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| Oregon Department of Education | Office of Learning | Student Services |
| 255 Capitol St. NE | Child Nutrition Programs |
| Salem, OR 97310 |  |

**PRICING PROGRAM**

## POLICY STATEMENT FOR FREE AND REDUCED PRICED MEALS

The      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has agreed to participate in the

 (Sponsor/Institution Name)

Child and Adult Care Food Program and accepts the responsibility for providing Free and Reduced Price meals in the child care centers, outside-school-hours care centers, and adult day care centers under its jurisdiction.

The      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_assures the Oregon Department of

 (Sponsor/Institution Name)

Education Child Nutrition Programs (ODE CNP) that the institution will uniformly implement the following policy to determine participants’ eligibility for Free and Reduced Price meals in all Child and Adult Care Food Programs under its jurisdiction. In fulfilling its responsibilities, the institution:

1. Agrees to serve meals free to participants from households whose income is at or below that listed in the Free category of the *USDA Income Eligibility Guidelines*.
2. Agrees (child care institutions) to serve meals free to children from households receiving SNAP, TANF, or FDPIR benefits when the household provides a case number.
3. Agrees (adult day care institutions) to serve meals free to adult participants from households receiving SNAP or FDPIR benefits when the household provides a case number, and to participants who receive SSI or Medicaid benefits when the household provides an SSI or Medicaid assistance identification number.
4. Agrees to serve meals at a reduced price to participants from households whose income exceeds the Free guideline, but is at or below the Reduced Price guideline of the *USDA Income Eligibility Guidelines*.
5. Agrees to provide these benefits to any participant whose household income falls within the Free or Reduced Price eligibility guidelines. In addition, agrees to provide these benefits in certain cases to foster children, regardless of household income and to participants having family members who become unemployed when the loss of income causes the household income to fall within the Free or Reduced Price eligibility guidelines.
6. Agrees that there will be no physical segregation of, nor any other discrimination against, any participant because of his/her inability to pay the full price of the meal. The names of the participants eligible to receive Free or Reduced Price meals shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such participants by use of special tokens or tickets or any other means. Further assurance is given that participants eligible for Free or Reduced Price meals shall not be required to:
7. Work for their meals
8. Eat meals at a different time
9. Eat a meal different from meals served to participants paying the full price
10. Agrees to prohibit discrimination in all its programs and activities on the basis of race, color, national origin, sex, age, or disability.
11. Agrees to send to each participant household the ODE CNP *Letter to Households*, including a *Confidential Income Statement* for Free or Reduced Price meals, at the beginning of each fiscal year (October 1) or at the time of new enrollment.

Households will be requested to complete the *Confidential Income Statement* and return it to the determining official **(**named in section I, below**)** for review. Such applications and documentation of action taken will be maintained for three years after the end of the fiscal year to which they pertain.

*Confidential Income Statements* may be submitted at any time during the year. If a participant transfers from one center to another under the jurisdiction of the Sponsor named in this policy statement, his/her eligibility for Free or Reduced Price meals will be transferred to and honored by the receiving center.

1. Agrees to designate, as the Sponsor’s eligibility official:

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(name, title, address)

to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy statement to determine which individual participants are eligible for Free or Reduced- Price meals.

All participants from a household will receive the same benefits. Within ten working days of the

receipt of applications, households will be notified of the acceptance or denial of their application and

of their eligibility for Free or Reduced Price meals. Participants will be served Free or Reduced Price

meals immediately upon the establishment of their eligibility.

When an application is denied, participants will be informed of the reason for denial and of the hearing procedure described herein.

1. Agrees to establish and use a fair hearing procedure for a household’s appeal of the institution's decisions on eligibility determination or verification of information contained in the household’s application resulting in denied, terminated, or reduced benefits. When a household appeals a termination or reduction of benefits resulting from verification efforts, during the appeal and hearing the participant will continue to receive Free or Reduced Price meals.

Prior to initiating the hearing procedures, the household or institution official may request a conference for the parties to discuss the situation, present information and obtain an explanation of data submitted in the *Confidential Income Statement* (application) and the decisions rendered. Such a conference shall not, in any way, prejudice or diminish the right to a fair hearing.

**The hearing procedure shall provide the following:**

1. A publicly-announced, simple method for making an oral or written request for a hearing;
2. An opportunity for the family to be assisted or represented by an attorney or other person;
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decisions under appeal;
4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing;
5. An opportunity for the family to present oral or documentary evidence and arguments supporting its position;
6. An opportunity for the family to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses;
7. That the hearing be conducted and the decision made by a hearings official who did not participate in the decision under appeal;
8. That the decision of the hearings official be based on the oral and documentary evidence presented at the hearing and made a part of the hearings record;
9. That the parties concerned and any designated representatives thereof be notified in writing of the decision of the hearings official;
10. That for each hearing, a written record be prepared, including the decision under appeal, any documentary evidence, a summary of any oral testimony presented at the hearing, the decision of the hearings official and the reasons therefor, and a copy of the notification to the parties concerned of the hearings official's decision; and
11. That such written record be preserved for a period of three years and shall be available for examination by the parties concerned or their representatives at any reasonable time and place during such period.
12. The designated hearings official is:

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 (name, title, address)\*

 \*This person must be someone not involved in the original eligibility determination.

1. Agrees to establish a procedure to collect payments from participants who pay full or Reduced Price for their meals, which will protect the anonymity of the participants receiving Free or Reduced Price meals.
2. Agrees that the charges for a Reduced Price lunch or supper will not exceed 40 cents, that the charge for a Reduced Price breakfast will not exceed 30 cents, and that the charge for a Reduced- Price snack/supplement will not exceed 15 cents.
3. Agrees to submit to ODE CNP any alterations to this policy statement and any public announcements regarding the institution’s pricing policy prior to implementation. Such changes will be effective only upon ODE CNP approval.

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Signature of Authorized Representative\* Date

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