

NOVATO UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE RULES AND REGULATIONS

Series 3000

AR 3553

Business and Non-instructional Operations Food and Nutritional Services Department

Free and Reduced Breakfast and Lunch Program

National Breakfast and Lunch Program regulations require that lunches be provided for needy students when family income is insufficient to provide the basic necessities, including food of the proper quality and amount of good nutrition.

Eligibility for free or reduced price meals shall be based on federal regulations as provided by the State Department of Education.

Parents shall be informed of the district policy concerning free or reduced meals. A letter and application form shall be distributed to all parents during the first few weeks of school. The letter shall contain information on eligibility standards, application procedures and appeal procedures. The information and an application form shall be provided whenever a new student is enrolled.

Applications

An application form for free or reduced price meals shall be distributed to all parents/guardians at the beginning of each school year, together with information about eligibility standards, application procedures, and appeal procedures. This form and information shall also be provided whenever a new student is enrolled. (Education Code [49520](#), [48980](#); 7 CFR [245.5](#))

(cf. [5145.6](#) - Parental Notifications)

Applications for free or reduced price meal programs shall be available to students at all times during the regular school day and shall contain the following statements: (Education Code [49557](#); 7 CFR [245.5](#))

1. Applications for free or reduced price meals may be submitted at any time during a school day.
2. Students participating in the National School Lunch and School Breakfast Programs will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

The application packet also shall contain:

1. A notification that, if a student qualifies for free or reduced price meals, then he/she may qualify for free or reduced-cost health insurance coverage

NOVATO UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE RULES AND REGULATIONS

Series 3000

AR 3553

2. A request for the applicant's consent for the student, if eligible for free school lunches, to participate in the Medi-Cal program and to have the information on the school lunch application shared with the local agency that determines eligibility under the Medi-Cal program
3. A notification that the district will not forward the application to the agency that determines Medi-Cal eligibility without the parent/guardian's consent
4. A notification that the application is confidential and, with the exception of forwarding the information for use in health program enrollment, will not be shared with any other governmental agency for any purpose other than the administration of the Medi-Cal program
5. A notification that the application information will be used only by the state and local agencies that administer the Medi-Cal program and will not be shared with other government agencies, including the federal Department of Homeland Security and the Social Security Administration, except as necessary to verify information provided by the applicant
6. Information regarding the Medi-Cal program, including available services, program requirements, rights and responsibilities, and privacy and confidentiality requirements

(cf. [5141.6](#) - Student Health and Social Services)

A public news release containing information and eligibility standards for free or reduced price meals shall be made available to local news media early in the school year. Copies of this public release shall be made available upon request to any interested party. Subsequent changes in the district eligibility standards during the school year, which are approved by the state agency, shall also be announced publicly.

The Governing Board shall formulate a plan which ensures that children eligible for free or reduced priced meals and milk shall not be treated differently from other children. The plan shall be submitted to the State Department of Education for its approval.

The district's plan for students receiving free or reduced price meals shall ensure the following: (Education Code [49557](#))

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.

NOVATO UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE RULES AND REGULATIONS

Series 3000

AR 3553

3. The students shall not be required to work for their meals or for milk.
4. The students shall not be required to use a separate dining area, go through a separate entrance, or consume their meals or milk at a different time.
5. When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code [49557](#); 7 CFR [245.8](#))

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

(cf. [5145.3](#) - Nondiscrimination/Harassment)

Outreach programs for free or reduced price meals

1. The District shall utilize all available resources and strengthen its outreach to students and their families to ensure that all eligible NUSD students are enrolled in free/reduced meal program. The outreach will be accomplished by:
 - a) Streamlining the application process for students in foster care if feasible according to State law.
 - b) Direct Certification of Homeless Students, Migrant Education Students, and those students currently receiving aid from Alameda County (Food Stamps, Cal Works, Kin GAP, etc.)
 - c) Annual direct mailing of application to families at beginning of school year.
 - d) Increasing communication to those families who qualified for free/reduced meals prior school years but have not applied for current school year.
2. The District shall collaborate with community food and nutrition programs to educate students, their families, and District staff about non-school based meal programs like Food Stamps, Food Banks, WIC (Women, Infants, & Children) Program, community supported agriculture, Farmer's Markets, Nutrition Education, and Healthcare.
3. The District shall ensure that all NUSD students have access to nutritious lunches throughout school year and via summer meal program.
4. The District shall make every effort to ensure that all NUSD students have access to nutritious school breakfast and after school snacks.
5. The District shall expand Universal Meals Program when financially feasible. Universal Feeding provides meals for all students at no charge.

Confidentiality/Release of Records

The Governing Board designates the following district employee to use individual records pertaining to student participation in the free or reduced price meal program for the purpose of

NOVATO UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE RULES AND REGULATIONS

Series 3000

AR 3553

disaggregation of academic achievement data or for the identification of students in any program improvement school eligible for school choice and supplemental educational services pursuant to 20 USC 6316:

(title or position)

In using the records for such purposes, the following conditions shall be satisfied: (Education Code [49558](#))

1. No individual indicators of participation in the free or reduced price meal program shall be maintained in the permanent records of any student if not otherwise allowed by law. (cf. [5125](#) - Student Records)
2. Information regarding individual student participation in the free or reduced price meal program shall not be publicly released. (cf. [4119.23/4219.23/4319.23](#) - Unauthorized Release of Confidential/Privileged Information)
3. All other confidentiality provisions required by law shall be met.
4. Information collected regarding individual students certified to participate in the free or reduced price meal program shall be destroyed when no longer needed for its intended purpose.