



Cristo Rey Richmond High School Meal Charge Policy

As part of its mission, Cristo Rey Richmond High School provides each student a free breakfast and lunch each school day.

In order to ensure the financial sustainability of the free meal program, Cristo Rey Richmond High School (the “School”) operates under the USDA guidelines for the National School Lunch and School Breakfast Programs. Accordingly, all Federal and State regulations pertaining to these programs must be adhered to including the establishment of a Meal Charge Policy.

Federal Requirement

The purpose of this policy is to address the need for schools participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy. The School is only able to provide free meals to students through its participation in the USDA School Nutrition Programs. Accordingly, all families are expected to follow the procedures for establishing eligibility for free or reduced-price meals as outlined below. These procedures ensure maximum reimbursement to the School for meals served and will allow for the financial sustainability of the free meal service. Failure of families to submit applications or provide information for verification when requested, could result in the discontinuation of the free meal service in the future.

Student Eligibility

Until further notice, all families enrolling a student in the School will be required to complete an application for free and/or reduced-price meals as part of the annual enrollment process. Families that participate in the Supplemental Nutrition Assistance Program (SNAP), Temporary

Assistance for Needy Families (TANF), Medicaid, or the Food Distribution Program on Indian Reservations (FDPIR) may qualify for direct certification for free meals. Additionally, migrant, homeless, runaway or foster child status or other federally-approved status as prescribed by the United States Department of Agriculture (USDA), may also entitle them for categorical eligibility for free meals. In all of these cases, the application only requires the family to indicate participation in the program and provide the case # if applicable. All other families will be required to supply information regarding the income from all sources for all those living in the household.

Applications will be provided during the enrollment process each year and will also be available in the business office of the School. Families will be notified of their eligibility status within 10 days of receipt of the application and will be provided with instructions for appealing the decision if they disagree with the School's determination.

Daily Meal Service

Regardless of a student's eligibility status, all students will be offered a free breakfast and lunch daily during the prescribed meal serving times. To the extent there is extra food available, students may be offered 2nd portions at lunch at no charge. Students will be given a QR code or number at the start of the school year and will be expected to swipe the code or provide the number each time they receive a meal. This tracking will allow the school to receive reimbursement according to current USDA guidelines for students that qualify for free or reduced-price meals. The School will cover the cost of any 2nd meals or a la carte items provided to students even though no reimbursement is allowed for these items.

This policy will establish consistent procedures for all students. The names of students eligible to receive free or reduced-price meals shall not be distributed, published, posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens, tickets, identification numbers, or any other means. The goal of this policy is to treat all students with dignity in the serving line regardless of eligibility for free or reduced-price meals. Accordingly, no student shall ever be required to:

- work for their meals;
- use separate dining rooms areas;
- go through a separate serving line;
- enter the dining room through a separate entrance;
- eat meals at a different time; and/or
- eat a meal different from those offered to any other student (with the exception of special meals served to students under documented dietary restrictions).

Communicating the Policy

This Meal Charge Policy will be communicated to all students and households during the annual enrollment process when applications for free and reduced-price meals are required and will be posted on the School website. School Nutrition Program (SNP) staff will receive training on meal charge policy and a record of the training will be maintained as part of the professional development portfolio. Finally, documentation of the communication and training plan will be maintained for the Federal Program Administrative Review.

Assistance to Households

Households with questions about this Policy may contact the School business office.