



# ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services  
1535 West Jefferson Street  
Phoenix, Arizona 85007

## Free and Reduced-Price Policy Statement

Revised Summer 2015

### ASU Preparatory Academy

#### Introduction

In accordance with 7 CFR 245.10, each Local Educational Agency (LEA) participating in the National School Lunch Program (NSLP), School Breakfast Program (SBP), and/or the Special Milk Program (SMP) with the free milk option must have an approved free and reduced-price policy statement on file with the Arizona Department of Education (ADE) that accurately describes its current free and reduced-price policies. LEAs just beginning participation in the NSLP, SBP, or SMP must submit their policy statement to ADE for review as part of the new sponsor application process. The policy statement becomes a permanent document, but must be amended when the LEA makes a substantive change to its free and reduced-price policy. Amendments must be submitted for review by ADE by October 15 each year.

#### Policy Statement

Sponsor Name: ASU Preparatory Academy

CTDA # 07-85-46-002

This statement applies to the programs in which the sponsor will be participating as indicated on the application and agreement.

In fulfilling its responsibilities to implement a policy that conforms to United States Department of Agriculture (USDA) regulations regarding determination of children's eligibility for free and reduced-price benefits, ASU preparatory Academy wishes to state the following:

- A. ASU Preparatory Academy's CNP Web Sponsor Application will be updated each school year to reflect the following:
  - a. The household application, application letter, and notification letters provided to households applying for benefits will be those provided by ADE;

- b. And/or a customized household application, application letter, and notification letters have been developed and will be provided to households applying for benefits. Customized applications and letters must be reviewed and approved by ADE prior to use.
- B. Jocelyne Canestrelli Nutrition and Wellness Coordinator is the LEA official that has been designated to make eligibility determinations.
- C. The following direct certification procedures have been implemented:
  - a. Nutrition services runs direct certification on a monthly basis to check if any new students or new to state benefits come up.
- D. The following procedures for accepting applications for benefits have been implemented:
  - ASU Preparatory Academy
  - accepts applications online and on paper.
- E. Eligibility will be determined in accordance with the current Income Eligibility Guidelines (IEGs).
- F. A foster child will be categorically eligible for free meals. A foster child may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children, as including children in foster care as household members can help other children in the household qualify for free or reduced-price meals. If the foster family is not eligible for free or reduced-price meal benefits, this does not prevent a foster child from receiving free meal benefits.
- G. Households with children who are categorically eligible under Other Source Categorically Eligible Programs will be instructed to contact the school for assistance in receiving benefits and to mark the relevant box on the application to indicate their status.
- H. ADE and ASU Preparatory Academy ensure there are no barriers for participation in the NSLP, SBP, and/or SMP for Limited English Proficient (LEP) families and will communicate with parents and guardians in a language they can understand throughout the certification and verification processes.
- I. ASU Preparatory Academy will abide by the hearing procedures set forth in 7 CFR 245.7 and nondiscrimination practices set forth in 7 CFR 245.8.
- J. ASU Preparatory Academy will verify approved free and reduced-price applications by November 15 each year as specified by 7 CFR 245.6(a) using the following procedures:
  - a. On October 1 of the year our software system, (Meals Plus) where we process Free/Reduced applications, automatically pulls applications in random from the pool. We use standard procedures. (Error Prone)
- K. ASU Preparatory Academy will maintain a description of the verification activities as required by 7 CFR 245.6(a)(3)(c).

- L. ASU Preparatory Academy will submit to ADE a summary report of verification activities performed as required by 7 CFR 245.6(a)(h) by February 1 each year.
  
- M. The following measures have been taken to prevent disclosure of confidential free and reduced-price eligibility information, as is required by 7 CFR 245.6(f-k):
  - a. Only Jocelyne Canestrelli Nutrition and Wellness Coordinator is allowed to process applications.
  - b. Applications are put in binders and locked in an office
  
- N. ASU Preparatory Academy has implemented the following policies per site regarding meal charges:
  - a. Students must have the necessary funds on their account to make a purchase. Our software system is designed to count the first complete meal in a serving period as reimbursable, anything more is considered either a la carte or non-reimbursable.
  
- O. When more than one lunch, breakfast, or type of milk is offered which meets the requirements of 7 CFR parts 210.10, 220.8 or 215.2, children eligible for free or reduced-price benefits will have the same choice of meals and/or milk that is available to those children who pay the full price for their meals and/or milk. To prevent overt discrimination of children receiving free or reduced-price meals, the following methods of collecting payment from children paying the full- or reduced-price of the meal will/will NOT be implemented:
  - a. All students must make payment to their accounts either in the office or online. They are then able to purchase meals/items out of their meal accounts regardless of meal benefit statue. We do not allow students to carry a negative balance.
  
- P. When selling competitive foods during a meal service, the following practices will be implemented to prevent overt identification of the children receiving free or reduced-price meals:
  - a. ASU Preparatory Academy not serve competitive foods during the school day. Vending machines are only on and available outside of school hours. When students pick up a la carte items, our cashiers encourage the student to pick up the necessary components of a reimbursable meal.
  
- Q. ASU Preparatory Academy notify the public through a public/media release which will be provided to applicable local media, unemployment offices, and major employers contemplating large layoffs in the attendance area of its schools. The release will include the name(s) of the school(s) approved to operate the NSLP, SBP, and/or SMP in CNP Web, Income Eligibility Guidelines (IEGs) for free and reduced-price meals, and other information required to be contained in the letter to households. A copy of the public/media release which will be used is attached to this statement.

Jocelyne Canestrelli

Nutrition and Wellness Coordinator

ASU Preparatory Academy

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(Signature)

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*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

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