility for continuance of Free or Reduced Price Lunches based on the guidelines as set forth by the Division of Food and Nutrition Services of the Pennsylvania Department of Education.
3. In cases where the parent cannot or will not apply for free or reduced price lunches, the designated school official may complete an application and authorize free or reduced price meals for needy children on the basis of his/her own knowledge or the recommendation of a teacher, school nurse or other school official.
4. Family size and income of household are considered in determining eligibility for free or reduced price lunches.
5. Within ten (10) days after applying, the family should be notified by mail of this final determination from the Cafeteria Manager. Included in this notice is the procedure for appeal if the family is dissatisfied with the final decision.
6. Whenever pupils are provided free or reduced price lunches, every attempt shall be made to conceal the identity of the pupils involved. Under no circumstances shall there be a deviation from the normal or usual lunch procedures involving these pupils.
7. The District shall publicize participation in this program by:
  - a. Distributing a letter of explanation, details of the eligibility criteria and an application to each student.
  - b. Announcement of the program to the public through the local newspaper and the school district's publications.
  - c. Information listed in the student handbooks.

The Superintendent, Business Office and Cafeteria Manager will keep all records and submit necessary reports which will assure a continuation of the Food Service Program with federal assistance.

May 8, 2012