

No. 3700
SECTION: BUSINESS
TITLE: FOOD SERVICE: FREE OR REDUCED
PRICE MEALS

ADOPTED: 9/21/76
READOPTED: 6/15/09;6/20/13;1/29/14;
11/15/16
REVISED: 3/19/85;12/21/99

OXFORD AREA SCHOOL DISTRICT

- A. It shall be the policy of the Oxford Area School District that a free or reduced price meals program shall be operated in the school cafeterias of the school district as a part of the food services operation. Free or reduced price meals shall be made available to all qualified students in accordance with appropriate state and federal regulations governing free or reduced price meal programs.
- B. The Superintendent of Schools through the district Business Administrator and Director of Food Services shall establish procedures to implement this policy and insure compliance with all state and federal regulations governing free and reduced price meal programs.

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ADMINISTRATIVE PROCEDURES

The following procedures shall be followed in the administration of the school district's free or reduced price meals program:

- A. At the beginning of each school year application materials for the free or reduced price meals program shall be distributed to the households of all students attending Oxford School District schools. These materials shall be distributed through the school buildings and the children enrolled at that time. At other times during the school year, all students new to the district shall be given application materials at the time of enrollment.
- B. Completed applications are to be returned to the office of the Director of Food Services through the school building offices.
- C. Applications will be reviewed by the Director of Food Services and an eligibility determination made within ten (10) working days of the receipt of the application. Applicants will be notified of their eligibility as soon as that determination is made.
- D. Annual income eligibility guidelines provided by the Pennsylvania Department of Education will be used to determine eligibility.
- E. Students who have been directly certified for meal benefits by state and local agencies are not required to submit an application for participation in the school district's free or reduced price meals program.
- F. The Food Service Director will prepare a confidential list of eligible students by grade and their eligibility status to be given to the supervisor of the cafeteria in which the eligible student would be participating.
- G. A complete file of all approved applications shall be kept in the office of the Director of Food Services.
- H. Decisions regarding eligibility of students for benefits may be appealed. Details regarding the appeal procedure may be obtained by contacting the Director of Food Services.