

DESIGNATION OF HEARING, ELIGIBILITY DETERMINATION, AND VERIFYING OFFICIAL(S)

The _____ designates as:
School Division

1. **Hearing Official,** _____
Name & Title of Responsible Individual
- _____
- Address

This person shall ensure that all required provisions of the appeal process are followed as outlined in Section H Policy Statement.

The hearing official must be an individual who is not connected with the approval or verification process. It is recommended that the hearing official have a position at a higher administrative level than the reviewing official. The household may request a school conference prior to a formal hearing. Any such conference must not prejudice a later appeal. **The hearing official and determination official(s) cannot be the same individual.**

2. **Eligibility Determination Official(s),** _____
- Name & Title of Responsible Individual
- _____
- Address

This person reviews applications and makes eligibility determinations. This official will use the criteria outlined in this policy to determine which individual children are eligible for free and reduced price meals.

3. **Verifying Official,** _____
- Name & Title of Responsible Individual
- _____
- Address

This person verifies the eligibility of applicant households in accordance with program regulations and maintains annual records as follows: (1) a summary of the verification efforts which include the selection methods used; (2) the total number of applications on file by October 31; and (3) the percentage of number of applications verified.

4. **Amendments:** A blank copy of this attachment may be used to amend the policy statement if ever there is a need to change one or more of the above designated officials. Simply complete the following and forward two copies for approval to the Virginia Department of Education, School Nutrition Programs, P. O. Box 2120, Richmond, Virginia 23218-2120.

School Division: _____

County-Division Number: _____

Please amend the division policy statement as reflected above.

 Signature of Authorized Representative

 Date