

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

<i>Meals for Needy Students & Meal Program Eligibility Determination</i>	
Procedure No. 8520-00-01	Eff. Date: 8/13/2007
Implements Board Policy(ies) 8520	Last Reviewed: 8/13/2007

1. Background

In the belief that helping meet the nutritional needs of children is an integral part of its educational responsibilities, the Cincinnati Public Schools participates in the National School Lunch Program, School Breakfast Program, and After-school Snack Program.

2. Responsibilities

Title: Director of Food Services	
Address: 2315 Iowa Ave	
Phone: 513-363-0800	Cell phone:
<p>Food Services shall abide by the provisions of the National School Lunch Act as amended by Public Law 91-248.</p> <p>Copies of the policies and guidelines with respect to determining the eligibility of children for free lunches and reduced price lunches shall be kept on file in the office of the Food Services Branch.</p> <p>Free or reduced-price meals will be made available to all students whose parents or guardians make application and qualify under the income scale guidelines established for the National School Lunch Program.</p>	

Title: Treasurer	
Address:	
Phone:	Cell phone:
<p>Copies of the policies and guidelines with respect to determining the eligibility of children for free lunches and reduced-price lunches shall be kept on file in the Office of the Treasurer.</p>	

Title: School Secretaries	
Address:	
Phone:	Cell phone:
Copies of the policies and guidelines with respect to determining the eligibility of children for free lunches and reduced-price lunches shall be kept on file in all school offices and shall be observed by all schools.	

3. Action Steps

1. Food Services shall provide updated meal eligibility guidelines from the USDA to the Treasurer and all School Secretaries by August 1st of each school year.
2. Food Services will make meal eligibility applications available online and via paper copy to all School Secretaries by August 1st of each school year.
3. Food Services will provide an updated list of students qualified for free/reduced meal eligibility to Treasurer and EMIS upon request if the parents/guardians have approved the sharing of their student status.

4. Equity Considerations

Per USDA regulations, all student meal eligibility status information may not be overtly shared unless it directly relates to a state or federal reporting requirement. This overt identification protection includes not sharing student status with any school-based employee including principals, secretaries, or teachers.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Food Service Procedure 2115	Nondiscrimination in Child Nutrition Programs	7/2018
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.

INCLUDE SWIM LANE DIAGRAM – SEPARATE ATTACHMENT

Meal Program Eligibility Determination

