

**Arkansas Department of Education  
Division of Elementary and Secondary Education  
Child Nutrition Unit  
Agreement & Policy Statement to Administer the  
School Breakfast Program, National School Lunch Program, After School Snack  
Program, and Seamless Summer Program (as applicable)  
School Year 2020-2021  
Signature Page**

My signature below indicates that I understand and agree to all the terms and conditions contained in the 2020 – 2021 Agreement and Policy Statement to operate the School Breakfast Program, National School Lunch Program, After School Snack Program, and Seamless Summer Program (as applicable) and will ensure all school personnel abide with the provisions set forth in the Agreement and Policy Statement.

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\_\_\_\_\_  
[District Name]

\_\_\_\_\_  
[LEA#]

Superintendent:

\_\_\_\_\_  
[Print]

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Date]

Child Nutrition Director:

\_\_\_\_\_  
[Print]

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Date]

.....  
**Arkansas Department of Education Approval**  
.....

***Child Nutrition Unit Use Only***

**Approved by:**

\_\_\_\_\_  
**Suzanne Davidson, Director  
ADE, Child Nutrition Unit  
2020 West 3<sup>rd</sup> Street, Suite 404  
Little Rock, AR 72205**

\_\_\_\_\_  
**Date**

SFA/School District: \_\_\_\_\_

LEA #: \_\_\_\_\_

**ORIGINAL AGREEMENT 2020-2021**  
**BETWEEN SCHOOL FOOD AUTHORITY (SFA) AND**  
**ARKANSAS DEPARTMENT OF EDUCATION, (ADE) CHILD NUTRITION UNIT (CNU)**

NATIONAL SCHOOL LUNCH PROGRAM (NSLP) CFDA# 10.555				SCHOOL BREAKFAST PROGRAM (SBP) CFDA# 10.555/10.553			
<input type="checkbox"/>	<b>Dates:</b>	Start Date	End Date	<input type="checkbox"/>	<b>Dates:</b>	Start Date	End Date
Regular Session	# of serving days:			Regular Session	# of serving days:		
<b># of serving days in a full week:</b>				<b># of serving days in a full week:</b>			
<input type="checkbox"/>	<b>Dates:</b>	Start Date	End Date	<input type="checkbox"/>	<b>Dates:</b>	Start Date	End Date
ADE Regular Summer Session	# of serving days:			ADE Regular Summer Session	# of serving days:		
<b>*AFTERSCHOOL SNACK PROGRAM (ASP) CFDA# 10.555</b>				<b>**SPECIAL MILK PROGRAM</b>			
<input type="checkbox"/>	<b>Dates:</b>	Start Date	End Date	<input type="checkbox"/>	<b>Dates:</b>	Start Date	End Date
Regular Session	# of serving days:			Regular Session	# of serving days:		
<input type="checkbox"/>	<b>Dates:</b>	Start Date	End Date	<input type="checkbox"/>	<b>Dates:</b>	Start Date	End Date
ADE Regular Summer Session	# of serving days:			ADE Regular Summer Session	# of serving days:		
<b>*This program requires a separate Schedule B.</b>				<b>**Available only if NSLP and SBP are not available.</b>			
<b>*ADE SEAMLESS SUMMER OPTION (SSO) (for Summer 2021) CFDA# 10.555</b>							
<input type="checkbox"/>	<b>Dates:</b>	Start Date	End Date	<input type="checkbox"/>	<b>Dates:</b>	Start Date	End Date
BREAKFAST	# of serving days:			SNACK	# of serving days:		
<input type="checkbox"/>	<b>Dates:</b>	Start Date	End Date	<input type="checkbox"/>	<b>Dates:</b>	Start Date	End Date
LUNCH	# of serving days:			SUPPER	# of serving days:		
<b>*This program requires a separate Seamless Summer Schedule C-21. Contact Child Nutrition Unit for details.</b>							
ADE Child Nutrition Program FFATA Funding Source for LEA Sub Awards: CFDA Title: Child Nutrition Cluster CFDA#: 10.555 Award Name: Child Nutrition Federal Agency: United States Department of Agriculture School Year: 2020-21 Funded by Federal Fiscal Year (FFY) 2020 and 2021.							

Email completed materials by **MAY 15, 2020** to: ADE.CNU-A-PS@arkansas.gov.

## Menu Planning

The school food authority agrees to be in compliance with the meal pattern requirements in effect for School Year 2020-2021, as set forth in 7 CFR Part 210.10, 220.8, and 226.20, as applicable.

Planned and served lunch menus for each grade grouping meet USDA lunch meal pattern requirements with regard to:

- Minimum servings of meat/meat alternate per day and per week
- Minimum servings of whole grain rich oz. equivalents and enriched grain oz. equivalents with at least half of the grains being whole grain rich per day and per week.
- Minimum servings of fruit required per day and per week
- Minimum servings of vegetables required per day and per week
- Minimum servings of vegetable sub-groups per week:
  - Dark green
  - Red/orange
  - Legumes
  - Starchy
  - Other
- Minimum servings of fluid milk maximum milk fat of not to exceed 1% fat.
- Minimum and maximum calories specifications when averaged over the week
- Minimum and maximum saturated fat specifications when averaged over the week
- Zero trans-fats based on nutrition fact labels and manufacturer specifications
- Sodium not to exceed maximum average weekly levels per age/grade groups

Planned and served breakfast menus for each grade grouping meet USDA breakfast meal pattern requirements with regard to:

- Minimum servings of whole grain rich oz. equivalents and enriched grain oz. equivalents with at least half of the grains being whole grain rich per day and per week.
- Minimum servings of fruit required per day and per week
- Minimum servings of fluid milk maximum milk fat of:
- Minimum and maximum calories specifications when averaged over the week
- Minimum and maximum saturated fat specifications when averaged over the week
- Zero trans-fats based on nutrition fact labels and manufacturer specifications
- Sodium not to exceed maximum average weekly levels per age/grade groups

Preschool students who eat in the cafeteria and are co-mingled (mixed in with) kindergarten and higher grades may follow the National School Lunch Program, School Breakfast Program, and Afterschool Snack meal patterns. Preschool students who enter the cafeteria separately, or served separately, or eat separately are NOT considered co-mingled (mixed in) and must use the Child and Adult Care Food Program meal pattern. See Pre-K Meal Service Form in this Renewal Agreement to determine if the district's Pre-K students are co-mingled.

## Food Safety Plan

Public Law 108-265 amended Section 9(h) of the Richard B. Russell National School Lunch Act requires that each school serving or preparation site involved in the National School Lunch or School Breakfast Program implement a Food Safety Plan using as a reference Hazard Analysis Critical Control Points (HACCP).

Schools must provide the school site Food Safety Plan without prior notice for review during the Arkansas Department of Education, Child Nutrition Unit monitoring reviews, technical assistance visits, Health Inspections, and upon request by other authorized governmental entities.

The individual school Food Safety Plan will be on file at each serving and preparation site in the district.

## Procurement Policy and Procedures

Each School Food Authority (SFA)/Local Education Agency (LEA) approved to operate a federal child nutrition program must have a Procurement Policy and Procedures that meets federal, state and local SFA/LEA laws, regulations and policies. This Procurement Policy and Procedures will be used to purchase food, equipment, supplies and services with nonprofit school food service account funds.

2 CFR 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, and AUDIT REQUIREMENTS FOR FEDERAL AWARDS are applicable to SFA/LEA and Non-profit 501 (c) (3) Charter Schools respectively.

