

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 of the Policy Statement. The hearing official cannot be connected with the eligibility determination or verification process. It is recommended that the hearing official have a position at a higher administrative level than the eligibility determination 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 eligibility 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 or 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 number of applications verified.