

**POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS 2000-2001
CHECKLIST**

Use this checklist to ensure your policy statement packet is complete before you mail it.

Policy statement--page 1 filled in

Policy statement page 5--**original signature**
of Superintendent on **2 copies**.....

Attachment A – Designation of Officials

- ◆ Hearing official designated
- ◆ Determining official designated
- ◆ Verifying official designated.....
- ◆ School division listed
- ◆ Signature---**ORIGINAL** on 2 copies

Attachment B – Income Eligibility Guidelines

- ◆ No action required

Attachment C1 – Letter to Households – Application

- ◆ School division name listed
- ◆ Meal prices for L & B and afterschool snacks listed.....
- ◆ Income scale accurate
- ◆ Hearing official listed
- ◆ Typed Name and **ORIGINAL** Signature – on 2 copies

Attachment C2 – Letter to Households – Direct Certification

- ◆ School division name listed
- ◆ Meal prices for L & B and afterschool snacks listed.....
- ◆ Income scale accurate
- ◆ Hearing official listed
- ◆ Typed Name and **ORIGINAL** Signature – on 2 copies

Attachment D – Meal Application and Instructions

- ◆ Correct dates for school year
- ◆ If optional paragraph is included, did you specify the programs for which the parent is giving permission?

Attachment E1 – Notification of Eligibility Determination (for Application)

If optional paragraph is included did you specify the programs for which the parent is giving permission?.....

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Attachment E2 – Notification of Eligibility Determination – Direct Certification

- ◆ Is “Direct Certification” clearly identified
- ◆ If optional paragraph is included did you specify the programs for which the parent is giving permission?

Attachment F – Media Release

- ◆ Updated for current year
- ◆ Income scale accurate
- ◆ List of news media and major employers contemplating layoffs

Attachment G1 – Meal Counting and Collection Procedure

- ◆ Collection procedure detailed and accurate
- ◆ Specific to each school if procedures differ
- ◆ Colors, shapes, F-R-P are not used as indicators.....
- ◆ Original Tickets and sample rosters completed

Attachment G2 – Meal Counting and Collection Procedure for Afterschool Snack

- ◆ Collection procedure detailed and accurate
- ◆ Specific to each school if procedures differ
- ◆ Colors, shapes, F-R-P are not used as indicators.....
- ◆ Original Tickets and sample rosters completed

Attachment H – Description of your Direct Certification (DC) Programs

- ◆ Included if you are implementing DC
- ◆ School Division name completed
- ◆ Data Format checked
- ◆ **Original** signature of Superintendent.....
- ◆ Procedures for implementing Direct Certification.....

TWO COPIES OF EVERY PAGE

ORIGINAL SIGNATURE ON EACH
REQUIRED PAGE AND EACH COPY.....
DATE MAILED.....

DEADLINE: JULY 1, 2000