**All procurements must follow the regulatory language cited in 2 CFR 200 and any other applicable federal regulations, including, but not limited to:**

2 CFR 200.318	General Procurement Standards
2 CFR 200.318(c)	Code of Conduct
2 CFR 200.319	Competition
2 CFR 200.320	Methods of Procurement
2 CFR 200.324	Federal awarding agency or pass through entity review
2 CFR 200.326	Contract Provisions; Appendix II Part 200 including:
	(A) Contractual Procedures
	(B) Termination Clause
	(C) Equal Employment Opportunity
	(D) Davis-Bacon Act
	(E) Contract Work Hours and Safety Standards Act
	(F) Rights to Inventions Made Under a Contract or Agreement
	(G) Environmental Protection
	(H) Debarment and Suspension Certification
	(I) Lobbying Certification
2 CFR 200.333-337	Retention, Transfer, Storage and Access Requirements for Records
2 CFR 200.338-342	Remedies for noncompliance
2 CFR 200.400	Cost Principles Policy guide
2 CFR 200.403	Factors Affecting Allowability of Cost
2 CFR 200.404	Reasonable Costs
2 CFR 200.405	Allocable Costs
2 CFR 200.406	Applicable credits
2 CFR 200.407	Prior written approval (prior approval)
2 CFR 200.410	Collection of unallowable costs
2 CFR 200.414	Indirect Cost
2 CFR 200.420	Considerations for selected items of cost
2 CFR 200.426	Bad Debts
7 CFR 210	National School Lunch Program Regulations
7 CFR 210.21	National School Lunch Program Procurement Regulations
7 CFR 210.21(d) 7	Buy American
CFR 215.14a	Special Milk Program for Children, if applicable
7 CFR 220.16	School Breakfast Program Regulations
7 CFR 225.17	Summer Food Service Program Regulations, if applicable
	Donation of foods for use in the United States

### Methods of Procurement: (2 CFR 200.320 and 7 CFR 210.21):

The SFA agrees to use the current year purchasing thresholds for micro, small, and formal purchases. The SFA will use the most restrictive federal, state, or local threshold for individual and aggregate purchases.

- **Micro Purchases** – Purchases may be awarded without soliciting competitive quotations. The district must document assurance of reasonable and necessary costs, ensure purchases are distributed equitably among qualified suppliers, and documentation is required.
- 7 CFR 250 • **Small Purchases** – Purchases may be awarded with a minimum of two (2) quotes. There must be assurance of open and free competition, and documentation is required.
- **Formal Purchases:**
  - **Invitation for Bids (Sealed Bid)** – Contains technical specifications, must be advertised, public bid opening, award on price alone, should have 2 or more responsible bidders – firm fixed price – to responsible bidder.

- **Request for Proposal (Competitive Proposal)** – Solicitation must be publicized and includes evaluation criteria, award is based on score with primary weight on price (not price alone). District must document assurance of advertising, proper evaluation/award. The SFA must receive and document discounts, rebates, and credits in cost reimbursable contracts.
- **Non-competitive Proposals** – District must assure adherence that the item is available only from a single source and after solicitation of a number of sources, competition is determined inadequate. May be used in an emergency. Documentation is required.
- **Open and Free Competition** - The formal bid process IS required if purchased goods and services exceed the small purchase threshold. Ark. Code Ann. 6-21-304 requires that all Food Service Contracts (including consulting services) in excess of the small purchase threshold must be formally bid or procured (this issue is discussed in greater detail in Arkansas Attorney General's Opinion Number 95-294). A procurement made for food services such as a consulting contract using school district funds is not eligible for a school board exemption from the formal procurement process.

\* The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used. 2 CFR 200.323(d)

#### **Local Procurement Policy and Procedures Requirements:**

The SFA/LEA must have an approved Child Nutrition Procurement Policy which contains all of the following information and has been implemented by the SFA/LEA available for review by the ADE, CNU staff during monitoring reviews, legislative audit or private auditors, or other regulatory agencies.

1. Name(s) and position(s) of those person(s) authorized by the SFA/LEA as purchasing agent(s) and who is/are responsible for compliance with local, state and federal program regulations and who must follow the approved Local Procurement Policy for the Child Nutrition Programs. This name(s) are submitted on the SFA/LEA's Child Nutrition Contact Information sheet.

2. SFA's/LEA's Procurement Policy must ensure that all solicitations:

- a. Incorporate a clean and accurate description of technical requirement of the material, product or service being procured, which may include a statement of qualitative nature of the material, product or service,
- b. Set minimum essential standards to which the material, product or service must conform if it is to satisfy its intended use, and
- c. Must not contain features which unduly restrict competition. (2 CFR 200.319(c)(1)).

3. USDA regulations require formal Invitation for Bid (IFB) or Request for Proposal (RFP) for purchases falling into the formal purchase threshold.

4. SFAs/LEAs will comply with and enforce the Buy American Provision set forth in 7 CFR 210.21(d) for the purchase of all agricultural goods purchased for Child Nutrition Programs.

5. USDA regulations allow for procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services where the aggregate dollar amount does not exceed \$10,000. LEAs may elect a lower threshold. The SFA/LEA must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations or bids if the SFA/LEA considers the price to be reasonable.

6. SFA's/LEA's must have an approved Written Code of Conduct for Employees Involved in Procurement in Child Nutrition Program. This written code of conduct is mandated by federal regulations 2 CFR 200.318(c)(1) and must:

- Prohibit employees from soliciting gifts,
- Prohibit employees from travel packages and
- Prohibit employees from other incentives from prospective contractors.
- Prohibit an employee from participating in the selection, award and administration of any contract to which an entity or certain persons connected to them, have financial interest.
- Provide for Child Nutrition Program (CNP) operators to set standards when financial

interest is not substantial or the gift is an unsolicited item of nominal value and may be acceptable (for example: coffee mug or calendar).

- Must provide for disciplinary actions to be applied in the event the standards are violated.

7. SFA's/LEA's must ensure that pouring rights and vending contracts within the district meet all federal, state and local regulations, including federal regulations regarding use of non-profit food service account funds and required purchasing by the Child Nutrition Programs and state regulations restricting access times, serving sizes and variety of contents.

8. The SFA/LEA may choose to participate in a Purchasing Cooperative. If applicable, describe how the Purchasing Cooperative will meet local, state and federal procurement regulations. (Reminder, all Purchasing Cooperative procurement documentation must be available for review.)

#### **Additional Procurement Information:**

All procurement transactions must reflect the intent and purpose of federal regulations related to open and free competition, necessary and reasonable costs, code of conduct/ethics, and the prohibition of state preference in bid award determinations.

In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations to bid or requests for proposals must be excluded from competing for such procurements. (2 CFR 200.319). Open and free competition cannot be circumvented. Documentation must be maintained to prove that the appropriate procurement procedures were used and that the final selection is the most efficient and economical for the Child Nutrition programs.

#### **Purchasing Cooperatives Information:**

Although participating in intergovernmental and inter-agency agreements can offer greater economy and efficiency for procurement or use of common or shared goods or services (2 CFR 200.318(e)), Program operators participating in these agreements must still conduct competitive procurement in accordance with 2 CFR Part 200.318-.326 and applicable program regulations and guidance. If the SFA/LEA has agreed to participate in a Purchasing Cooperative, a copy of the document(s) representing the agreement(s) or any inter-local agreement(s) between the education cooperative, SFA/LEA, and any third party related to the Purchasing Cooperative must be available for review by ADE, CNU staff during monitoring reviews, legislative audit or private auditors, or other regulatory agencies, as needed during hours of program operation to ascertain compliance.

#### **Food Service Management Company(FSMC) Contracts Information:**

The FSMC shall conform to the SFA's agreement with the Arkansas Department of Education Child Nutrition Program. All FSMCs desiring to contract with Arkansas LEAs/SFAs must register with the Arkansas Department of Education on an annual basis.

