

PROCEDURES FOR VERIFYING FREE AND REDUCED
PRICE MEALS

1. Families whose eligibility will be verified shall be selected free from discrimination.
2. The number of approved applications shall be totaled and three percent of this total shall be computed to determine the number of verifications to be completed each year.
3. All of the approved applications shall be put in a numerical order, a number between one and 33 shall be identified and that number shall be used to complete a random selection process to receive the three percent to be verified.
4. Selected households shall be notified via letter. They shall also receive a sheet of verification documentation information to aid them and form letters that they may use to get verification from food stamp and/or social security officials.
5. If a selected household refuses to cooperate with the request for documentation to expedite verification of income, eligibility shall be terminated. Notice will begin allowing 10 school days of benefit to continue following the date of notice.
6. Households given notice of termination shall have 10 school days to appeal the termination to the elementary school principal. The termination notice shall include the details regarding an appeal.
7. Each year, the elementary school principal shall complete a record showing the following information:
 - a. A summary of the verification efforts.
 - b. The total number of applications on file on October 31.
 - c. The percentage or number of applications verified.
8. Each school year, the elementary principal shall retain the applications for free and reduced price meals for

the school district. Information retained shall include:

- a. Name and address of the qualifying family.
 - b. Name of all household members.
 - c. Social security numbers of all adult household members or an indication that an adult has no social security number.
 - d. Total household income.
9. Records shall be kept for three years following the close of the fiscal year. The secretary shall maintain, in addition to the items listed in #7 above, the following information:
- a. How applications were selected.
 - b. How applications were verified.
 - c. The dates notices were sent.
 - d. Notes on any contact made.
 - e. The results of verification.
 - f. The reasons for any denial or change of eligibility.
 - g. The signatures of the verifying official confirming that verification records are accurate.
10. A family's right of privacy shall be respected and maintained during the verification process.

APPROVED: December 12, 1983

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