

## **Free and Reduced-Price Food Services and Waiver of Student Fees**~~School Aid for Children of Low Income Families~~

### Section A - Introduction

It is the policy of the Board of Education to offer free and reduced-price meals and other appropriate student fee waivers to students of low income families. To this end, the Board shall maintain a student financial assistance program for which families can apply on an annual or as needed basis.

### Section B - Eligibility Criteria

A ~~student's eligibility for free and reduced benefits student aid,~~ including free and reduced price meals ~~lunches will~~ shall be determined by the income eligibility guidelines and family-size income standards, set annually by the U.S. Department of Agriculture, ~~on the basis of family income and exceptional family expenditures criteria established by the state and/or federal agencies administering the school lunch program.~~ The superintendent or designee shall also have the authority to approve eligibility for free and reduced benefits in extenuating circumstances such as a significant loss of income due to severe illness or injury in the family or unusual expenses such as fire, flood, or storm damage.

### Section C - Notification

At the beginning of each school year, or upon enrollment of the school district, the superintendent or designee shall notify students and their parents/guardians of:

1. Eligibility requirements for the student financial assistance program;
2. The application process;
3. The name and telephone number of a contact person for the program; and
4. Other information as required by federal law.

This information shall also be provided to parents/guardians enrolling a child in the school district for the first time, any time during the school year.

### Section D - Application

In order to receive free and reduced benefits, a parent/legal guardian will need to submit a completed application for the student financial assistance program. Applications may require evidence of household size and income. A new application shall be required each school year.

### Section E - Nondiscrimination Assurance

No student will be discriminated against because of race, color, national origin, age, sex, handicap or any other legally protected class.

No physical segregation or any other form of segregation will occur for any student because of the student's receipt of student aid. ~~Further, the names of eligible students receiving student aid will not be published, posted, or announced in any manner, and there will be no overt identification of any such students by use of special tokens or tickets or by any other means.~~

No discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents or guardians are unable to purchase instructional materials or pay required fees.

#### Section F - Application and Eligibility Records

School records that identify individual students as applicants for or recipients of financial assistance are subject to the Illinois School Student Records Act (105 ILCS 10). Information from such records is confidential and may be disclosed only as provided in that Act.

Further there will be no overt identification of any such students receiving financial assistance by use of special tokens or tickets or by any other means.

¶

#### Section C

~~Students eligible for free or reduced price lunches will not be required to:~~¶

- ~~1. Work for their meals;~~¶
- ~~2. Use a separate lunchroom;~~¶
- ~~3. Go through a separate serving line;~~¶
- ~~4. Enter the lunchroom through a separate entrance;~~¶
- ~~5. Eat meals at a different time; or~~¶
- ~~6. Eat a different meal from the meal sold to students paying the full price of such meal.~~¶

¶

¶

#### Section D

~~No student will be discriminated against because of race, color, national origin, age, sex, handicap or any other legally protected class:~~

#### Section E

~~The administration will develop a procedure for collecting payments from students receiving partial student aid and/or who pay for a portion of those expenses, which will account for the total number of paid and full or partial student aid.~~¶

¶

#### Section F

~~A collection procedure will be designed so that no student will be made consciously aware of the identity of students receiving student aid:~~

¶

#### Section G

~~To assist students who are found eligible for full or partial student aid, the Board of Education will establish a student aid account in the educational fund budget. At the beginning of each fiscal year, the director of business affairs will budget in the account a sufficient amount of funds to pay for the anticipated student aid account expenses.~~¶

¶

#### Section H

~~Whenever appropriate, recipients of these funds are encouraged to repay the funds received.~~¶

¶

#### Section FI - Items Loaned to Students

Occasionally students participating in the financial assistance program will be loaned equipment and materials at no cost, with the expectation that they are returned no later than the conclusion of the school year. Items, which are loaned to students are to, will be properly cared for by the student and returned in a timely manner to the bookstore at the end of the school year. Any items not returned in good condition,

ordinary wear and tear excepted, may be charged to the student, at the discretion of the superintendent or his designee.

¶

#### Section J

~~The Director of Business Affairs will be responsible for the administration of the Student Aid Fund expenses for each school.~~

¶

#### Section K

~~Assistance provided through the Student Aid Fund may be provided for education-related expenses.~~

¶

#### Section G Development of Procedures

The district administration will develop appropriate procedures and forms for the effective implementation of this policy. The District will maintain and use a fair hearing procedure to handle any appeal to decisions of the school relative to student eligibility or correctness of information contained in the application.

Approved: February 2, 1976  
Revised: October 30, 1989  
Revised: January 14, 2002  
Revised: September 22, 2008  
Reviewed: March 19, 2012  
Revised: TBD