According to 7 CFR 210.2 "*Food Service Management Company* is defined as a commercial enterprise or a nonprofit organization which is or may be contracted with by the school food authority to manage any aspect of the school food service." This would include labor management for meals prepared and served to students and the procurement of food items or goods used in the program operation.

Solicitation is carried out using the Request for Proposal (RFP) approved by the United States Department of Agriculture (USDA). Information regarding the FSMC contracting process is available on the ADE, CNU website under the Food Service Management and Commissioner's Memo sections.

## **Local School Wellness Policy**

The school food authority agrees to be in compliance with the local school wellness policy requirement in effect for School Year 2020-2021, as set forth in 7 CFR Part 210.31. Additionally, Arkansas schools are governed by the ADE Rules Governing Nutrition, Physical Activity, and BMI (May 2016). The district wellness policy and procedures are to be in compliance with the federal and state requirements listed below:

- Include specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. LEAs are required to review and consider evidence-based strategies in determining these

goals. (Goals are included in School Improvement Plans after completing the School Health Index for each school and collecting required Body Mass Index data).

- Include standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal Regulations for school meal nutrition standards (USDA Meal Patterns), USDA Smart Snacks in School nutrition standards, and the Arkansas Nutrition Standards.
- Include standards for all foods and beverages provided, but not sold, to students during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives). Arkansas Nutrition Standards require that schools list on the official school calendar any special event days when foods and beverages outside of the school meals program will not meet nutrition standards – up to nine special event days per school year.
- Include policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
- Include a description of public involvement, public updates, policy leadership, and evaluation plan. Wellness committees must meet regularly, include the required membership, and review menus quarterly. Districts must permit participation by the general public and the school community. Policies are assessed at least every three years and updated as appropriate. Districts provide annual public updates regarding the policy, triennial assessment, progress towards meeting the goals of the policy, and amount of funds received and expenditures made from competitive food and beverage contracts.
- Include language that the district will adhere to the ADE Rules Governing Nutrition, Physical Activity, & BMI.

## Civil Rights Assurances & Attestation Statement

"The program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29

U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement."

"By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the Program applicant."

### **NOTIFICATION REQUIREMENTS**

All Food and Nutrition Service (FNS) assistance programs must include a public notification system. The purpose of this system is to inform applicants, participants, and potentially eligible persons of the program availability, program rights and responsibilities, the policy of nondiscrimination, and the procedure for filing a complaint.

**Basic Elements of Public Notification:** The public notification system must include the following three basic elements:

1. **Program Availability:** SFA/LEA must take specific action to inform applicants, participants, and potentially eligible persons of their program rights and responsibilities and the steps necessary for participation.
2. **Complaint Information:** Applicants and participants must be advised at the service delivery point of their right to file a complaint, how to file a complaint, and the complaint procedures.

3. **Nondiscrimination Statement:** All information materials and sources, including Web sites, used by the SFA/LEA to inform the public about FNS programs must contain a nondiscrimination statement. It is not required that the nondiscrimination statement be included on every page of the program information Web site. At the minimum, the nondiscrimination statement, or a link to it, must be included on the home page of the Web site or program information.

**Methods of Notification:** SFA/LEA must take the actions below to inform the general public, potentially eligible populations, community leaders, grassroots organizations, and referral sources about FNS programs and applicable CR requirements.

1. Prominently display the USDA nondiscrimination poster "And Justice for All," or an FNS approved substitute.
2. Inform potentially eligible persons, applicants, participants, and grassroots organizations (particularly those in underserved populations), of programs or changes in programs. This includes information pertaining to eligibility, benefits, and services, the location of local facilities or service delivery points, and hours of service. This information can be communicated by methods such as, but not limited to, Internet, newspaper articles, radio and television announcements, letters, leaflets, brochures, computer-based applications, and bulletins.
3. Provide appropriate information, including web-based information, in alternative formats for persons with disabilities.
4. Include the required non-discrimination statement on all appropriate FNS and agency publications, web sites, posters, and informational materials provided to the public.
5. Convey the message of equal opportunity in all photographic and other graphics that are used to provide program or program-related information.

### **DATA COLLECTION REQUIREMENTS**

The collection and reporting of data on the actual number of children applying for free and reduced-price meals or free milk, by ethnic/racial group, is required by Department of Justice Regulations, 28 CFR Part 42, and 9 AR.

**The SFA or other program recipient agency will:**

1. Develop a method for data collection. Methods include determination of the information by a school official through observation, personal knowledge, or voluntary self-identification by an applicant on the free and reduced-price meal or free milk application. State agencies may also use data or information collected by other Federal and State agencies.
2. Maintain information on file for 5 years.
3. Establish procedures to ensure that the information is made available only to authorized State and Federal personnel as requested, or as part of Office of Management and Budget (OMB) approved surveys.
4. Have at least annual training of staff who interact with program applicants or participants (cafeteria staff, determining official, verifying official, etc.) and their supervisors. Training must include: Collection and Use of Data, Effective Public Notification Systems, Complaint Procedures, Compliance Review Techniques, Resolution of Noncompliance, Requirements for Reasonable Accommodations of Persons with Disabilities, Requirements for Language Assistance, Conflict Resolution and Customer Service. This training must be documented with appropriate sign in sheets, agendas and/or training summary. Training is available for SFAs on the ADE, Child Nutrition website under the Civil Rights section.

### **CIVIL RIGHTS POLICY AND PROCEDURE**

SFA/LEA must have an approved Civil Rights Policy and Procedure containing the following information available for review with the above information during the ADE, CNU monitoring reviews and at other times as needed during hours of program operation to ascertain compliance.

**Local Civil Rights Policy must include:**



1. Method for the collection of data for determining the number of students in each racial or ethnic group for those making application for free or reduced price meals.
2. Method for determining whether there is a disproportionate number of denied application by minority groups.
3. Plan for providing bilingual material for households with Limited English Proficiency
4. Plan for displaying the Civil Rights Poster "And Justice For All."
5. Plan for protecting the confidentiality of Civil Rights information.
6. Plan for informing parents or guardians of students in schools participating in the school nutrition programs, as well as local minority and grass roots organizations, of the availability of program benefits and services, the nondiscrimination policy and all significant changes in existing requirements that pertain to program eligibility benefits.
7. Plan for the release of the information concerning school nutrition program.
8. Method for processing Civil Rights Complaints.

### **ACCOMADATING CHILDREN WITH DISABILITIES POLICY AND PROCEDURE**

SFAs should have a Policy and Procedure for accommodating children with disabilities consistent with the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as amended, the Individuals with Disabilities Education Act of 1990, and in accordance with 7 CFR 15b Nondiscrimination on the basis of handicap in programs or activities receiving federal financial assistance.

#### **Local Accommodating Children with Disabilities Policy must include:**

1. Method used to ensure facilities accessibility
2. Method used to provide meals to children with a disability

Please refer to **FNS Instruction 113-1** at <http://www.fns.usda.gov/sites/default/files/113-1.pdf> for more information.

## **On Line Claim for Reimbursement:**

School Food Authorities (SFAs) are reminded there must be **THREE (3)** separate people involved with the Child Nutrition On-line Claim for Reimbursement. This internal control mechanism is in place to help prevent claims submitted with errors and Legislative Audit findings.

The district Child Nutrition Single Sign-On (SSO) account manager can assign privileges for Entry and Submit with District Superintendent approval. The Arkansas Department of Education (ADE) SSO account manager must receive a form signed by Superintendent in order to make changes to the person assigned with Approve privileges.

