



Food and Nutrition Service
1500 Highway 36 West
Roseville, MN 55113-4266

**CHILD AND ADULT CARE FOOD PROGRAM
POLICY STATEMENT
FOR FREE AND REDUCED PRICE MEALS**

ED-02410-01E

GENERAL INFORMATION: An Organization applying for participation in the Child and Adult Care Food Program must submit its policy statement, for providing free and reduced-price meals to participants, to MDE for approval. Once approved, the policy statement continues in effect unless a revised policy statement is submitted by Organization and approved by MN Department of Education.

ORGANIZATION IDENTIFICATION

| | | | |
|--|------|---|--------|
| ORGANIZATION Name | | ORGANIZATION Sponsor ID Number | |
| Address | City | Zip Code | County |
| Federal Tax I.D. Number of ORGANIZATION | | Minnesota Tax I.D. Number of ORGANIZATION | |
| Select one: | | | |
| <input type="radio"/> Non-Pricing Program: Meals will be served at no separate charge (in addition to standard tuition charges) to all enrolled participants. | | | |
| <input type="radio"/> Pricing Program: Meals will be served free and at reduced price according to information submitted by households on the CACFP Household Income Statement and USDA income eligibility guidelines. | | | |

POLICY STATEMENT

Select one option below to indicate whether Organization will uniformly use the Policy Statement for Non-Pricing Program or the Policy Statement for Pricing Program at all sites under its jurisdiction. If using the Policy Statement for Pricing Program, provide the requested information to describe procedures for providing free and reduced-price meal benefits.

Policy Statement - Non-Pricing Program

Organization assures MDE that all participants are served the same meals at no separate charge, regardless of race, color, national origin, sex, age, or disability and that there is no discrimination in the course of the food service.

If Organization sponsors family child care homes, Organization also assures MDE that (1) there will be no identification of children in day care homes in which meals are reimbursed at both the tier I and tier II reimbursement rates, (2) that the Organization will not make any free and reduced price eligibility information concerning individual households available to family child care homes and (3) will otherwise limit the use of such information to persons directly connected with the administration and enforcement of the Program.

Policy Statement - Pricing Program

1. Describe the criteria, which conform to USDA income standards for child nutrition programs, used by Organization to determine eligibility for free and reduced-price meals:

2. Describe Organization and site procedures to accept Household Income Statements that protect privacy of private data on individuals. Identify the position of the staff person who is designated to make eligibility determinations for meal benefits. Attach a copy of the forms used.

3. Describe the method Organization uses to collect payments from those participants paying the full or reduced meal price, which will protect the anonymity of the participants receiving full or reduced-price meals.

4. Organization assures MDE that:

a. There will be no overt identification of free and reduced-price meal recipients and no discrimination against any participant on the basis of race, color, national origin, sex, age, or disability.

b. Charges for reduced-price meals will not exceed 40 cents for a lunch or supper, 30 cents for a breakfast, and 15 cents for a supplement.

c. Organization will establish a hearing procedure, for use when meal benefits are denied or terminated as a result of verification, that meets the following requirements:

- (i) A simple, publicly announced method for a family to make an oral or written request for hearing;
- (ii) An opportunity for the family to be assisted or represented by an attorney or other person in presenting its appeal;
- (iii) An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal;
- (iv) That the hearing shall be held with reasonable promptness and convenience to the family and that adequate notice shall be given to the family as to the time and place of the hearing;
- (v) An opportunity for the family to present oral or documentary evidence and arguments supporting its position;
- (vi) An opportunity for the family to question or refute any testimony or other evidence and to confront and cross-examine any adverse witness;
- (vii) That the hearing shall be conducted and the determination made by a hearing official who did not participate in making the initial decision;
- (viii) That the determination of the hearing official shall be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record;
- (ix) That the family and any designated representatives shall be notified in writing of the decision of the hearing official;
- (x) That a written record shall be prepared with respect to each hearing, which shall include the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official, including the reasons therefore, and a copy of the notification to the family of the decision of the hearing official; and
- (xii) That such written record shall be preserved for a period of three years and shall be available for examination by the family or its representatives at any reasonable time and place during such period.

SIGNATURE

ORGANIZATION Name

Printed Name of Authorized Representative

Title of Authorized Representative

Signature – Authorized Representative

Date

FNS USE ONLY

Approved by:

Date: