

## Policy Information

### Series 3000 - Business and Non-Instructional

#### Non-Instructional Operations National School Lunch Program

Policy # 3542.5

The Board of Education has entered into an agreement with the New York State Education Department to participate in the National School Lunch Program, providing free and reduced price lunches to children in the schools meeting specific criteria. These are: gross family income, including adjustments for special hardship conditions and the number of individuals in the family.

The District shall announce this program on or about the beginning of each school year and during the year if there is a change in the program by transmitting a letter, income scale and application to all parents. Any parent enrolling a child in a school for the first time during the school year shall be supplied with such documents. A public release containing the same information shall be made available to informational media the same times.

Parent/Guardians can apply for free and reduced price meals by completing an application and returning it to the Lakeland School District School Lunch Officer for review. The School Lunch Officer shall notify all applicants as to whether their applications have been approved or denied.

A Parent/Guardian can appeal an adverse decision by the School Lunch Officer by calling 914-245-2153 or writing to the office of the Director of Pupil Personnel Services, Lakeland Central School District, Administration Building, 1086 East Main Street, Shrub Oak, New York 10588.

As an alternative, Parents/Guardians may submit an official letter of direct certification from the Department of Social Services which automatically qualifies them for free meals. This letter should be submitted to the Lakeland School District School Lunch Officer.

Federal regulations require that all school food authorities verify eligibility data (income or other information which qualifies a family for free or reduced lunches) of at least 3% of all approved applications. This process, called "verification," must be completed by December 15<sup>th</sup> of each year. Failure to furnish the School Food Authority with eligibility data (such as a paycheck stub, copy of a food stamp card, etc.) shall result in a loss of benefits.

Copies of the full agreement with the New York State Education Department shall be made available through the administration to any parent requesting same.

Adoption Date: 10/9/1970, Revised: 12/13/1994; 11/01/1973, 02/13/1975  
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