The SFA personnel responsible for the on-line claim are:

**Entry** – This is the person that enters all the claim information into the on-line claim system based on source documentation. This documentation will include (but is not limited to) APSCN financial reports of income and expenses, unpaid bills, income due to program, as well as inventory (purchased and USDA Donated Foods), daily records to support number of reimbursable breakfast, lunch and snack (if applicable) meals served to students, etc.

**Submit** – This person reviews the data entered, and confirms that all information reported on the claim is accurate and agrees with source documents.

**Approve** – This person reviews the claim that has already been entered and submitted. It is necessary for the approval person to confirm that all information submitted on the claim is accurate and supported by appropriate source documents.

**Professional Standards:** The School Food Authority (SFA) agrees to abide by the Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010 in accordance with 7 CFR 210.30. The

SFA agrees to abide by Arkansas Department of Education Rules Governing the Certification and Continuing Professional Development of Child Nutrition Directors, Managers, and Workers in accordance with Ark. Code Ann. § 20-7-134, 20-7-135.

### HEALTH INSPECTION STATEMENT REPORT of 2019-2020 School Year Inspections

The Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265), as amended in Section 9(h) of the Richard B. Russell National School Lunch Act, requires two (2) food safety inspections for the National School Lunch or School Breakfast Programs.

1. **KITCHEN INSPECTIONS:** Each school serving or preparation site must obtain at least two (2) food safety inspections each school year. The inspections must be conducted by the state or local health department agency responsible for food safety inspections. The deadline for food safety inspections is the last operating day of the cafeteria, before June 30<sup>th</sup>. Inspections completed after June 30<sup>th</sup> will not count for the 2019-2020 school year.
2. **REQUIREMENT TO POST INSPECTIONS:** School serving or preparation sites must post, in a publicly visible location the most recent food safety inspection.
3. **DOCUMENTATION FOR MONITORING:** Schools must provide a copy of the food safety inspection report for the Arkansas Department of Education, Child Nutrition Unit (ADE, CNU) monitoring reviews, technical assistance visits, and Legislative Audits as well as report to a member of the public upon request.

\_\_\_\_\_ TOTAL NUMBER OF SCHOOL SERVING SITES AND PREPARATION SITES.

ENTER THE **NUMBER** OF SCHOOL SERVING AND PREPARATION SITES THAT MEET THE FOLLOWING CRITERIA (total number of sites entered must equal number of school serving/preparation sites, example 10 sites, 7 w/ 2 inspections, 2 exceeded, 1 did not meet):

- \_\_\_\_\_ Enter the **NUMBER** of school serving and preparation sites that **MET the federal requirement of 2** health inspections.
- \_\_\_\_\_ Enter the **NUMBER** of school serving and preparation sites that **EXCEEDED the federal requirement with 3 OR MORE** health inspections.
- \_\_\_\_\_ Enter the **NUMBER** of school serving sites and preparation sites that **received 1 health inspection due to the early school closure as a result of COVID-19.**

\_\_\_\_\_ Enter the **NUMBER** of school serving sites and preparations sites that received zero(0) or one(1) health inspection **NOT** related to COVID-19. Explain below:

LEA Number	School	Inspections Received	Explanation

**Attach additional pages if necessary.**

If any serving and preparation sites did not meet the federal requirement for a reason other than the early school closure due to COVID-19, submit documentation of correspondence, phone calls, email, etc. with Arkansas Department of Health to verify efforts to obtain the two required inspections; or submit an explanation as to the problem, such as tornado, fire, building closure, etc.

The total number of ALL serving sites on the approved 2019-2020 CN Program Schedule A must balance to the total serving sites reported on this statement.

## ORIGINAL POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS 2020-2021 Policy Statement

The above School Food Authority/Local Education Agency (SFA/LEA) agrees to participate in the following program(s):

- National School Lunch (NSLP) CFDA #10.553  
 School Breakfast (SBP) CFDA # 10.55/10.553  
 Afterschool Snack (Schedule B required before implementation) CFDA # 10.555  
 Special Milk (available only for schools without NSLP or SBP, or for half-day kindergarten students to whom breakfast or lunch is unavailable)  
 Seamless Summer (Schedule C-21 required before implementation) CFDA # 10.555

Provision 2\* option alternative to meal counting and claiming:

- Not applicable  
 Approved for Base Year 2020-21 ~ OR ~ Base Year 20\_\_\_\_-20\_\_\_\_

Community Eligibility Provision (CEP)\*

- Not applicable  
 Cycle Beginning Year 2020-21 ~ OR ~ Cycle Beginning Year 20\_\_\_\_-20\_\_\_\_

(\*Contact Area Specialists for application process)

The SFA/LEA accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction.

**I. Free Meals** - Serve meals free to children in households that submit a complete household application and the household income is at or below the free limit of the income eligibility guidelines or the household provides a current SNAP case number, and to all categorically eligible students on the direct certification list, foster children list, migrant list, homeless list, and runaway list maintained by the school district. (Foster children are categorically eligible for free meals and may be included as family members of the foster family which may help other children in the household qualify for meal benefits.)

**II. Reduced Price Meals** - Serve meals at a reduced price to children from households that submit a complete income application and the household income is within the reduced price limit income eligibility guidelines.

**III. Limit Reduced Price Costs** - Set reduced price charges for lunch and breakfast at or below the maximum reduced price allowed by regulation (\$.40 for lunch, \$.30 for breakfast) and below the full price of the lunch or breakfast.

**IV. Duration of Eligibility** - Eligibility status of students will be honored for the entire fiscal school year except when:

- The original eligibility certification of household was incorrect.
- The verification of a household's eligibility does not support the benefits being received.

**V. Equal Treatment** - Ensure no physical segregation or any other discrimination against any child because of his/her inability to pay the full price of the meal. The names of the children 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 children by use of special tokens, tickets, or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to:

- work for their meals,
- use a separate dining room service area,
- go through a separate serving line,
- enter the dining room through a separate entrance,
- eat meals at a different time, or
- eat a meal different from the one sold to children paying the full price.

**VI. Nondiscrimination** - Operate the school nutrition programs in accordance with federal law to prohibit discrimination so that no child shall be discriminated against because of race, sex, color, national origin, age, or disability.

**VII. Disclosure** - Develop a policy that identifies the steps the SFA/LEA has taken to prevent disclosure of confidential free and reduced price eligibility information as required under 7 CFR 245.6 (f-k).

**VIII. Verification** - Verify eligibility of applicant households in accordance with program regulations and annually maintain records as follows: (1) Verification Collection Report (FNS-742) – which includes a summary of verification efforts, number of total applications on file by October 1<sup>st</sup> and the number of applications verified, (2) documentation of any changes in eligibility and the reasons for the changes on the Application Tracker, (3) all relevant correspondence between the household selected for verification and the school food authority or school, and (4) all verified applications must be readily retrievable by school and must include all documents submitted by the household in an effort to confirm eligibility, reproductions of those documents, or annotations made by the determining official which indicate the type of document used, the income shown on the document, the time frame of the document, and the date of the document.

Compliance with these requirements will be monitored by the State agency as part of its monitoring reviews.

**IX. Appeal and Hearing Process** - Establish and use a fair hearing procedure under which a household can appeal a decision made by the school food authority with respect to the household's application for benefits and/or any subsequent reduction or termination of benefits. During the appeal and hearing, the child who was determined to be eligible based on the information provided on the application will continue to receive free or reduced price meals. Households appealing a reduction or termination of benefits as a result of verification of eligibility will continue to receive benefits if they appeal within the 10-day advance notice period. Prior to initiating the hearing procedure, the school official or the parents or guardians may request a conference to provide an opportunity to discuss the situation, present information, and obtain an explanation of data submitted on the application and the decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

The name and title of the designated hearing official is listed on the Child Nutrition Contact Information attachment to this Policy Statement.

The designated hearing official shall ensure that the hearing procedure provides the following for both the household and the school food authority:

- a publicly announced, simple method for making an oral or written request for a hearing;
- an opportunity to be assisted or represented by an attorney or other person;
- an opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal;
- reasonable promptness and convenience in scheduling a hearing and adequate notice as to time and place;
- an opportunity to present oral or documentary evidence and arguments supporting a position without undue interference;
- an opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witness(es);
- that the hearing be conducted and an official who did not participate in the decision under appeal or any previous conference make the decision. It is recommended that the hearing official hold a position at a higher administrative level than the determining official;
- that the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and entered into the hearing record;
- that the parties concerned and their designated representatives, if any, be notified in writing of the decision;
- that for each hearing a written record be prepared that includes: the decision under appeal, any documentary evidence, a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons for that decision, and a copy of the notification to the parties concerned of the hearing official's decision; and
- that such written record must be retained for a period of 5 years after the end of the Federal fiscal year to which it pertains. These records must be made available for examination by the parties concerned or their designees at any reasonable time and place during such period.

**X. Determining Officials** - The determining official(s) review Free and Reduce Price Meal Applications and other source documents to make eligibility determinations. Such officials will use the criteria outlined in this policy to determine which individual children are eligible for free and reduced price meals. The Position Title of the Determining Official (s) is/are listed on the Child Nutrition Program Contact Information attachment to this Policy Statement.

**XI. Confirming Official** – The Confirming Official is designated as responsible for confirming the correct eligibility determination on all applications selected for verification. (This person cannot be the determining and/or hearing official.) The Position Title of the Confirming Official is listed on the Child Nutrition Program Contact Information attachment to this Policy Statement.

**XII. Verifying Official(s)** – The Verifying Official(s) is designated as responsible for completing verification requirements as specified in the *Eligibility Manual for School Meals*. The Position Title of the Verifying Official (s) is/are listed on the Child Nutrition Program Contact Information attachment to this Policy Statement.

**XIII. Media Release** - Submit a media/press release containing both the free and reduced price eligibility guidelines and other information contained in the parent letter to the local news media, local unemployment offices, local minority and grassroots organizations, and major employers contemplating or experiencing large layoffs. The Media Release is an attachment to this Policy Statement and is updated each school year.

**XIV. Application Forms and Process** – Establish a specific procedure for distributing and accepting applications for free and reduced price meal benefits. Procedure should also include detailed description of the direct certification processes followed to obtain documentation for determining children’s eligibility through direct certification. Households that are directly certified must be provided a notice of eligibility. This notice of eligibility letter is included in the Forms and Letters attachment to this Policy Statement.

Develop and distribute to each household a notice about program benefits and an application form for free and reduced price meals. These forms shall be distributed at or about the beginning of each school year and whenever there is a change in eligibility criteria.

The notice to households with the meal application attachment shall have only the income eligibility guidelines for reduced price meals with an explanation that households with incomes at or below the reduced price guidelines may be eligible for either free or reduced price meals. The notice to households is part of the Free and Reduce Price Meal Application attachment to this Policy Statement.

Interested households are responsible for filling out the application and returning it to the school for review. The SFA/LEA shall maintain documentation of eligibility determinations for a period of 5 years following the end of the Federal fiscal year to which they pertain, or longer when there are unresolved audits or reviews pending.

Applications may be submitted at any time during the year. Households enrolling a child in a school for the first time shall be supplied with appropriate meal application materials regardless of the time of year the child is registered. If a child transfers from one school to another under the jurisdiction of the same SFA/LEA, his/her eligibility for free or reduced price meals will be transferred to and honored by the receiving school. If a child transfers from one school district to another school district, a copy of his/her eligibility for free or reduced price meals may be transferred to the receiving school. All applications must be readily retrievable by school.

The SFA/LEA shall promptly notify households of the approval or denial of their application(s). Children will be served meals immediately upon the establishment of their eligibility. The notification of meal benefits letter is part of the Forms and Letters attachment to this Policy Statement.

When an application is denied, households will be provided written notification that shall include: (1) the reason for the denial of benefits, e.g., income in excess of allowable limits or incomplete application; (2) notification of the right to appeal; (3) instructions on how to appeal; and (4) a statement reminding households that they may reapply for free and reduced price benefits at any time during the school year. The reasons for ineligibility shall be properly documented and retained on file at the school or SFA level for a period of 5 years after the end of the Federal fiscal year to which they pertain.

**XV. Collection and Accountability** - Establish a procedure to collect money from children who pay for their meals and to account at the point of service for the number of free, reduced price, and full price meals served to eligible children on a daily basis. Procedure should also include a description of how the SFA/LEA prevents overt identification of meal eligibility status when selling competitive foods during the meal service in the cafeteria. The collection procedure will be used so that no child in the school will be aware of such procedure or the identity of the children receiving free or reduced price meals. The Meal Count and Collection Procedures attachment to this Policy Statement provide the procedures used at each school within the SFA/LEA for both breakfast and lunch.

**XVI. Revisions to Policies** - Submit, in writing, to the Arkansas Department of Education, Child Nutrition Unit (ADE, CNU), any revisions to the administrative procedures outlined above before implementation. Such changes will be effective only upon approval from ADE, CNU. All changes in eligibility criteria **must** be publicly announced in the same manner as announced at the beginning of the school year.

**XVII. Procedures and Attachments** - All attachments and procedures provided with this Policy Statement are considered part of the Agreement.

- i. **Meal Count/Collection Procedure** - Complete Meal Count and Collection Procedure, for both breakfast and lunch, and return with the Policy Statement.
- ii. **Forms and Letters Packet** - Sample Forms and Letters is a part of the Free and Reduced Price Meals Policy Statement. These forms will be used as instructed or the altered forms will be attached to this Free and Reduced Price Meals Policy Statement for approval by the ADE, CNU.

- iii. **Media Release** - The Media Release to be used for public notification and is a part of the Free and Reduced Price Meals Policy Statement. This form will be used as instructed or the altered form will be attached to this Free and Reduced Price Meals Policy Statement for approval by the ADE, CNU.
- iv. **Child Nutrition Contact Information** - The Child Nutrition Contact Information is the consolidated statement of district personnel assigned responsibilities in the Child Nutrition Program.
- v. **Free and Reduced Price Meal Application** – Free and Reduced Price Meal Household Application is part of the Free and Reduced Price Meals Policy Statement. This application will be used as instructed or the altered form will be attached to this Policy Statement for approval by the ADE, CNU.
- vi. **Spanish Language Version of Application and Forms** - The Spanish Language Version of Free and Reduced Price Meal Application and letters are part of the Free and Reduced Price Meals Policy Statement. This application will be used as instructed or altered form will be attached to this Policy Statement for approval by the ADE, CNU.
- vii. **Limited English Proficient (LEP)** - Families will be provided assistance and/or applications to assure there are no language barriers prohibiting eligibility of benefits or participation in the programs defined in this policy statement.

**Forms must be approved in writing by the ADE, CNU prior to use by the district. Do not print forms for distribution that have not been previously approved.**

## Arkansas Department of Education, Child Nutrition Unit

### Paid Lunch Equity Documentation Form

**Instructions:** Complete Section A (negative balance), Section B (positive or zero balance), Section C (non-pricing) as applicable.

#### Section A

For districts with a negative balance as of December 31, 2019. Check all that apply.

