
Verification for Free and Reduced Meal Procedure (FSD-P006)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Food Services Department verifies applications for free and reduced meal program in the Milford Public School District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Management Services

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Food Services

Approval Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 FSD – Food Services Department

5.0 PROCEDURE: -

- 5.1 State of Connecticut posts on their website forms for school districts for the Free and Reduced Meal Program.
- 5.2 Milford Public School District downloads the verification information, which includes the following, Important Points to Remember When Doing Verification, Report of Verification Results, Sample(s) Worksheets, Verification Selection Worksheet and Verification Information for Freed and Reduced Price Meals.
- 5.3 The Director of Food Services pulls a Verification Results report from WINSNAP database.
 - 5.3.1 The report pulls income, food stamp, and direct and foster application information.
 - 5.3.2 Specific information from the report is used on the Focused Sampling Worksheet.
 - 5.3.3 Using the worksheet form the State, a random sample of applicants is pulled, in order to select applications with income information to be verified. The report that is pulled is "Verification Customer List".
- 5.4 Using the Verification Customer List, a folder is made for each application, and a Verification Notification Letter with the appropriate State of Connecticut Free and Reduced forms are sent to the parent or guardian.
- 5.5 The parent/guardian has a stated time (ten calendar days) to respond to the Milford Public School District with the requested information.
 - 5.5.1 If the parent/guardian does not respond, MPS sends a certified letter stating that because verification documentation that has not been returned, the eligibility for free and reduced meals has been terminated.
- 5.6 Upon receipt of the verification documentation, the Director of Food Services verifies all documentation sent in by parents/guardians.
- 5.7 Food Services makes any appropriate change in the database, if necessary using the verification documentation.

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5.7.1 FSD sends a letter of cooperation to the parent/guardian.

5.8 The Director of Food Services is required by the State to complete the "Report of Verification Results" no later than the middle of January.

6.0 ASSOCIATED DOCUMENTS:

6.1 State of Connecticut Free and Reduced Meal Forms

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
FSD – Free and Reduced Lunch Applications	FSD	7 years	Discard as Desired	Locked Office
Verification Folders	FSD	7 years	Discard as Desired	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/25/03	A	Initial Release

*** End of procedure ***