
FREE AND REDUCED MEAL PROCESS

(FSD-P002)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure applies to the Food Services Department when processing applications and students concerning free and reduced meals at Milford Public Schools.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Food Service Director

3.0 APPROVAL AUTHORITY:

- 3.1 Food Service Director

Approval Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 MPS: Milford Public Schools

5.0 PROCEDURE:

- 5.1 Applications for free and reduced meals are distributed at the beginning of each new school year to all students in the Milford Public Schools.
- 5.2 If the family is interested, they are to complete the application and submit it to the school cafeteria manager.
- 5.3 The school cafeteria manager will then forward these applications to the Food Services Department for review and processing.
- 5.4 The applications are entered into WinSNAP on a first-in first-out basis and a control number is entered onto each application.
 - 5.4.1 The applications are processed in batches and after processing, eligibility is determined and a label is affixed to each application.
- 5.5 A letter is generated to the parent(s) or guardian(s) notifying them of the results of the application. The student's account is updated with the appropriate status.
- 5.6 The WinSNAP maintains a history of adjustments made to the application in a menu option entitled "Application Journal".

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Free/Reduced Meal Applications - Form # FSD-F007

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>
Free/Reduced Meal Applications	Hard copy and electronic	Minimum period of three (3) years plus current year	Shredded

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision #</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
09/26/2003	B	Fix Typo in header

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