- The non-profit school food service account had a negative balance as of December 31, 2018.
- The district will increase paid lunch prices.  
Paid Lunch Price: High School \$\_\_\_\_\_ Elementary \$\_\_\_\_\_ Other \$\_\_\_\_\_
- Paid lunch prices will not be increased. The district will put non-federal funds into the non-profit school food service account to assure the program does not operate at a deficit.
- The Paid Lunch Equity Tool has been completed and will be retained at the district for audit purposes.

#### Section B

For districts with a zero or positive balance in the non-profit school food service account. Check all that apply.

- The non-profit school food service account had a zero or positive balance as of December 31, 2019.
- MUST attach APSCN revenue report for December 2019.
- Lunch prices will be unchanged for the 2020-2021 school year.
- Lunch prices will be increased for the 2020-2021 school year.

Paid Lunch Price: High School \$\_\_\_\_\_ Elementary \$\_\_\_\_\_ Other \$\_\_\_\_\_

#### Section C

For districts currently participating in a Provision 2 or Community Eligibility Provision

- The district is currently a non-pricing district.

It is ADE, CNU's recommendation to fill out the PLE tool annually even if the district is non-pricing so that information will be current and available in the event that the district returns to standard pricing.

**MEAL COUNT AND COLLECTION PROCEDURES**

The procedures listed below will help assure equal treatment of all children, regardless of his or her ability to pay the full price for meals.

**DIRECTIONS:** For each section 1-6, select the option(s) that best describe the procedure used by each school. List the letter of the selected response under the section number, beside the school on the Meal Count and Collection Procedure Checklists for both breakfast and lunch.

<b>Item 1: The medium of exchange at the point of service</b> – Ticket, token, ID, name, number or physical identifier which students exchange for a meal:						
a. Roster system including coded/un-coded rosters, number lists, and class lists	b. Coded ticket/ token system with various ticket procedures	c. Coded ID cards used in manual and automated systems	d. Verbal identifiers (names & numbers)	e. Thumb print or finger print identification	f. Students enter ID# into automated systems	g. Other – attach description

<b>Item 2: The collection of payment</b>
a. Point of service payment with advance payments and/or charged meals – Students may pay daily, weekly or monthly, prior to meal service in both the cafeteria line and a designated area other than the cafeteria line (for example the school office or classroom); and/or students may charge full or reduced price meals. The meal charge may be paid in both the cafeteria line and a designated area other than the cafeteria serving line. In all cases, the students receiving the free and/or reduced price meals are treated like students who have prepaid or charged their meals. <b>Money MUST BE collected BOTH:</b> in serving line AND in a designated area other than the cafeteria serving line
b. Students or parents may pay daily, weekly or monthly prior to meal service <b>only in a designated area other than the cafeteria serving line</b> (for example the school office or classroom); and/or students may charge full or reduced price meals. The meal charges may be paid in a designated area other than the cafeteria serving line. <b>No money is collected in the serving line.</b>
c. Advance payments and/or charged meals – Students or parents may pay daily, weekly or monthly prior to meal service <b>through on-line payment system.</b>
d. No money is collected from students for reduced price meals. Meals are counted and claimed by category with daily record documentation including Edit Check 1 and 2.
e. No money is collected from students for paying student meals. Meals are counted and claimed by category with daily record documentation including Edit Check 1 and 2.
f. This is a Provision 2 non-pricing school. No money is collected from students for reduced price or paid meals.
g. This is a Community Eligibility school. No money is collected from students for reduced price or paid meals.
h. Other – attach a description.

<b>Item 3: Notification of Payment Procedure</b> – used at the beginning of the school year and/or registration to inform students of the payment and/or charge procedure for meal payments. If this is a Provision 2 or Community Eligibility Provision (non-pricing) school what is the method of notification to households?					
a. Letter to households	b. Public announcements to all students and households	c. Newspaper / newsletter	d. Posted notice (sign) displayed in the cafeteria	e. Notification in Student Handbook with signed acknowledgment from household	f. Other – attach description

The procedures described below will assure that a daily meal count are made at the point of service and that no child will be aware that any other child receives a free or reduced price meal.

<b>Item 4: Meal Count by Category</b> – Only one reimbursable breakfast / lunch / snack may be claimed each day for each student
a. Cashier at the end of the serving line who counts meals by category and monitors meals to assure only reimbursable meals are claimed for reimbursement. The cashier at the end of the serving line <b>MUST</b> be trained in meal pattern requirements. <b>Documentation of training, signed by the cashier, must be on file.</b>
b. *Cashier at the beginning of the serving line with a monitor at the end of the serving line to assure only reimbursable meals are claimed for reimbursement. The cafeteria monitor at the end of the serving line <b>MUST</b> be trained in meal pattern requirements. <b>Documentation of training, signed by the monitor, must be on file.</b>
c. *Classroom counts by category are confirmed at the serving line by the teacher or adult monitor who accompanies the class to the cafeteria and a cafeteria monitor at end of serving line to assure only reimbursable meals are claimed for reimbursement. The cafeteria monitor at the end of the serving line <b>MUST</b> be trained in meal pattern requirements. <b>Documentation of training, signed by the monitor, must be on file.</b>
d. *Other – attach a description
*A monitor at the end of the serving line <u>must notify</u> the person responsible for recording meal counts if a student does not take a reimbursable meal. The monitor must note the name of the student, so the meal count can be adjusted in the correct eligibility category. <b>No substitute employee should be used for this duty without proper training.</b>

<b>Item 5: Charge Policy - Each school and/or school district must have a written charge policy that is published to households and implemented as published. How are households notified of the charge policy?</b>					
a. Letter to households	b. Public announcement to all students and households	c. Newspaper /newsletter	d. Posted notice (sign) displayed in the cafeteria	e. Notification in Student Handbook with signed acknowledgment from household	f. Other – attach description

<b>Item 6: Does this school have a SEPARATE a la carte line that serves ONLY non-reimbursable food items?</b>	
a. Yes, and the school has a policy in place to ensure that free and reduced price students are not being overtly identified in the separate a la carte line.	b. No, this school does not have a separate a la carte line that serves non-reimbursable meals.



### LUNCH MEAL COUNT/COLLECTION PROCEDURE CHECKLIST

Read carefully Meal Count and Collection Procedures on page 1 of this Attachment. List schools as reported on Program Schedule A. Beside each school name listed, select the letter(s) which best describe(s) the procedure(s) used by the school for each item 1-6 on page 1.

List letter(s) in the appropriate columns below. **In some cases more than one option may apply, if so list ALL options that apply.** If more lines are needed add additional pages.

**N/A is not an acceptable option.**

	List all schools listed on CN Program Schedule A	Item #1. Medium of Exchange	Item # 2. Payment/ Collections	Item # 3. Procedure Notification	Item # 4. Meal Count	Item # 5. Charge Policy	Item # 6. Separate A la Carte Line
	EXAMPLE School	a	d	a	b	a	b
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

**LUNCH**

**BREAKFAST MEAL COUNT/COLLECTION PROCEDURE CHECKLIST**

Read carefully Meal Count and Collection Procedures on page 1 of this Attachment. List schools as reported on Program Schedule A. Beside each school name listed, select the letter(s) which best describe(s) the procedure(s) used by the school for each item 1-6 on page 1.

List letter(s) in the appropriate columns below. **In some cases more than one option may apply, if so list ALL options that apply.** If more lines are needed add additional pages.

