

KDE's procedure for updating Free and Reduced Price Policy Statements

When there is a substantive change to an SFA's Free and Reduced Price Process, the Policy Statement on file with the SA must be updated and re-approved before the changes can be implemented in a district.

A substantive change can be changes made necessary by law/regulations; changes made by the LEA (e.g., changes in procedures for accepting applications, revisions in the letter to households or application for free or reduced price meals/free milk, etc...). When directed by the State Agency. Routine changes such as the inclusion of the new IEG's are not sufficient to require resubmission.

SFA's should review the Free and Reduced Policy Statement submitted to the SA annually and submit any changes to their approving consultant during the application renewal process for approval. **All changes must be submitted and approved by October 15th in order for an SFA to be in compliance with this regulation.** During any review activities conducted by the SA if it is found that the current Policy Statement on file with the SA is not current, immediate corrective action will be required.

Changes to the meal counting and claiming procedures become a checklist item when indicated in the sponsor application.

Media release, letters to households, application, Disclosure procedures, charge policies, etc. should be scanned and sent to the approving consultant.

Participating in a special provision, such as CEP, will require changes to all of the above as well as changes to the sponsor and site applications in CNIPS.

Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014

This should be identified on the site application of schools where this will be implemented. If an SFA decides to implement this flexibility, this must be indicated in the renewal application to be approved. The Free and Reduced Price Policy Statement must be updated with this change as well.

Pricing Information

13. **PRICING:** Insert prices charged for each program in which this site will participate (e.g. if the full price for lunch is \$2.00, insert 2.00 under NSLP and in the column next to Paid).

NON-PRICING: Select if students will not be charged for meals.

REDUCED CHARGE WAIVED: Only paid students and adults are charged for meals.

NOTE: The maximum charge for reduced-price meals is \$0.40 for lunch, \$0.30 for breakfast, and \$0.15 cents for snacks. Do not enter dollar signs in the meal pricing fields.

Meal Type	Pricing Information	Paid Price	Reduced Price	Adult Price
National School Lunch Program (NSLP)	Reduced Charge Waived	1.85	0.00	2.75
School Breakfast Program (SBP)	Reduced Charge Waived	1.00	0.00	1.25
Afterschool Care Program (ASCP)	Non-Pricing	0.00	0.00	1.00

It is recommended:

- Ensure that the child nutrition program is financially sound prior to implementation.
- Be approved by the BOE

Effective Date of Free or Reduced Price Meal Eligibility Determination, SP 11-2014

This has been added as a question to the sponsor application. If an SFA decides to implement this flexibility, this must be indicated in the renewal application to be approved. The Free and Reduced Price Policy Statement must be updated with this change as well.

- All applications must be complete at the time of submission. If there is missing information, the application is considered submitted the date that all required information is provided.
- Must be implemented in all schools.
- Must have documentation of the date the application was submitted. A date stamp is suggested.
- Must refund money paid by the household prior to the time of eligibility documentation or forgive accrued debt. (Keep documentation date of eligibility, date that the household was given a refund/debt forgiven, the amount and how it was provided).
- SFA's can only claim meals served at the higher reimbursement rate if the household is given a refund or their debt is discharged.
- Develop an internal policy that addresses how it will be ensured the applications are marked correctly for the date received; how refunding or debt discharge will be carried out; what documents will be kept as records and where.