**N/A is not an acceptable option.**

	List all schools listed on CN Program Schedule A	1. Medium of Exchange	2. Payment/ Collections	3. Procedure Notification	4. Meal Count	5. Charge Policy	6. Separate A la Carte Line
	EXAMPLE School	a	d	a	b	a	b
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

**BREAKFAST**

**FREE AND REDUCED PRICE MEAL APPLICATION MATERIALS, FORMS AND LETTERS ATTESTATION STATEMENT  
2020-2021 POLICY STATEMENT**

**(Must be attached to Policy Statement unless the entire School Food Authority (SFA) is Provision 2 non-base year or Community Eligibility Provision (CEP) – non pricing situations)**

In the chart below, place an "X" in the column to indicate:

- the SFA will use the Prototype Free and Reduced Price Meal Application materials, forms and letters EXACTLY as published by the Arkansas Department of Education Child Nutrition Unit (ADE, CNU)
- the SFA is providing materials to be reviewed and approved

When using the ADE, CNU prototype materials the SFA will include specific information in the prototype regarding the SFA personnel contact information, etc. as required in **[brackets]**.

When Checking SFA Materials Attached, include the materials the SFA is submitting to the ADE, CNU for approval as part of the Renewal of Policy Statement. The SFA submitted materials may not be used or published by SFA without prior approval by the ADE, CNU.

If the SFA is using web-based Free and Reduced Price Meal Application and materials submit to the district area specialist for review and approval a long with attaching the Web-based Meal Application.

Check the box to indicate if the SFA will use ADE Prototype materials exactly as published, or if SFA will submit materials to ADE, CNU for approval.	ADE Prototype Materials	SFA Materials Attached	Not Applicable
Letter to Household (Frequently Asked Questions)			
Instructions on How to Apply			
Free and Reduced Price Meal Application			
Public Release			
Notice to Households of Approval/Denial of Benefits			
Notice of Direct Certification (If using Notice of Direct Certification from DC Portal check ADE Prototype)			
Notice of Students Residing with Direct Cert Students (optional)			
Notice of Approval Migrant, Homeless, Runaway, Foster, Head Start, Even Start			
We Must Check Your Application (Verification Announcement)			
We Have Checked Your Application (Verification Results)			
Verification Tracker Form			

## Method(s) Used by School District for Distribution of Free and Reduced Price Meal Applications 2020-2021 Policy Statement

Please indicate below (by checking the appropriate boxes) the method(s) the school district uses to distribute Free and Reduced Price Meal Application materials. The application materials include the Letter to Household (Frequently Asked Questions), Instructions on How to Apply and the Free and Reduced Price Meal Application.

**REMINDER: 2020-2021 Free and Reduced Price Meal Application materials cannot be distributed to households until July 1, 2020.**

**All districts are required to advertise available Child Nutrition Programs through a public release. Check all that apply:**

- |   |   |                                       |
|---|---|---------------------------------------|
| <input type="checkbox"/> Website        | <input type="checkbox"/> Radio          | <input type="checkbox"/> Newspaper    |
| <input type="checkbox"/> Public offices | <input type="checkbox"/> Health Clinics | <input type="checkbox"/> Other: _____ |

### Distribution of Meal Applications

- No application materials are provided to students due to the Community Eligibility Provision (CEP) or Provision 2 (P2) status. (Does not apply to base-year P2 schools.)
- Application materials are given to students at registration
- Application materials are published on the school district website for households to print and complete for submission to district
- Web-Based meal applications and materials are available for households to complete

\*Provide link to web-based application: \_\_\_\_\_

- Application materials are mailed to households
- Application materials are included in new student packets
- Application materials are handed out to all students in the district
- Application materials are available at local businesses and community centers
- Other method (please specify): \_\_\_\_\_

SFA/School District: \_\_\_\_\_

LEA #: \_\_\_\_\_

**School Food Authority Election to Use Date Flexibility in Free and Reduced Price Meal  
Eligibility Determination  
2020-2021 Policy Statement**

The United States Department of Agriculture (USDA) School Policy (SP) memo SP11-2014 clarifies the flexibility available to SFA officials for establishing the effective date of eligibility for children certified for free and reduced priced meals. The SFA will ensure that all Free and Reduced Price Meal Applications are processed and determined within ten (10) operating days of receipt of the application, as required by federal regulation. For SFAs using this flexibility the date of determination of the new eligibility status will be the date the application was submitted to the SFA.

If the SFA elects to use date flexibility you are agreeing to: The SFA agrees to:

- Have a procedure is in place for submitted applications.
- Refund any money paid (including debt forgiveness) before eligibility determination.
- Ensure Daily Records reflect accurate student eligibility and support the claim for reimbursement.
- Ensure eligibility determinations are updated in eSchool.

This flexibility would assist low income children by allowing them to access free or reduced price school meals during the eligibility determination period. It could also assist LEAs that are experiencing challenges with unpaid debt.

Check Below:

- Yes, we will use Date Flexibility**
- No, we will not use Date Flexibility**

SFA/School District: \_\_\_\_\_ LEA #: \_\_\_\_\_

## Child Nutrition Contact Information and Appeals Hearing Attestation Statement 2020-2021 Policy Statement

**(Must be attached to Policy Statement unless the entire SFA is Provision 2 non-base year or Community Eligibility Provision (CEP)– non pricing situations)**

<p><b>Determining Official(s)*</b> – How many Determining Officials approve meal applications in the district? _____</p> <p>Name _____</p> <p>Name _____</p> <p>Name _____</p> <p>* List additional on back of page</p>	<p style="text-align: center;"><b>Verifying Official</b></p> <p>Name _____</p> <p>Name _____</p> <p>Location of approved applications during the school year (Superintendent’s office, CN Directors office, etc.) _____</p>
<p style="text-align: center;"><b>Confirming Official</b> – <b>CANNOT</b> be the same person as the Determining Official and/or Hearing Official</p> <p>Name _____</p> <p>Name _____</p>	<p style="text-align: center;"><b>Hearing Official</b> – <b>CANNOT</b> be the same person as the Determining Official</p> <p>Name _____</p> <p>Position _____</p>

The School Food Authority agrees to follow federal and state requirements necessary when a household files an appeal or asks for a formal hearing regarding student’s free and reduced price meal eligibility determination or as a result of verification activities.

## Web-based Meal Applications 2020-2021 Policy Statement

The School Food Authority (SFA) will implement a web-based meal application process that meets all the federal and state requirements in accordance with 7 CFR Parts: 15, 210, 220, 245, and Title 2 CFR 200.

It is the responsibility of the SFA to train all personnel, including the technology support personnel associated with the web-based meal application process, with regard to compliance issues and confidentiality regulations in the Policy Statement.

**Web-based meal applications must be approved by the Arkansas Department of Education, Child Nutrition Unit (ADE, CNU) prior to the use by the district for web publication.**

Link to web-based meal application for SY 2020-2021:

\_\_\_\_\_

Check  in the box indicating compliance with federal and state requirements:

SFA has written policies and procedures that apply to web-based meal application process for meal benefits to ensure:

- Online documents are legally binding,
- Security issues surrounding student and parent confidentiality and data protection is provided,
- Family Educational Rights and Privacy Act (FERPA) regulations are in compliance,
- Personal Identifiable Information (PII), i.e. social security numbers, are protected at all levels,
- Security issues regarding scanned documents/data storage have been fully addressed,
- Security, Backup, and Disposal of online documents containing FERPA and PII data align with district policy and procedures
- Access to web-based meal applications is made available to the ADE, CNU during applicable reviews,
- Confirmation that **Level 2 Electronic Digital Signatures Authentication System** meets all requirements specified by the USDA, National Institute of Standards and Technology (NIST) Guidance, the Arkansas Uniform Electronic Signatures Act, A.C.A. §25-31-101 et seq., the ADE, CNU, and applicable Arkansas Division of Information Services State Security Guidance.

Approved by ADE, CNU Area Specialist: \_\_\_\_\_

## Schedule A - Original Agreement and Policy Statement School Year 2020-2021

**Provide current information for the 2020-2021 School Year**

**Mark through incorrect information with a single line. Provide corrections.**

District LEA: \_\_\_\_\_ District: \_\_\_\_\_  
 Superintendent: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Ext: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Child Nutrition Director: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Ext: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

School District Congressional District: 1  2  3  4   
 Emergency Contact Name: \_\_\_\_\_  
 Emergency Contact Phone #: \_\_\_\_\_

FSMC/Vendor Company Name: \_\_\_\_\_  N/A  
 Contact person: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

SY 2020-2021 District Totals # of schools: \_\_\_\_\_ Safety Net:  Yes  No  
 Regular: # of serving sites: \_\_\_\_\_ # of Schools w/Breakfast: \_\_\_\_\_ # of Schools w/Lunch: \_\_\_\_\_ # of Schools w/Afterschool Snack: \_\_\_\_\_  
 Regular Summer: # of serving sites: \_\_\_\_\_ # of Schools w/Breakfast: \_\_\_\_\_ # of Schools w/Lunch: \_\_\_\_\_ # of Schools w/Afterschool Snack: \_\_\_\_\_  
 Seamless Summer: # of serving sites: \_\_\_\_\_ # of Schools w/Breakfast: \_\_\_\_\_ # of Schools w/Lunch: \_\_\_\_\_ # of Schools w/Afterschool Snack: \_\_\_\_\_

School LEA: \_\_\_\_\_ School: \_\_\_\_\_ Grade Span: \_\_\_\_\_

Principal: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_  
 City, State Zip: \_\_\_\_\_  
 School Phone: \_\_\_\_\_  
 Manager: \_\_\_\_\_  
 Manager Phone #: \_\_\_\_\_ Ext: \_\_\_\_\_

Check the average number of days/week: 4 day  5 day

Are PreK meals served at this school?  Yes  No  
 If yes, claimed with ADE/CNU?  Yes  No

	Regular	Regular Summer	Seamless Summer	Paid	Prices	
					Reduced	Adult
Breakfast:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
Severe Need:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
Lunch:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
Afterschool Snack						
Area Eligible:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
Non-Area Eligible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
Please Select Yes or No						
Serving Site:	<input type="radio"/> Yes	<input type="radio"/> No		CEP:	<input type="radio"/> Yes	<input type="radio"/> No
Year Round School:	<input type="radio"/> Yes	<input type="radio"/> No		Provision 2:	<input type="radio"/> Yes	<input type="radio"/> No

### Select Your Menu Plan

Breakfast Menu Planning  
 PK  K-05  K-08  
 06-08  09-12  
 Lunch Menu Planning  
 PK  K-05  06-08  
 K-08  09-12

A= Grab/Go Cafeteria  
 B= Grab/Go Not Cafeteria  
 C= In Classroom  
 D= 2nd Breakfast Period  
 E= Other, Attach

Alternative Breakfast  
 Type of Breakfast \_\_\_\_\_

If changes occur to the above information at any time during the school year, please provide changes in writing to ADE.CNU-A-PS@arkansas.gov.  
 For ADE Child Nutrition Staff Only

Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Entered into Child Nutrition Database: \_\_\_\_\_ Entered into On-line Claim System: \_\_\_\_\_  
 Area Specialist initials MM/DD/YY Data Base Entry Initial and Date Claims Entry Initial and Date



SFA/School District: \_\_\_\_\_ LEA #: \_\_\_\_\_

## SCHEDULE B SY 2020-2021 AFTERSCHOOL SNACK PROGRAM

Complete the following form **only for schools** within the district that will participate in the **Afterschool Snack Program (ASP)**.

For reimbursement to be available for afterschool snacks served to students 18 years old or under, the afterschool snack program must include education or enrichment activities in an organized, structured and supervised environment in addition to all other applicable regulations.

Col. A		Col. B	Col. C	Col. D	Col. E <b>ADE CNU USE ONLY</b> Schools with 50% or greater students eligible for free or reduced price meals or school located in an attendance area with 50% or greater of the students eligible for free and reduced price meals.					
School LEA #	School(s)	Date ASP will <b>Begin</b> MM/DD/YYYY	Date ASP will <b>End</b> MM/DD/YYYY	Expanded Learning Time School?	Site qualifies for area eligible based on enrollment.		Site qualifies for area eligible based on attendance area.		Site qualifies for area eligible based on census data.	
1.				YES NO	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO
2.				YES NO	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO
3.				YES NO	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO
4.				YES NO	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO
5.				YES NO	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO
6.				YES NO	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO
7.				YES NO	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO
8.				YES NO	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO

“Expanded learning time” is a common term used in the education arena to describe schools or school districts that add significantly more school time for academic and enrichment opportunities to improve student achievement. An expanded learning time school day must be 1 hour longer than a regular school day. Provide the hours of operation and a description of expanded learning time if applicable.

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**ADE Use Only – Approved by:**

ADE/CNU	Date
_____ Area eligible	_____ Non-area eligible
_____ Reviewer initials	_____ Area Specialist initials
_____ Entered CNU DB	_____ Online Claims System

SFA/School District: \_\_\_\_\_

LEA #: \_\_\_\_\_

**SCHEDULE C-21 SY 2020-2021 SEAMLESS SUMMER OPTION (SSO)** Funded through the ADE

Complete for schools or locations which will be sites for the Seamless Summer Option. Add additional pages as needed.

	Sample Site 1	SERVING SITE 1				SERVING SITE 2						
School Name	Starr Elem											
Phone Number	501-555-1212											
Serving Site Address	202 S. Main, Little Rock											
# Locations Students Consume Meals	1 of 2											
Year Round School? Yes or No	NO											
School LEA Number	099-09-009											
Designated Site Manager	B. L. Jones											
SSO Start Date	MM/DD/YY											
SSO End Date	MM/DD/YY											
Type of Site *	Open											
Method of Notification of Public	Newspaper											
Organization Operating Site (if applicable)												
Circle Age/Grade Grouping – For Open & Restricted Open Site ONLY – Circle Most Common Used (can be more than one) – SEE #14 OF THE INSTRUCTIONS	Breakfast PK K-5 6-8 9-12	BREAKFAST	PK	K-5	6-8	9-12	BREAKFAST	PK	K-5	6-8	9-12	
	Lunch PK K-5 K-8 6-8 9-12	LUNCH	PK	K-5	K-8	6-8	9-12	LUNCH	PK	K-5	K-8	6-8
	Days	Times	Days	Times		Days	Times					
Breakfast	M - F	7 - 8										
Lunch	M - F	12 - 1										
Snack												
Supper												
CN district employee responsible for meal service & record keeping. (May be the same as the designated site manager)	B. L. Jones											

The maximum number of programs (breakfast, lunch, snack, and supper) that can be offered per site is 2. Site SHALL NOT offer both lunch and supper.

\* Contact the ADE, CNU for additional information for a "Closed enrolled site" or "Restricted open site"

ADE CNU USE ONLY						
Schools with 50% or greater students eligible for free or reduced price meals or school located in an attendance area with 50% or greater of the students eligible for free and reduced price meals.						
Site qualifies for area eligible based on enrollment.	YES	NO	YES	NO	YES	NO
Site qualifies for area eligible based on attendance area.	YES	NO	YES	NO	YES	NO
Site qualifies for area eligible based on census data.	YES	NO	YES	NO	YES	NO

ADE Use Only – Approved by:	
_____ ADE/CNU	_____ Date
_____ Area eligible	_____ Non-area eligible
_____ Reviewer initials	_____ Area Specialist initials
_____ Entered CNU DB	_____ Online Claims System